

**Student Handbook
2023-2024
Philip Scotties
High School
Junior High**

Junior High/High School Office

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PHILOSOPHY

The schools within Haakon School District 27-1 are dedicated to assisting in the development of each student's optimum potential. A successful program of education provides the opportunity of pursuing knowledge basic to all fields of learning and specialization. An educational program must be sensitive to the concepts of a changing world. The acquisition of fundamental skills implies the development of self-discipline, respect for authority, and acceptance of responsibility for student's own actions. Learning is an active and continuous process. A K-12 education provides the tools for continued learning. School personnel, parents, and the community working together in partnership, are vital to the learning process in providing an effective education program.

OBJECTIVES

1. To develop in each student a sense of responsibility, character, self-discipline, and self-worth.
2. To provide opportunities for students to be aware of social issues and to develop decision making and problem-solving skills.
3. To provide educational programs to assist students in preparing for the world of work.
4. To develop good habits of physical and mental wellness, as well as personal safety.
5. To provide opportunities for students to explore and express their interests, aptitudes, and capabilities.
6. To develop in the individual a sense of moral and civic responsibility.
7. To prepare students to meet the challenges of a changing world.
8. To utilize data in decision making

Organization is often the key to success. By conscientiously using their Daily Planner to mark assignments and important dates, students, with the help of parents, will find themselves more successful at the academic challenges of school. Besides the calendar function, this booklet also contains tips for better performances on tests, projects, and reports. It is our hope that the use of this Daily Planner will enhance the relationship between home and school by providing more information about school activities and encouraging greater parent involvement.

Elastic Clause

This handbook will not cover all possible events that will occur during the school year, thus, if a situation arises that is not specifically covered by this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the student, parents, school district and community will be taken into consideration.

**The following policies were passed with a unanimous vote by the Haakon Board of Education.
Please read them over carefully and if there are any questions, contact the principal's office at 859-2001.**

Guidance Services

Guidance services are provided to students to help them gain the most from their educational opportunities. The Guidance Coordinator is here to help you any time during study hall, open period, or before and after school. The Guidance Coordinator is required by law to maintain confidentiality unless the welfare of an individual is in question.

Academics

Credits are earned by students who complete ALL semester course objectives to at least the minimal standards. A grade will be given to the student each quarter as a progress report. Quarter grades will be averaged to yield a semester grade. 1/2 credit will be given for a successful completion of a semester's work and regular attendance in a course. If students receive a failing grade for the semester, even though they have passed one quarter, they will not receive credit for the course that semester.

Failed Courses

If students receive a failing grade for the semester, even though they have passed one quarter, they will not receive credit for the course that semester. Students failing one or more semesters of a course that is required for graduation, must either repeat the course in the classroom, or take a recovery credit course through the South Dakota Virtual High School as soon as possible. Recovery credit costs are the responsibility of the student/family and are nonrefundable.

Grades

The following scale shall be utilized in determining Grade Point Average (GPA), and Class Rank...

| | | | | | | | |
|--------|----|------|-------------|-------|----|------|-------------|
| 98-100 | A+ | 4.33 | (4.17-4.33) | 83-84 | C | 2.00 | (1.83-2.16) |
| 96-97 | A | 4.00 | (3.83-4.16) | 80-82 | C- | 1.66 | (1.50-1.82) |
| 94-95 | A- | 3.66 | (3.50-3.82) | 77-79 | D+ | 1.33 | (1.17-1.49) |
| 92-93 | B+ | 3.33 | (3.17-3.49) | 75-76 | D | 1.00 | (0.83-1.16) |
| 89-91 | B | 3.00 | (2.83-3.16) | 72-74 | D- | 0.66 | (0.50-0.82) |
| 87-88 | B- | 2.66 | (2.50-2.88) | 0-71 | F | 0.00 | (0.00-0.00) |
| 85-86 | C+ | 2.33 | (2.17-2.49) | | | | |

The following scale shall be utilized in determining Grade Point Average (GPA) for **Advanced Placement and Dual Credit courses**.

A = 5.0 B = 4.0 C = 3.0 D = 2.0 F = 0

- Senior Class Rank, Valedictorian, and Salutarian will be calculated on eight (8) semesters with absolute GPA (no rounding) utilized for all determinations.
- Honor Roll for grades 6-12 will be determined as follows:
A grade point average of 3.50-4.33 will be required for the A Honor Roll and 2.50-3.49 for the B Honor Roll. There shall not be any student on the A Honor Roll with a letter grade of any C and no student on the B Honor Roll with a letter grade of any D. Only students enrolled in six or more classes will qualify for the Honor Roll.

Transfer Students

Semester letter grades, GPA & credits earned at the student's previous school(s) will be accepted as issued by the issuing school.

Graduation Requirements

Students will complete all prescribed requirements before being eligible for graduation. A student shall not graduate with less than twenty-two (22) academic credits and shall not participate in graduation ceremonies with more than one required academic class not completed. Twenty-two academic credits are required to participate in graduation and receive a valid diploma. Of the twenty-two credits, the following courses are required of all students. No student with fewer than 21 academic credits will participate in graduation ceremonies.

Regent Scholars Certificate

Students who earn the Advanced Honors Endorsement with no grade below a "C" will be recognized by the Board of Regents as a "Regent Scholar."

High School Graduation Requirements

| Advanced Career Endorsement | | | Advanced Endorsement | | | Advanced Honors Endorsement <i>(Earn This Endorsement + 3.0 GPA + 24 ACT = SD Opportunity Scholarship)</i> | | |
|------------------------------------|--|--------------|-----------------------------|---|--------------|--|---|--------------|
| Subject | Must include a minimum of the following credits | Total Credit | Subject | Must include a minimum of the following credits | Total Credit | Subject | Must include a minimum of the following credits | Total Credit |
| English | 1.0 writing 0.5 Speech 0.5 American Literature 1.0 Literature Elective 1.5 Language Arts Elective | 4.0 | English | 1.0 writing 0.5 Speech 0.5 American Literature 1.0 Literature Elective 1.5 Language Arts Elective | 4.0 | English | 1.5 writing 0.5 Speech 0.5 American Literature 1.0 Literature Elective 0.5 Language Arts Elective | 4.0 |
| Math | 1.0 Algebra I 2.0 Math Elective | 3.0 | Math | 1.0 Algebra I 1.0 Geometry 1.0 Algebra II | 3.0 | Math | 1.0 Algebra I 1.0 Geometry 1.0 Algebra II 1.0 SD Board of Regents Approved Advanced Math | 4.0 |
| Science | 1.0 Physical Science 1.0 Biology 1.0 Science Elective | 3.0 | Science | 1.0 Physical Science 1.0 Biology 1.0 Lab Science Elective | 3.0 | Science | 1.0 Physical Science 1.0 Biology 1.0 Chemistry or Physics 1.0 Lab Science Elective | 4.0 |
| Social Studies | 0.5 Geography 0.5 World History 1.0 US History 1.0 US Government | 3.0 | Social Studies | 0.5 Geography 0.5 World History 1.0 US History 1.0 US Government | 3.0 | Social Studies | 0.5 Geography 0.5 World History 1.0 US History 1.0 US Government | 3.0 |
| Fine Arts | | 1.0 | Fine Arts | | 1.0 | Fine Arts | | 1.0 |
| Physical Education | | 0.5 | Physical Education | | 0.5 | Physical Education | | 0.5 |
| Health | Intro to Human Services | 1.0 | Health | Intro to Human Services | 1.0 | Health | Intro to Human Services | 1.0 |
| Finance | | 0.5 | Finance | | 0.5 | Finance | | 0.5 |
| Career & Technical Education (CTE) | 2.0 Career & Technical Education Courses from the same cluster | 2.0 | CTE or World Language | 1.0 World Language OR Career & Technical Course | 1.0 | CTE and/or World Language | 2.0 World Language (same language) AND/OR Career & Technical Courses | 2.0 |
| Additional | Attain one of the following: *Industry credential *National Career Readiness Certificate: Silver or higher | | | | | Additional | Must earn a minimum grade of "C" in all coursework | |
| Electives | | 4-4.5 | Electives | | 5-5.5 | Electives | | 2-2.5 |
| Total Credits | | 22 | | | 22 | | | 22 |

E-Learning Policy

In keeping with the Haakon School District's Philosophy that an education program must be sensitive to the changing concepts of modern life, we recognize the need to implement an E-learning opportunity. Should the Haakon School District, for any reason, not be able to accommodate face-to-face learning, every effort should be made for e-learning to take place. This policy will also be used for students who are unable to attend school due to long term illness or other special circumstances determined by administration. E-Learning will require approval from the administration.

During a period of E-Learning, students will be responsible for:

- Attending classes virtually during regular school hours
- Assignment due dates will be adhered to unless there is teacher approval for illness
- Communication with teachers is vital
- Emails will be checked multiple times throughout the day
- Appropriate school setting, behavior and attire is required while attending virtual sessions

Early Graduation

1. Students may work toward early graduation (less than four years) subject to the following stipulations:
2. Students must declare their intent before the start of the second semester of their junior year of attendance. At this time, they must have a 2.5 GPA. The declaration of intent must include a plan justifying early graduation.
3. There must be a parent interview and a permission letter signed with the counselor or administration to be completed before the second semester of the junior year.
4. Scheduling will not be rearranged to accommodate early graduation.
5. Students must complete no less than 7 semesters within an accredited school.
6. Student must have completed no less than 18.5 units of credit at the end of their 6th semester.
7. Students who elect to take distance education courses to meet credit requirements will bear the cost for tuition, books, and course-related supplies.
8. Students who desire and qualify for early graduation will graduate with their class.

Class Load

Students in grades 9-12 are required to have 6 contacts per day during the 7-period school day. A student may take a study hall for their 7th contact during a day. All classes will count as academic courses and be included in eligibility requirements.

Dropping Classes

Students have four days, including the first day of the semester, to drop and add classes. The teacher(s), a parent/guardian, and the principal must authorize these changes. Students must replace the dropped class with another class, or if they are a senior and do not have an open period, they can drop a class and take an open period. Students in Youth Internships class must provide two (2) weeks' notice prior to the end of the first semester if they are dropping the class.

Classroom/Study Hall

Students will bring books and materials they need for each class and study hall during the day. Students will be allowed to leave study hall at the discretion of the teacher. No more than three (3) students per class will be in the library at one time unless supervised by their teacher.

Late Work & Make-up Work

Late work will be accepted at the discretion of the individual teacher. Students with incompletes will have two (2) weeks following the end of each grading period to remove the incomplete from his/her record. At the end of the two (2) week period all missing assignments will become zeroes and a grade will be figured.

Progress Reports

A report on students with failing or in danger of failing grades will be sent to parents at the middle of each nine-week grading period. Students who fail to maintain an adequate grade point average will be referred to the Counselor. If the situation warrants more drastic measures, the student's parents will be called for a conference with the Principal, Counselor, and the student's instructors.

Parent-Teacher Conferences

Conferences will be held on two dates during fall semester and spring semester. Teachers will be available for conferences on the dates and times scheduled. Conferences are held on a walk-in basis unless other arrangements have been made in advance with the teacher.

JH/HS Schedule

| Regular Day | | | Early Release | | | 10:00 Start | | |
|-------------|----------|----------|----------------|-------|-------|-------------|----------|----------|
| 1 | 7:50 | 8:50 AM | 1 | 7:50 | 8:27 | 1 | 10:00 | 10:41 |
| 2 | 8:54 AM | 9:54 AM | 2 | 8:31 | 9:08 | 2 | 10:45 AM | 11:26 AM |
| 3 | 9:58 AM | 10:58 AM | 3 | 9:12 | 9:49 | 3 | 11:30 AM | 12:11 PM |
| 4 | 11:02 AM | 12:02 PM | 4 | 9:53 | 10:30 | LUNCH | 12:11 PM | 12:36 PM |
| LUNCH | 12:02 PM | 12:27 PM | 5 | 10:34 | 11:11 | 4 | 12:40 PM | 1:21 PM |
| 5 | 12:31 PM | 1:31 PM | 6 | 11:15 | 11:52 | 5 | 1:25 PM | 2:06 PM |
| 6 | 1:35 PM | 2:35 PM | 7 | 11:56 | 12:33 | 6 | 2:10 PM | 2:51 PM |
| 7 | 2:39 PM | 3:39 PM | NO JH/HS Lunch | | | 7 | 2:55 PM | 3:36 PM |

General Behavior Expectations

Accidents and Reports

All accidents will be reported to the principal's office and the instructor who witnessed the accident will fill out a form.

Attendance Check & Lunch Count

Attendance will be taken at the beginning of each class period and will be checked by the office. A lunch count will also be taken at this time during the 1st period. Daily Memos will be read each morning and are available online.

Before and After School Hours

Students will not be in the school buildings before 7:30 a.m. and/or after 4:00 p.m. unless they are under the direction or supervision of authorized personnel.

Disruptive Behavior Outside of Classroom

Disruptive behavior in the hallways and lunchroom, will not be permitted. Such behavior will be treated the same as a classroom discipline problem.

Cheating

The teacher in charge will discipline cheating.

Church Night

The school, in cooperation with the various community churches, establishes Wednesday evening as Church Night, and will try to avoid scheduling activities, other than athletic practice, on this night until the end of April.

Classrooms

Each teacher has their basic rules governing their classroom. The principal will strictly support all reasonable rules. Students are directly responsible to the teacher in charge of their classes. Students who are unable to adjust themselves to the classroom situation will be disciplined. This action could result in being removed from the class for the semester, suspension from school, or expulsion. A student's right to an education does not include the right to disrupt the process.

Food in Classroom

Food and beverages in the classroom are allowed at the discretion of the classroom teacher.

Fighting, Abusive Language or Inappropriate Behavior

Fighting, abusive language, offensive apparel or inappropriate behavior will not be permitted during school or school activities. Such behavior will result in disciplinary action that could result in expulsion from school.

Tobacco

Students caught smoking, vaping, chewing, or carrying tobacco on school grounds, or at any school sanctioned activities, on or off campus, will receive 2 days of In-School Suspension for the first violation and 3 days of Out of School suspension for the second violation. Possible expulsion could result if the occurrences continue.

Harassment

Students that harass other students physically or verbally will be sent to the principal's office. Harassment will not be tolerated.

Dress

Students are expected to dress with standards that enhance a safe learning environment. In the interest of cleanliness, decency and good taste, the Haakon School District 27-1 reserves the right to place restrictions on a student's dress and grooming when they create a danger to the student's health and safety, interfere with the educational process, or cause a disruption in school. The following are some guidelines:

- Footwear and proper clothing are required to be worn by all students.
- Excessively baggy pants are not allowed, nor is clothing that would be too short, too tight, too revealing, or is disruptive to student learning. Other clothing that is considered inappropriate would be halter tops, tube tops, half shirts, or shirts that expose the midsection, and shirts or other clothing that exposes undergarments.
- No apparel or articles of clothing that conveys any message of profanity, drugs, alcohol, tobacco, are sexually suggestive, display racial slurs or are disrespectful to the staff and the school are to be worn in school or at school events.
- Upon entering our school building at the beginning of the school day, students may not wear caps, hats, bandanas, do-rags or scarves. Headbands are allowed as a hair control device but may not be worn solely around the forehead or excessive in width. The only exceptions will be for special events authorized by the administration.
- Pajama pants are not allowed.
- Leggings are permitted; however, shirts must be worn long enough to cover the student's behind.

If in question, it will be the administration's discretion whether or not a student has violated the dress code. If a student is dressed offensively, any staff member has the right to ask the student to:

1. Turn the garment inside out
2. Exchange it for share-wear from the office
3. Cover it up

Knives, Firearms or Weapons

Knives, firearms or weapons will not be permitted on school property or at any school activity without approval by the principal. State Law prohibits possession of them unless they are part of the academic program of an NHA Hunter Safety Course.

Leaving Class

Students will not be permitted to leave the school grounds during class periods prior to dismissal hour, unless they check with the office, even if they are requested to be dismissed by a parent or guardian. If a police or court official requests the dismissal of a student during school hours, they must have a warrant and notify parents or have written permission by the parents before the student can be released to them. Any student who leaves the school campus during the day (excluding lunchtime) without permission of administration will be given one (1) day of ISS.

Lunch Hour

Noon dismissal will be on a predetermined schedule. Students are permitted to leave the school grounds, but they do so at the risk of being tardy for class, and they may not drive.

Parking

Double parking will not be permitted. No students are allowed to park between the Old Elementary building and the Bus Shed.

Driving During the School Day

Students who drive or ride with another person during regular hours, including lunch, without permission from the principal will spend one day in ISS for the first occurrence and two days in ISS for the second. Possible suspension or expulsion could result if the occurrences continue.

Valuables, Money and Padlocks

Do not leave valuables or money in your lockers or locker rooms. The school cannot be responsible for anything that is lost or stolen. Padlocks are available for student use on both hall and gym lockers. They may be checked out through the HS Principal's office.

Fire and Disaster Drill

Fire and Disaster drills will occur several times during the school year. When the class bell rings students and staff must move to their designated areas and remain there until given directions to return to their classroom. Students and staff will follow the exits as indicated in the classroom in which they are located when the bell sounds.

School Closing

When inclement weather occurs, and school is cancelled, or we are having a late start, a message will be sent via Campus Messenger to phone numbers listed in the Campus parent portal. Information will be posted on the school website ASAP, and we will notify KELO, KOTA. Days missed due to inclement weather and/or emergencies may be made up on a day-for-day basis. In addition to the current inclement weather policy, the school day may also be shortened or called-off due to heat or winter weather at the discretion of the administration or designated school personnel. If school is called-off due to inclement weather, all extra-curricular activities will be cancelled. If school is dismissed early due to the weather, extra-curricular activities, including practices will be cancelled. If school or an activity is not cancelled, we ask parents to use their best judgment on letting their child attend.

Cell Phone Policy

Cell phones can be a disruption to the classroom learning environment; therefore, cell phones are not to be used in the classroom (including study hall) at any time unless the instructor specifically outlines such use and only so in an educational-related activity. Cell phone use is allowed in the school building prior to the first school bell at 7:47 in the morning, during the designated lunchtime, after school is dismissed and in the commons area during a senior's "open" period. Use of camera or video recording in the locker rooms and bathrooms is not allowed.

Guidelines for cell phone usage:

- Cell phones will not be used while waiting in the lunch line or while eating.
- The district assumes no responsibility for loss, damage, or theft of cellular phones and digital media devices, whether in the possession of students, on school property, or if confiscated by school personnel pursuant to this policy.
- Parents are encouraged to honor the designated cell phone times during the day to contact their student(s). The office will gladly cooperate with parents to get messages to students during school hours if parents need to reach a student outside of the designated cell phone times.

Abuse of the cell phone rules and regulations will be handled as follows:

- First offense: The student's phone will be taken and kept by the teacher for the rest of the day. The student may pick up the phone at the end of the day.
- Second offense: The student's phone will be taken to the office and will only be picked up by a parent.
- Third offense: The student's phone will be taken to the office and will only be picked up by a parent. In addition, the student will serve a 30-minute detention.
- Fourth offense: The student's phone will be taken to the office and will be kept for four school days unless a parent comes to pick it up. In addition, the student will spend 60 minutes in detention.
- Fifth offense: The student's phone will be taken to the office and will be kept for four school days. Only a parent will be allowed to pick up the phone. In addition, the student will spend 90 minutes in detention.
- Beyond the fifth offense: The administration will use discretion to deal with a student who has had more than five cell phone offenses.

Attendance Policy

Philosophy

Students are expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for an absence from school. Students who have good attendance records are more likely to achieve higher grades and enjoy school life to a greater degree.

Employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline.

Policy

- A. If a student is to be absent for all, or part of a day, it will be the responsibility of the parent or guardian to phone the school office as soon as possible. This will help in maintaining an accurate and efficient attendance record.
 - B. Students are permitted a maximum of 10 absences per semester from any individual class.
- Absence due to school activities will not apply here.
 - After 7 absences in a semester, the principal will remind the student and parents of the attendance policy, with written notification.
 - After 10 absences in a semester, the principal will notify the Haakon County States Attorney's office to begin legal proceedings for truancy.
 - Students more than 10 minutes tardy will be counted absent.
 - Students are awarded the right to due process in appealing any action.
 - Extended medical absences will be at the discretion of the administration.

Attendance/Behavior Reward

Per Semester:

- Students with three or fewer absences, no tardies, and no ISS or OSS will receive a 3% increase on their semester tests. This reward will be based per period, per semester. Example: A student may have four absences first hour and WILL NOT receive the 3% increase. That same student may have two absences second period and WILL receive the reward of a 3% increase.

Tardiness

Tardiness is inexcusable. All tardies will be marked in the permanent records. Students arriving 1-10 minutes late for a class period will be marked tardy. Students arriving to class more than 10 minutes late will be marked absent.

Tardy Policy: *The tardy count will start over at the beginning of each nine weeks.*

The following actions will be taken for tardies occurring during a nine-week period.

- When a student has been tardy 3 times, a letter will be sent to the parent(s) or guardian(s) informing them of the student's situation.
- For the 5th and 6th tardy, a student will serve ½ hour detention for each tardy.
- For the 7th and 8th tardy, a student will serve 1 hour of detention for each tardy.
- For tardies 9, 10, and 11 a student will serve one Friday Detention (3 hours) for each tardy.
- After the 11th tardy and beyond, administration will impose a suitable consequence.

Detention time for tardies will be served the Friday after the tardy was received. Friday detention will be each Friday morning. Failure to serve assigned detention time will double the detention time for the first offense, result in 1 day of ISS for the 2nd offense and 2 days of ISS for the third offense, and one day of OSS for any of the following offense(s). Failure to report to the office during open block or for their home room will result in assignment to 1 day of In School Suspension for the first, 2 days of In School Suspension for second offense and 1 day of Out of School Suspension the following.

Alcohol Use by Students/Drug Abuse by Students

The board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact on both the young person and the community. Psychoactive and mood-altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (drugs and alcohol) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful way. One of our goals is to prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors, and other staff members to educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following documents outline policy on student abuse or psychoactive or mood-altering chemicals in the school district. This policy is in effect on property owned, leased, or maintained by the school district, at all school sanctioned activities, on or off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

- A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, not be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school.
- Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals.
- Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

Violations:

The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.

A. First Violation:

1. The administration will try to notify the parent(s) or guardian(s) by phone to explain the incident and arrange a conference.
2. The administration will suspend the student for 3 days, 2 days of ISS followed by 1 day of OSS.
3. Within thirty-six (36) hours, the director will notify the parent(s) or guardian(s) in writing of the suspension.
4. Notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuses, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

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

B. Second and Subsequent Violations:

1. The administration will contact the parent(s)/guardian to arrange a conference.
2. Notify available law enforcement authorities
3. The administration will suspend for five (5) OSS days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration will recommend to the School Board that the student be expelled unless the following procedure is followed:
 - a) The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - b) Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment; the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and the family.

The suspension of a student who agrees to be evaluated and treated will be commuted to three (3) OSS days. The administration will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

C. Supply/distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance.

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of suspension.
2. Supplying or selling chemicals will result in a five (5) OSS day suspension.
3. The administration will refer the case to available law enforcement officials.
4. A hearing on the case will be conducted by the School Board pursuant to due process rules for expulsion. Expulsion may be recommended by the Superintendent.

D. Pupils who visibly appear to be impaired from use of the illicit drugs/alcohol will be referred to the school nurse, if available, and the building administrator will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy statement for Chemical Abuse will be followed.

E. A Biennial review of the School District's program will be made:

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

Legal Reference: Public Law 101-226

Athletic, Cheerleading & All Extra Curricular Activities Rules

Activity Trips

All members of an activity will go to an event and return from that event under the supervision of the sponsor of that activity unless prior approval is obtained from the principal. In the event parents or guardians are in attendance at the activity, and wish to take their child home with them, they need to personally notify and sign a release with the coach/advisor of this fact.

Overnight Activity Trips and Curfew

- Students will be under direct supervision of the coach, advisor, or chaperone and will follow their directions completely.
- Students will not leave the group without permission of the person in charge. All students will stay at the designated place of lodging. Overnight guests will not be permitted.
- Those in charge reserve the right to inspect anyone's luggage at any time.
- Students participating in extra-curricular school activities may be required, by the coach or advisor, to adhere to a curfew, which they will establish, that requires you to be in your home or regular place of lodging by a specific time.

Rules for Participating in Extra-Curricular Activities

Students participating in organized extra-curricular activities are required to follow certain rules and meet minimum standards to qualify for participation in those activities.

Among the organized extra-curricular activities where compliance with these rules is required are athletics, music, declamation, student council, play and other school curricular activities.

Extra-Curricular Participation Eligibility Policy

For students participating in FFA, FCCLA, band, chorus, One Act Play, All School Play, Student Council, or athletics, eligibility must be established before they will be permitted to attend any contest unless it is required as part of a class assignment.

The eligibility procedure will be as follows:

1. In addition to the guidelines set forth by the SDHSAA, quarter and mid-term grades in all courses for students who are participating in extra-curricular activities will be checked every 4 1/2 weeks. The faculty will turn in to the principal's office names of students who are failing their classes.
2. Any student who is failing a course at this time will be declared ineligible for one week. At the end of that week, the student's grades will again be checked. The student must be passing ALL courses at this time to regain eligibility status. If the student is not passing ALL courses, he/she will then be declared ineligible for the remainder of the 4 1/2-week period.
3. Students absent from school on the day of an extra-curricular activity will not be permitted to participate in that activity unless given permission to do so by the principal. Any student who receives a failing grade for the second quarter will be declared ineligible for one week, at the start of the second semester. Any student receiving an incomplete for the second quarter will be declared ineligible until the incomplete is taken care of.
4. At the end of the second semester, the eligibility guidelines set forth by the SDHSAA will be used in determining the eligibility of students for the start of the next school year.

Violation of Rules Pertaining to Activities

Class I Possession of alcoholic beverages, illicit drugs, or tobacco will carry one or more of the following penalties in addition to disciplines set forth above.

A) First Violation

- Student will miss 12 school days or a set number of contests (please see below), whichever is greater, in the current sport or in the next activity the student competes in. The penalty will travel with the student throughout the current school year until it has been satisfied. If a student is not currently involved in any sport it will carry over until the next sport that he/she participates in. This will be in conjunction with any co-curricular activities that they are involved in.

| | | | |
|----------------|-----------------|---------------------------------|-----------------|
| Football: | 2 contests/date | Wrestling: | 2 contests/date |
| Golf: | 3 contests/date | Basketball: | 4 contests/date |
| Cross Country: | 3 contests/date | Volleyball: | 3 contests/date |
| Track: | 3 contests/date | Other co-curricular Activities: | 1 contest/date |

Definition of a contest: A contest is all the games, matches, or events that an individual can participate in on any given day. Exception to this is a two-day wrestling or volleyball tournament, which will count as one event.

- Award or letter may be taken away if it occurs during the activity period or season. This is left to the coach's discretion.
- Notification of parents.

Students not involved in any activities:

If a student violates the schools policy pertaining to alcohol, illicit drugs, or tobacco and are not involved in any activities, they will not be allowed to attend the next three scheduled home varsity or high school events. If later, a student decides to participate in an event they will be required to fulfill the penalty for the violation. If a student utilizes the honesty policy, they will miss one home event. For the penalty to be fulfilled, the student must complete the season in which the penalty was served.

Honesty Policy

If the student comes forward within 48 hours of the violation or the next school day, whichever is sooner, and admits to the coach or administration the violation, the punishment will be 6 school days or 1 contest, whichever is greater. Students who use the honesty policy may still be able to receive a letter or award at the coach or director's discretion.

B) Second Violation: (Occurring the same school year)

- Suspension from activities for remainder of year
- Loss of any awards or letters for the year
- Notification of parents

Training rules will start at the first day of practice for the fall sport season, as set by the South Dakota High School Activities Association, and end on the completion of the South Dakota High School Activities Association state golf meet. Violations effecting school events that fall outside these dates will be left to the discretion of the advisor.

Class II Vandalism, stealing, loss or damage of school property will carry one or more of the following penalties:

- Suspension from activities at the discretion of advisor, coach, activity director or principal.
- Restitution for damage or loss of property
- Notification of parents
- Suspension

Class III The use of profanity and habitual discipline problems will carry one or more of the following penalties:

- Dismissal from the practice session
- Dismissal from the activity
- Reprimand by the advisor, coach or principal
- Loss of awards

Students on suspension from an activity may practice at the discretion of the advisor/coach of the activity. Student rights will always be protected.

Discipline Procedures

Loss of Open Period These are privileges, not rights. Students may be required to spend their open hour in the principal's office.

- Any senior who receives an "F" on a progress report or report card will lose their open hour privileges until the next grade check.
- Any senior receiving an "F" on their first semester report card will lose their open period for two weeks.
- Any senior who receives an "I" on a progress report or report card will lose their open hour privileges until the incomplete is taken care of.
- When a senior receives their fifth tardy in a nine-week period he/or she will lose his/her open period for the remainder of the nine-week period.
- When a senior receives their 7th absence in a semester, he/or she will lose his/her open period for the remainder of the semester.
- When a student loses their open period, he or she will be assigned to a study hall. Failure to report to the study hall will result in one (1) day of ISS and loss of the open hour to the end of the semester.

Detention

Detention is defined as staying before or after school at the principal's discretion. Students may have to participate in detention for several mornings or afternoons to meet their assigned detention time.

Office Referrals

Students who are sent out from the classroom are expected to report immediately to the principal's office. Failure to do so will result in an assignment to one (1) day of In School Suspension.

In-School Suspension (ISS)

Students who are placed in In-School Suspension will report to the principal's office with all materials needed for the day. (Books, paper, pencils) Their assignments will be sent to the office. The students will receive one five (5) minute break in the morning and one five (5) minute break in the afternoon. For lunch, the student can either bring their own lunch or a lunch will be brought to them. Students in In-School Suspension will be counted as present, and all assignments completed and turned in will be counted.

Out of School Suspension (OSS)

Students who are assigned Out of School Suspension will be docked 2% points off their semester grade for each day assigned to Out of School Suspension. The student(s) may not be on school property, attend any school function, practices or participate in a school-sponsored activity during this period.

Expulsion

The procedure for expulsion of students will follow the same steps outlined in suspension with the following additions.

Only the Board of Education can expel students.

This comes about through recommendations of the superintendent, and it can take place only at school board meetings. Hearing procedures found in Section 5200 shall be used in cases of expulsion.

Student Grievance Procedure

All student grievances should be brought to the principal first. Grievance forms are available in the principal's office.

Special Education Comprehensive Plan

The Haakon School District, to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA), is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

The superintendent of the Haakon School District needs your assistance to identify, locate and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of special education and related service to all individuals who reside within the jurisdiction of the Haakon School District and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This included individuals in all public and private agencies and institutions, highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of the district. Anyone aware of an individual who may benefit from special education and related service is encouraged to call the Director of Special Education for the Haakon School District, at (605) 859 2001.

Parents of eligible students have the right to do the following:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this section authorize disclosure without consent;
- File with the U.S. Department of Education a complaint concerning alleged failures by the agency or institution to comply with the Act and this section; and
- Obtain a copy of the district's policy.

Policy Notification Statement

It is the policy of the Haakon School District 27-1 not to discriminate on the basis of sex in its educational programs or activities as required by Title IX. Inquiries regarding compliance with the Title IX policy may be directed to the superintendent of schools, Haakon School District, located in Philip, South Dakota at (605) 859-2679.

Release of Personal Information

The school will release personal information relating to age, height, weight and grade of students participating in athletic or activity programs. Students that do not want their name, grades, grade point average or pictures used for Honor Roll, National Honor Society, Yearbook, Boys and Girls State, etc., will have a written statement to that effect placed in their personal record file in the High School Principal's office each year. Statements will be due 2 weeks after school begins each fall.

Non-Discrimination Policy

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

- an adequate, reliable, and impartial investigation of complaints, including the opportunity for the complainant and alleged perpetrator to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to a complaint of discrimination;
- specific, reasonably prompt time frames at each stage of the grievance process;
- written notice to all parties within a specified timeframe of the outcome or disposition of the grievance at each stage of the process;
- an opportunity to appeal the findings or remedy, or both;
- an assurance that the District will take steps to prevent recurrence discrimination and correct discriminatory effects on others; and
- language in the policies and grievance procedures indicating that any attempts to informally or voluntarily resolve the complaint or grievance should not delay the commencement of the District's investigation.

In compliance with applicable federal laws and regulations, the Board has appointed the Superintendent as the District's Compliance Officer to coordinate program compliance with federal programs. The Superintendent can be reached at: Haakon School District-330 Scottie Ave - Philip, SD 57567 (605)859-2679

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

Complaint Policy

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take their concern to the appropriate staff member.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board

If a complaint, which was presented to the Board of Education and referred back through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files.

The Board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

Any matter referred to the superintendent and/or Board must be in writing and should be specific in terms of the action desired.

Exceptions to this policy will be made when the complaints concern Board actions or Board operations only.

Complaint Report

Complaint report form is located on the Haakon School District website – www.philip.k12.sd.us

PUBLIC COMPLAINTS FOR FEDERAL PROGRAMS

The Haakon School District Board has adopted a specific procedure to ensure that parental/student/public complaints related to the provisions of applicable federal programs, statutes or regulations, including claims of retaliation. The Board will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability. The purpose of this complaint procedure is to outline a procedure for addressing parental/student/public complaints about federal program compliance and/or discrimination. Complaints against school employees and complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.

For the purposes of this policy, a "complaint" is a perceived or alleged violation of federal programs, statutes or regulations (e.g., Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), ESSA, McKinney-Vento Act (homeless children), etc.) and/or discrimination in a policy and/or program on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

To protect the confidentiality of all concerned, it is imperative that any school employee in receipt of a complaint treat the complaint as confidential and that the complaint not be reproduced in any form, nor disclosed or discussed with any person other than those identified as proper recipients of the complaint (i.e., the principal, superintendent, school board).

When a federal program compliance complaint or discrimination/harassment complaint based on race, color, national origin, age or sex (excluding sexual harassment complaints) is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person's complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the employee against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

Should it be determined that discrimination or harassment occurred based on race, color, national origin, age or sex, the District will take steps to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on others, if appropriate.

For steps to initiate a complaint and the form, please see Haakon School District Board Policy AC - NONDISCRIMINATION IN FEDERAL PROGRAMS located on the School District's web site.

Family Educational Rights and Privacy Act (FERPA)

Directory Information

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

- A playbill, showing a student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Haakon School District to disclose directory information from your child's education records without your prior written consent, you must notify the school district in writing. Haakon School District has designated the following information as directory information:

Family Educational Rights and Privacy Act (FERPA) Notification of Rights; The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to student education records. These rights are:

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

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

- The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before a student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or minister.
7. Religious practices, affiliations, or beliefs of the student or parent.
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
3. Involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use:

1. Protected information - surveys of students.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
3. Instructional material used as part of the educational curriculum.

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

Haakon School District's policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Haakon School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Haakon School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Haakon School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office
U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 and the Americans with disabilities Act prohibits discrimination against person with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who: has a mental or physical impairment which substantially limits one or more major life activity such as walking, breathing, learning, reading, concentrating, thinking, communicating, seeing, speaking, caring for one's self, working, helping, eating, sleeping, standing, lifting, bending, and the operation of a bodily function; has a record of such impairment; or is regarded as having such impairment. To fulfill obligations under section 504, the Haakon School District acknowledges its responsibility under section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program and practice in the school system. The Haakon School District has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, they have a right to a hearing with an impartial hearing officer. If there are questions, please feel free to contact the Haakon School District at 859-2001.

The Haakon School District has the following documents available for review by parents of children with disabilities and the general public:

- Comprehensive Plan for Special Education.
- IDEA Federal Application for Funds.
- The most recent Special Education Compliance Monitoring final report.
- Applications, evaluations, periodic program plan or reports relating to federal programs including auditor's reports, statements of assurance, budget and grant materials.

Information will be available at the Haakon School District's Superintendent's Office, Monday through Friday from 8:00 AM to 4:00 PM.

Haakon District Policy on Youth Experiencing Homelessness (Including unaccompanied youth experiencing homelessness.)

The Haakon School District 27-1 policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - Transportation services.
 - Educational services for which the child or youth meets the eligibility criteria.
 - Programs in vocational and technical education.
 - School nutrition programs.

Parents Right To Know

Parents of students enrolled in the Haakon School District have the right to know the qualifications of all persons teaching and assisting their child including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you are interested in this information, you may send your request to the administration office, and they will provide a timely response.

Additional information that will be provided to parents includes:

- Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
- timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Assessment and Accountability

The state requires every school to disburse the Assessment and Accountability Reports to all Stakeholders. You will find these reports in each of the offices (Elementary and High School) and the Haakon County Library. A narrative explaining what these reports mean as well as a link to the reports will be found on our website: www.philip.k12.sd.us.

TITLE I HAAKON SCHOOL DISTRICT 27-1 PARENT AND FAMILY ENGAGEMENT PLAN 2023-2024

The Haakon School District is committed to providing a quality education for every child as is stated in our Philosophy and Objectives.

PART 1

The district supports all schools in implementing parent engagement.

- ❖ Every two years a meeting is held to provide parents the opportunity for input in the planning, implementation, and evaluation of the Title I program or as needed.
- ❖ Title I parents are encouraged to send comments or suggestions to our website at any time of the year.
- ❖ Title I parents will serve on committees for any Title I revision work and for district strategic planning as needed.

PART 2

The district will provide technical assistance and support to its Title I school in planning and implementing effective parent engagement activities. The District will:

- ❖ Assist its schools in identifying clear and measurable goals for parent engagement.
- ❖ Actively support staff and promote efforts that increase the level and quality of parent engagement.
- ❖ Provide parents and staff information and materials on required and effective parent and family engagement plans and practices.
- ❖ Assist Title I schools with ideas in reaching hard to reach parents and parent engagement activities.
- ❖ Collaborate with the parents and other community agencies to provide activities that build capacity for parents to assist learning and participate in school events, such as Science Day, Track & Field Day, Ag Day, Doughnuts With Dads, Muffins With Moms, Math Night, or other family-oriented activities.

PART 3

The District will build the schools' and parents' capacity for parent involvement by providing materials and training (if needed) for school staff and parents. The District will:

- ❖ Educate school staff and parents in the value of contributions of parents and how to reach out to, communicate with and work with parents as equal partners and to build ties between parents and the school.
- ❖ Provide information and, if needed, assistance to schools and parents in understanding state academic content and performance standards; state and local assessments; the requirements of Title I and how parents can assist in their child's education.
- ❖ Provide information to its Title I schools and parents through South Dakota Parent Connection. www.sdparent.org

Part 4

The District will coordinate Title I parent and family engagement activities with other parent engagement programs. The District will:

- ❖ Coordinate Title I parent involvement activities, to the extent feasible and appropriate, with other public or private programs (Head Start, Birth to Three, Private Pre-School and Day Care Centers, and Community Health Agency).
- ❖ Collaborate with state and community agencies to inform schools and parents of literacy training and parent education.

Part 5

The District will conduct an evaluation of the content and effectiveness of the parent and family engagement policy, assess parent involvement, and inspect the barriers to parental participation that need to be addressed with parents. The District will:

- ❖ Hold a meeting every two years or when necessary for parents including Title I parents to evaluate the above statement and current policies. If revisions to this policy and other related factions of this policy are made, these revisions will be in place for the following school year.

Part 6

Parents will have input into the funding for parent and family engagement activities through the District school planning process.

TITLE I PHILIP JUNIOR HIGH SCHOOL PARENT & FAMILY ENGAGEMENT PLAN 2023-2024

Philip Junior High School and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this policy outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve this school and the State's high standards.

Philip Junior High School Responsibilities for Reading, Writing and Math

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to increase reading comprehension in fiction and non-fiction and to increase understanding of procedures to solve story problems.

In Reading, Philip Junior High School will do the following:

- Utilize Parent Resource Network

- Mid-term Reports and Progress Reports (where applicable) to parents every 9 weeks throughout the year or as needed
- Trade Books
- Flexible grouping-movement and instruction driven by test data
- Established baseline using baseline data derived from SD Assessments and/or Lexile (Reading levels) from Performance Assessments
- Accelerated Reader program for individualized practice
- After- school tutoring when necessary

In Writing, Philip Junior High School will do the following:

- Students will be given opportunities to practice the art of composition in core subjects
- Students will provide writing samples based upon specific types of writing: Argumentative, Opinion and Informational Essays.

In Math, Philip Junior High School will do the following:

- Utilize Parent Resource Network
- Mid-term Reports and Progress Reports (where applicable) to parents every 9 weeks throughout the year or as needed
- Glencoe and McGraw-Hill Textbooks (www.glencoe.com) for students and parents.
- Data from routine assessments is used to chart progress and drive instruction
- IXL Program (a leveled skills program)
- After school tutoring if necessary

2. Hold parent-teacher conferences in the fall and spring. The jointly developed compact will be discussed as it relates to the individual child's achievement at the fall conference.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- The district will provide Report Cards every nine weeks
- Progress Reports will be provided when necessary
- Parents have access to the Parent Portal feature through Infinite Campus which is accessed through the district's website. Inform parents about standards, state and local assessments

4. Provide parents reasonable access to staff. Staff will be available for consultation with parents as follows:

- Staff can be reached from 7:30-7:40 a.m., 3:40-4:10 p.m., or during a planning period
- Parents may leave messages with the High School Secretary or through the use of email
- Teachers will be available to meet with parents upon request in person or by phone whenever necessary

5. Provide parents opportunities to volunteer and participate in various school activities as follows:

- Communication through students' planners
- Student concerts (winter and spring)
- Homecoming activities
- Sporting events
- Scottie Fest (an evening for K-12 games and barbecue for community)

6. Involve parents, when appropriate, in the planning, review, and improvement of the school's parent & family engagement plan and school/parent compact in an organized, ongoing, and timely way.

- Schoolwide Planning Committee meets once every two years to help in planning parent and family engagement activities

7. Provide information to parents of the value of Schoolwide Services

- Schoolwide Planning Committee meets once every two years to evaluate, review, and revise

8. Hold an annual meeting (Open House) to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs.

9. On the request of parents, provide opportunities for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as possible.

10. Provide to each parent an individual student report about the performance of his or her child on the state assessment in math, reading and science in the fall.

11. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Regulations (67 Federal Regulation 71710, December 2, 2002).

12. Provide professional development to teaching staff and school administration on how to reach out, work, and communicate with parents as partners.

Our mission is to create a safe and positive learning environment that empowers all children to achieve their personal best with the goal to become independent, productive citizens.

Title I Philip Junior High School School-Parent Compact 2023-2024

The Haakon School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

The Philip Junior High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Using researched based instructional and assessment strategies in safe, child-centered, developmentally appropriate classrooms.
3. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Conferences will be held on October 10-11, 2023 and March 6-7, 2024. Additional meetings may be held at the request of parent or teacher.
4. Provide parents with frequent reports on their children's progress. The school will provide formal quarterly reports. Parents of students receiving supplemental services will receive progress reports from service providers. Staff will provide less formal, but more frequent progress information when it is in the best interests of the student's continuous improvement. Such information could be communicated through our home-school planners or e-mail messages.
5. Provide parents reasonable access to staff. Staff will be available for consultation with parents by appointment at a mutually convenient time. The school will make every effort to meet with a parent in a timely manner. Parents can communicate by phone or e-mail and staff will make every effort to respond as soon as practical.
6. Provide parents opportunities to volunteer and participate in the school and in their child's class, and to observe classroom activities when it is in the best interest of their child. The district will keep parents informed about school activities in which they can participate and volunteer through the school's website. Classroom observations will be arranged by appointment with the administration or classroom teacher.

Parent Responsibilities

1. We, as parents, will support our children's learning in the following ways:
2. Monitoring child's school attendance
3. Attending conferences about child's progress
4. Staying informed of child's academic progress by checking the website DDN Campus for grades and staying in touch with the classroom teacher
5. Serving to the extent possible on the Parent Involvement Committee by attending the annual meeting (usually held in the spring) and corresponding throughout the year with comments or suggestions to enhance communication between parents and the school.

Dakota Digital Network (DDN) Student Requirements and Procedures

Academic Calendars:

- The starting/ending dates for DDN classes as well as other holidays, in-service days, or non-class days will be based upon school calendar.
- Late Starts: If the school starts late, it would attempt to teach any DDN classes that are scheduled with any adjustments that may be necessary.
- School cancellation: When school is cancelled or closed due to weather or unforeseen circumstances, DDN classes are cancelled.
- Course quality: We adhere to the state standards and aligned course guidelines.

Site Coordinator/Designee:

The high school principal will be the site coordinator/primary contact for all matters dealing with DDN Courses and is responsible for the following:

- Provide names, addresses and phone numbers of coordinator for contact information provided to all schools.
- Supervise the setup of classroom, ensuring cameras and microphones are operational and the appropriate sites are scheduled with the bridge.
- Collect assignments from students and deliver, copy and distribute the materials to students as required by the host teacher.
- Collect assignments from students and fax, mail, or deliver them to the host teacher as required.
- Safeguard all testing materials received from the host teacher.
- Provide supervision of students during testing as needed.
- Assist students in contacting host teacher outside of normal class time by phone or conference.
- Receive updates and information regarding further programs; distribute information within the district.
- Participate in meetings for administrators to exchange information.
- Inform host teacher of any special health or learning disability needs of remote students.
- Inform host teacher of any disciplinary actions regarding remote students.
- Contact DDN for technical difficulties.
- Coordinate taping of classes for known absences when remote site does not have class and class is still being conducted by the host.
- Make daily contact over DDN with the host teacher at beginning or end of each class.
- Ensure each student signs a student policy and maintain a copy within students' records.

Student Requirements:

The following procedures will ensure effective classes:

- Assume you are on camera at all times and know that it can be recorded; therefore, act appropriately.
- Stay in view of the camera at all times. Failure to do so is considered a disciplinary referral.
- Each school has a local class coordinator that assists you in collection of papers, tests, etc. and getting additional help as you request.
- Notify the teacher at the start of the class if you need to be excused.
- Class requirements, grading, make up requirements, and policies will be that of the host school.
- Each student will sign a student contract.
- Handouts and materials will be provided to you by your site coordinator or available online.
- It is your responsibility to have materials as provided; see your coordinator or principal for assistance.
- Your coordinator will be responsible for delivering materials; however, you are responsible to turn in these items to the coordinator by the due date. Whenever possible, work will be emailed or submitted online.
- Each student will sign a student contract.
- Handouts and materials will be provided to you by your site coordinator or available online.
- It is your responsibility to have materials as provided; see your coordinator or principal for assistance.
- Your coordinator will be responsible for mailing, faxing, or delivering materials; however, you are responsible to turn in these items to the coordinator by the due date. Whenever possible, work will be emailed or submitted online.

INTERNET USE

With the ever changing and increasing pool of information accessible on the web, it is important for us to protect our student's privacy and safety in using the Internet. The following procedures are followed:

- Students and staff use unique and individual user ID's and password to logon to the Haakon Network.
- All students and staff have access to their own H: drive folder to store data and it is protected by security permission. Only users with administrative rights have access to all folders.
- All staff choose unique user ID and Password to access Infinite Campus, which must be different than the one they use to access Haakon domain.
- No programs can be downloaded and installed without administrative rights
- Only the Technology Coordinator can install software. All software must be properly licensed for school use.

Internet User Policy

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Haakon School District user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied. The signatures(s) at the end of this document is (are) legally binding and indicates the party/parties who signed has (have) read the terms and conditions carefully and understand(s) theft significance.

The following policies are in place and will be reviewed as needed:

1. Acceptable Use

The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. The use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privileges

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student will receive training pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Haakon School District may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal your home address or phone numbers, or those of other students or colleagues.
- d) Note that electronic mail (e-mail) is not guaranteed to be private.

- e) People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f) Do not use the network in such a way that you would disrupt the use of the network by other users.
- g) All communications and information accessible via the network should be assumed to be private property.

4. No Warranties

Haakon School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Haakon School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via (Haakon School District) is at your own risk Haakon School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security

Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on the Internet, you must notify a system administrator, or it will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.

6. Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

7. Procedures for Use

- a) Student users must always get permission from their instructors before using the Internet or local networks, or before accessing any specific file or application.
- b) Users shall not play games or use the computer resources for other non-academic activities during school hours.
- c) Use of recordable CD-ROM drives is to enhance the education of students and to allow greater storage on this media. Drives are not to be used to make duplicate copies of copyrighted material (e.g. programs, music CD's) without the expressed permission of the copyright holder. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the school district's discipline code of a member who misuses this capability.
- d) The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk/chat/internet relay chat).
- e) Electronic Mail (e-mail): No e-mail is allowed through the local network other than with a K-12 address (examples of those not allowed include yahoo and hotmail). Addresses may be obtained through the technology consultant. E-mail will only be used if required to fulfill school responsibilities or assignments.
- f) No outside electronic devices, including student-owned laptops, will be allowed in the school.

8. Penalties for Improper Use

Any user violating these rules, applicable state and federal laws, or posted classroom and district rules is subject to loss of Internet and local network privileges and any other District disciplinary options.

In addition, any unauthorized Internet access, misuse of Internet files or mail, or illegal activities on the Internet may be a violation of state and federal laws and may be subject to criminal prosecution. Distance Learning Policy



PARENTAL NOTIFICATION SCHOOL HEALTH ASSESSMENTS 2023-2024

Screenings to be provided during the 2023-2024 school year include:

Vision Screening for students in Grades

K, 1st, 3rd, 5th, 7th, 10th

Hearing Screening for students in Grades

K, 3rd, 7th

Physical Assessments for students in Grades

As requested with parental consent

Scoliosis Screening* for girls in Grades

5th and 7th

Scoliosis Screening* for boys in Grades

8th

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

A child **not** included in the grades/service listed above can be screened with the written consent of the parent/legal guardian. Please contact the school or the Community Health Nurse to arrange for your child’s screening.

Parent/Guardian will be notified of any concerns identified during the health screening so the child can be further evaluated by the provider of their choice.

The Community Health Nurse can discuss with the school classroom teacher possible accommodations in the classroom that can be made for the benefit of the child if a vision or hearing screen indicates a need for additional follow up.

If you agree to your child’s participation as indicated above, no further action is needed.

Heidi Burns, RN

Community Health Nurse

Dept of Health-Office of Child & Family

Office

605-859-2467

Phone Number

If you want to Decline Screening services, please contact the school or the Community Health Nurse for further discussion. A form to Decline Screening will need to be signed.

Haakon School District | 2023-2024 CALENDAR

| JULY '23 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| JANUARY '24 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

2 – School Resumes
19 – In-Service

21 – In-Service
22 – In-Service
23 – First Day of School
25 – Friday School

| AUGUST '23 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| FEBRUARY '24 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

1 - Midterm

4 - [Labor Day](#) – No School
8 – Friday School
15 – Friday School (Homecoming Week)
21 - Midterm

| SEPTEMBER '23 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| MARCH '24 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

6 – PTC 3:30-6:30
7 – PTC 3:30-6:30
7 – End of Quarter 3 (39 days)

10 – PTC 3:30-6:30
11 – PTC 3:30-6:30
19 – End of Quarter 1 (36 days)

| OCTOBER '23 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| APRIL '24 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

1 – No School Easter Monday
11 - Midterm

16 - Midterm
22 – Early Dismiss 12:30
23 – Thanksgiving Day

| NOVEMBER '23 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| MAY '24 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

11 - Graduation
15 – Last day of School 12:30 Dismiss
15 – End of Quarter 4 (38 days)
15 – End of Semester (77 days)
16 – Teacher Work Day

21 - Early Dismiss 12:30
21 – End of Quarter 2 (35 days)
21 – End of Semester (71 days)

| DECEMBER '23 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| JUNE '24 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

2023-2024 HAAKON SCHOOL DISTRICT STUDENT INTERNET USE AGREEMENT

I understand and will abide by the Haakon School District #27-1 Internet Acceptable Use Policy. I further understand that any violation of the regulations (above) is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and or/ appropriate legal action.

Student Printed Name: _____

Student Signature: _____ Date: _____

As a parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Haakon School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network, and I will be responsible for any and all cost associated with its use. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certified that the information contained on this form is correct.

Parent/Guardian Printed Name: _____

Parent Signature: _____ Date: _____

STUDENT MEDIA CONSENT AND RELEASE FORM

For the privacy of your children or family, we are asking if it is O.K. that a picture of your son/daughter can be pictured on the school website. They may be pictured playing sports or other activities around the school. Their name will not be displayed, just a picture.

If you do not want your son/daughter's picture displayed on the website, please check no and sign. Thank you.

_____ Yes, it is O.K. to display our son/daughter's picture

_____ No, we do not want our son/daughter's picture displayed

Parent/Guardian Signature: _____ Date: _____

2023-2024 STUDENT HANDBOOK AGREEMENT FORM

The previous polices were passed with a unanimous vote by the Haakon Board of Education. Please read them over carefully and if there are any questions, contact the principal's office at 859-2680. After you have read the policies and there are no further questions please sign, date, and bring back this sheet to the school principal's office. I have read and understand the student handbook and I agree with the policies that are set forth in it.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student/Parent/Guardian Computer Agreement

I understand that the Haakon School District will provide my child with the use of a laptop for completion of learning activities in classes and at home. Students are responsible for the general care of the laptop they are issued. Laptops that are broken or fail to work properly must be taken to the Technology Coordinator. The school district will be responsible for repairing malfunctioning computers. Computers that have been damaged from normal use will be repaired at no cost. Any damage that is determined to be intentional will result in the student being billed for the cost of repairs.

The protective cases will not be provided with laptops. Each student is required to carry the laptop in a case with sufficient padding to protect the laptop from normal treatment. Be careful not to put too many things in the bag with the laptop as pressure will crack the screen.

There will not be spare computers available to students that forget their laptops at home. If students leave their laptop at home, they will be expected to have someone bring it to them. Students are expected to turn their homework in when it is due even if they have left their computer at home. Repeat violations will result in disciplinary action.

If a laptop suffers accidental damage, a spare will be provided while repairs are being made. If it was not accidental, there will only be a spare available for use during the school day and returned to the office each evening.

Students will be provided with a laptop and charger during the school year and are required to return both before checking out of school on the last day of enrollment in the Haakon School District.

Taking care of your laptop:

1. Do not leave laptops:
 - in unlocked vehicles or lockers
 - in vehicles for long periods due to extreme heat or cold
 - laying in locker rooms or just around the school
2. No food or drink is allowed next to your laptop while it is in use.
3. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
4. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the school district.
5. Laptops must never be left in a car or unsupervised area
6. Students are responsible for keeping their laptop's battery charged for school each day. If your charge time is not lasting as long as it did when you first received your laptop, bring it to the tech office.
7. DO NOT CANCEL FILE SYNCHRONIZATION!!! Canceling or shutting down during this process will result in files not being backed up properly or lost files

Using your laptop at school:

1. Laptops are intended for use at school during every school day. In addition to teacher expectations, students will be responsible for using laptops for school email, announcements, calendars, and schedules, etc. Students must be responsible for bringing their tablet to all classes, unless specifically advised not to do so by their teacher.
2. Make sure you check your email daily.
3. Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action.
4. During normal use during a school day, it may be necessary for students to charge their battery. Please use the laptop carts to charge if needed. (Lunch time would be a good time to charge your battery.)

_____ I agree to the above responsibilities and to my student being able to take their laptop home.

_____ I do not want my child to take their computer outside of the school building.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____