HANKINSON HIGH SCHOOL
2020-2021

EMPOWERING SUCCESS

EVERY STUDENT

EVERY OPPORTUNITY

EVERY DAY

Parent-Student Handbook

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Hankinson Public School

believes....

...in a safe, nurturing, stimulating and comforting learning environment.

...every student deserves a quality education.

...in embracing diversity and individualization.

....the quality of the school directly influences the quality of education.

SCHOOL SONG
"Minnesota Rouser"

Hankinson our hats off to thee
To our colors, true we shall ever be
Firm and strong united are we
Rah - Rah - Rah for HHS
Rah. Rah. Rah. Rah.
Rah! Rah! For HHS!

This handbook is subject to change at any time by policy changes of the Board of Education and/or actions of the administrators.

Hankinson Parent-Student Handbook

All policies, procedures and regulations contained in this handbook are in accordance with approved policies of the Hankinson Board of Education.

INTRODUCTION

The philosophy of the Hankinson School District is directed toward improved methods of instruction and to develop excellent health practices in all our students through sound comprehensive health and physical education programs. We want every student to learn to think critically, speak clearly and confidently, read and write effectively and to be qualified as a literate and contributing human being.

We shall strive to create educational opportunities for all students with the understanding that every individual has dignity and is of equal value when compared to anyone else.

To provide the efficient operation and administration of the Hankinson Public School, the Board of Education and the Administration have established this policy manual to inform students, parents, and community of the policies of the Hankinson Public School.

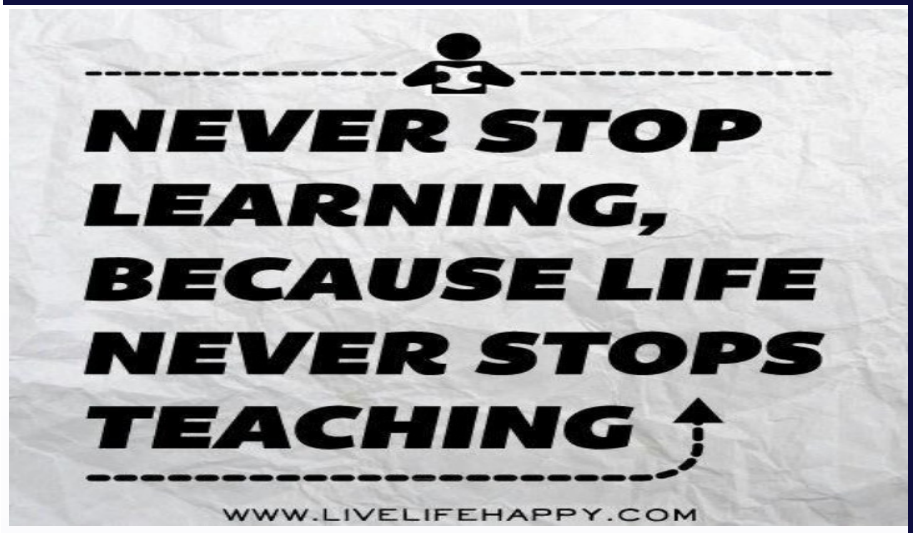
These policies consist of legislative acts passed by the Board of Education while in session. Such published policies with supplemental rules and regulations are helpful to students, teachers, administration, parents, school board members, and Employees. These policies are intended to reduce to a minimum the process of trial and error and to provide harmony in human relations. The Hankinson Board of Education will provide for the school system these general policies in keeping with the rules and regulations of the State Board of Education, the requirements of State law, and the wishes of the community, students, and faculty.

LASTIC CLAUSE

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

DISCLAIMER

All policies, procedures and regulations contained in this handbook are in accordance with approved policies of the Hankinson Board of Education. All changes to the handbook for the school year are presented to the school board.



SCHOOL OBJECTIVES

The philosophy of the Hankinson School District is that all students have a right to the privilege of an education in order to achieve his/her greatest potentials. They should have the opportunity to develop to the fullness of their ability in clear and logical thought processes so that they may take their full civic, intellectual and moral responsibilities in our democratic society.

The school has a responsibility to aid students in developing the intellectual and social activities, interests, and appreciations which will enable them to best meet their needs. To this end, the school should make health and physical training available to help students in future leisure time activities.

It is believed that the teacher is one of the most important factors in the school. By behavior and attitudes, philosophy on life, knowledge of skills, and understanding and guidance, every teacher influences the development of social, mental and physical stimulation where the child may develop under wide leadership.

It is also believed that the education of students is the duty of the entire community. Only by close cooperation of the school, family, church, and all other community organizations, can the school give the students the well-rounded education that is so necessary in the ever changing world. It is paramount that the students make a worthwhile contribution to this democratic society.

In order to make this philosophy a working reality, it is important that teachers, members of the Board of Education and Administration function in a stimulating atmosphere of professional advancement and students and parents become a vital part of the cooperative effort.

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APPENDIX
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"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal"

SEXUAL HARASSMENT DEFINITION

Sexual harassment means unwelcome sexual advances, request for favors and other verbal or physical conduct of a sexual nature when:

- **Submission to such conduct is made explicitly or implicitly a term or condition of a person's employment or advancement or of a students' participation in school programs or activities.**
- **Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student.**
- **Such conduct has the purpose or effect of unreasonably interfering with an employee's or students' performance or creating an intimidating, hostile, or offensive work or learning environment.**

The Hankinson Public School District complies with the following laws and regulations in both employment practices and educational programs:

- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et. seq., which prohibits discrimination of the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination of the basis of handicap in programs and activities receiving Federal assistance.
- Title IX of the Educational Amendment of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance.
- The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- All regulations, guidelines, and standards lawfully adopted under the above statues by the United States Department of Education.

The responsible school official for this non-discrimination policy is Chad Benson, Superintendent

SEXUAL HARASSMENT POLICY

- The Hankinson Public School is committed to providing a safe, positive learning and working environment for everyone. Therefore, sexual harassment is prohibited and will not be tolerated in any form. No employee or student shall be subjected to sexual harassment.
- Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.
- It shall be a violation of this policy for any member of the Hankinson Public School staff or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in Section II.
- The administration shall be responsible for promoting an understanding and acceptance of, assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment at the school.
- Violations of this policy or procedure will be cause for disciplinary action.

BOARD OF EDUCATION

Dave Muehler, President
Mathew Asp, Vice President
Jen Mauch
Nich Foertsch
Angie Evans
Vocational Representative:
Mathew Asp

Administration

Chad Benson,
Superintendent

Kent Dennis
High School Principal

DECISION MAKING BODIES

BOARD OF EDUCATION

The Board of Education is made of five elected individuals who are freely chosen to represent the wishes of the entire school district. The board meets regularly in a public meeting on the second Monday of each month in the high school library, where they hear problems or business brought to their attention. They are also responsible for making the final decision regarding school policy.

ADMINISTRATION

The Superintendent and Principals represent the administration. They represent the Board to the faculty, parents, and students. They also represent the faculty, parents and students to the Board. The Board of Education authorizes the Superintendent to administer the policies set forth by the Board.

PARENTS AND TEACHERS

It is the role of all parents of school age children that attend the Hankinson Public School and all faculty members that teach at said school to provide continuous in-ut regarding their wishes as to what they feel school policy ought to be.

STUDENT COUNCIL

The Student Council shall consist of three recommended/selected members from the senior and junior classes and two from the freshmen and sophomore classes. Their role is to provide the student perspective and opinion in school decisions. When numbers dictate, there may be more than two representatives. As a rule, the student council will consist of no more than ten members. The advisor is responsible for appointing members.

CHAIN OF COMMAND

There is a sequence that should be followed in the event a parent, student, instructor or coach has a concern or question. The steps listed below constitute the chain of command:

1. Classroom Instructor / Advisor / Coach
2. Building Administrator (Principal) / Activities Director
3. Superintendent
4. Board of Education

ACADEMIC POLICIES

CLASS REQUIREMENTS

Each student will need to meet the requirements for graduation as set forth by the Department of Public Instruction and the Hankinson Board of Education**. The minimum number of credits for graduation from Hankinson Public School is 22 credits.** These credits will accumulate from grades 9-12.

In grades 9-12 credit for successfully completing courses will be given per semester; one half (1/2) credit per semester for a year long course. **Failing a semester (first or second) of a required course will require retaking of the failed semester.**

The following course requirements for grades 9-12 have been established by the Hankinson Board of Education, which meet or exceed state requirements:

4 Units of Social Studies:
Area Studies, World History, U.S. History, Problems of Democracy

4 Units of English
English I, II, III, IV (English 110/English 120 may substitute English IV

3 Units of Science
Physical Science, Biology, elective

3 Units of Math
Algebra I, Geometry, elective

3 Units of the Following
Native American language, foreign language, fine arts, career and technical education courses

1 Unit of Physical Education

4 Units of Selected Electives

STUDENT CLASSIFICATION

Student grade classification is based on their total accumulated passed classes. State law classifies Hankinson High School students in the following manner:

FRESHMEN
-less than 6 credits
SOPHOMORES
-6-10 credits
JUNIORS
-11-15 credits
SENIORS
-16 credits or more

GRADING SCALE
A 95-100
A-.....94-90
B+....89-97
B.....83-86
B-.....80-82
C+....77-79
C.....73-76
C-.....70-72
D+....67-69
D.....63-66
D-.....60-62
F.....0-59

G.P.A. SCALE
G.P.A. is based on the 4.0 scale. Credits from classes based on other G.P.A. scales will be converted to the 4.0 scale.

REPORT CARDS

Report cards will be distributed on the week following the end of the nine week grading period. Parents will pick up report cards when Parent-Teacher conferences are held, twice during the academic year. Report cards will be mailed on the other two occasions.

Evaluation will be based on the individual discretion of each instructor and will be explained to the class before the course begins.

**Grades 7-8 – Failure to complete more than one course successfully will place the student in danger of retention.

**Grades 9-12 - Failure to complete a required course successfully will result in that student having to repeat and pass the course at a later time to receive credit.

Any student receiving an incomplete grade must have the make-up work completed within one week of the next grading period, or the grade will become an "F" with no credit. The administration may grant exceptions to students with extenuating circumstances.

DEFICIENCIES

Near the middle of every nine week grading period, progress reports will be mailed to the parents of students whose grades are either failing or near failing. Upon receiving these reports, parents are encouraged to contact the school and make arrangements to confer with the teacher.

Parents are the first and most important teachers of their children. It is through their cooperation in our school that we attain the best instructional results. We invite parents to visit classes and talk to the teachers in regard to their child's school work.

PROFICIENCIES

Commendation reports of excellent effort and work put forth by students will be sent to parents. These are sent at the discretion of each teacher normally around mid-term of each quarter.

HONOR ROLL

The honor roll is figured at the end of each quarter. Only the grades for academic subjects are used for figuring honor roll status.

Honor roll students will be designated as follows:
HONORS: GPA of 3.00 with no grade below 1.67 (C-)
HIGH HONORS: GPA of 3.67 with no grade below 2.67 (B-)
HIGHEST HONORS: GPA of 4.00

Points are awarded as follows:

A = 4.00
A- = 3.67
B+ = 3.33
B = 3.00
B- = 2.67
C+ = 2.33
C = 2.00
C- = 1.67
D+ = 1.33
D = 1.00
D- = 0.67

INDEPENDENT STUDY

Along with the curriculum offered at Hankinson Public School, there are additional courses offered through independent study. Students who intend to take independent study courses must secure prior permission from the administration for the credits to be included on the Hankinson High School transcript.

Independent Study courses may not be used to replace curriculum offered at Hankinson Public School. Independent Study courses are to be taken to make up for failed courses or taken to supplement curriculum at Hankinson Public School. The administration will determine whether independent courses are to be considered part of the student's class schedule.

Students taking independent study courses are financially responsible for the cost of taking the Independent Study courses.

Students are required to take the required courses outlined on page 11 at the Hankinson High School. Taking these courses via independent study or online courses will not fulfill the requirement for graduation.

ACADEMIC HONESTY

Students caught cheating will receive a grade of zero on their work and will be referred to the principal for potential further consequences.

Cheating /Academic Honesty may include but is not limited to the following: plagiarism, copying, etc.

ACADEMIC POLICIES, continued

PROMOTION, RETENTION AND TERMINATION

The goal is to have all students who graduate from Hankinson Public School be able to meet minimum standards for graduation and to be able to function in society.

Basis for Action in Grades 7 & 8:

Before being promoted the student must be passing in at least three-fourths (fail no more than one) of their academic classes or meet the requirements of their individualized education program. The student must be in attendance 160 days unless absences are excused and approved by the administration.

If the student is in danger of being retained, parents should be notified by the classroom teacher(s) and or the administrator as to this possibility.

If the decision to retain is not satisfactory to the parents, the parents may request a meeting with the principal. If the decision of the principal is not acceptable, the parents may appeal to the superintendent. If the decision of the superintendent is not acceptable, the parents may appeal to the Board of Education.

Basis for Action in Grades 9 - 12:

Students must have received twenty-two (22) credits before they will be included in graduation exercises from Hankinson Public School. This includes the required courses prescribed by the Department of Public Instruction and the Hankinson Board of Education.

A student must have earned at least 6 credits to become a sophomore, 11 credits to become a junior, and 16 credits to become a senior.

All students in grades 9 - 12 must carry a minimum of 6 classes through their senior year. Students must carry BOTH band and chorus BOTH semesters for them to be counted as ONE of the 6 classes.

Any change in a student's schedule has to be approved by the administration.

NO DROPPING OF COURSES AFTER ONE WEEK.
Dropping a class after the designated time period will result in a failure (F) and zero credit.

DEFINITIONS:

PROMOTION
Advancement upward to the next grade level in normal sequence

RETENTION
Holding a child at the same grade level to repeat the following year

TERMINATION
Removal of a student from the regular classroom environment

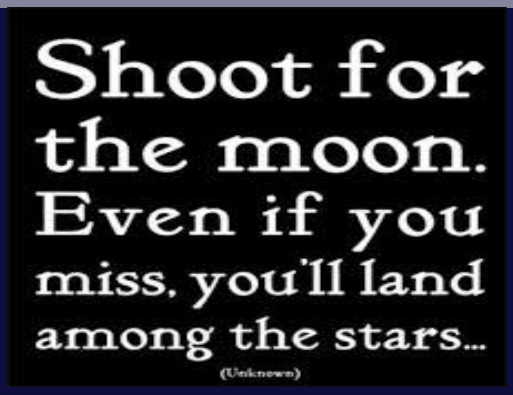
REGISTRATION:

Students will pre-register for their next year's classes each spring with the information and guidance offered by their school counselor and principal. Students are encouraged to enroll in classes considering their future needs, not through the influence of their peers. Students will review their schedules in August before school starts and are allowed to make changes to their schedule at this time. Upon the start of each semester students will have one week to make changes to their schedule with the approval of administration.

USER FEES:

It is the position of the Hankinson Public School that throughout the course of the school year, each student involves himself/herself in learning experiences in which the end result is a product that becomes the personal property of the student, even though the materials (i.e. computer discs, paper, art supplies and other project materials) were originally purchased by the school district.

The user fee is used by the District to off-set the cost of such materials and supplies and is consistent with Section 15-43-11.2 of the North Dakota Century Code.



GRADUATION HONORS

The student with the highest grade point average will be valedictorian and the second highest will be salutatorian. If there is a n unbreakable tie, multiple awards may be given. Seniors with a grade point average of 3.67 or higher will be recognized as honor students. Final G.P.A. and class rank will be determined by semester grades beginning with the first semester of the freshman year and ending with the first semester of the senior year. Quarterly honor rolls are based on quarter grades only and are not used in determining G.P.A. or class rank. They reflect only those grades earned during that particular grading period.

HONOR GUARDS

It shall be the policy of the Hankinson School that the top two students from the junior class will be honor guards during the graduation exercise. These two students will be determined by grade point average only, after the completion of the first semester of the year. If the top grade point averages are equal third quarter grades may be used in conjunction with the semester grades to determine the Honor Guard.

SENIOR

GRADUATION REQUIREMENTS

Those graduating from Hankinson High School shall meet or exceed the requirements as set forth by the Department of Public Instruction and the Hankinson Board of Education.

- Student must acquire a minimum of 22 credits
- Student must be in attendance the last semester of their senior year

Student transferring into the Hankinson Public School during their senior year must meet the following requirements to receive a diploma from the Hankinson Public School:

- Student must not have been in prior attendance at the Hankinson Public School during their senior year
- Student must be accompanied by a parent/guardian
- Student must meet the minimum requirement for credits at the last school attended, or the minimum required credits at the Hankinson Public School, whichever is lesser

NOTE: Should special circumstances prevent compliance, a student may appeal to the administration for an exemption to the above regulations.

NOTE: Students who successfully complete the alternative diploma requirements are eligible to receive a diploma.

****Seniors who have not satisfactorily completed the requirements for graduation will not be allowed to take part in the commencement exercises.** Approved by the Board of Education on the 8th day of May, 1995.

SENIOR PORTFOLIO

On May 12, 2014, the Board of Education approved a portfolio requirement for graduation. This includes, but is not limited to such topics as a research paper, career planning, and work samples. All students in grades 9-12 will be required to complete their portfolio as a graduation requirement.

Specific guidelines, yearly requirements and examples are on file in the guidance counselor's office.

SENIORS

SENIOR PRIVILEGES

Seniors shall be granted privileges during the final semester of school **provided they are passing all course work and have not violated any rules or policies**.

Senior privileges will be **terminated** under the following circumstances:

- Any senior who has received an unexcused absence during the school year
- Excessive absences or tardiness that lead to detention or suspension

Senior privileges will be **suspended** if a senior is academically ineligible or receives a detention notice. Privileges will be returned after the senior becomes academically eligible or serves the scheduled detention. The administration reserves the right to suspend senior privileges due to safety concerns or the abuse of privileges.

The following guidelines must be adhered to by seniors using senior privileges:

- When a senior does not have a class, but has a study hall, they are allowed to leave the building, **after they check out in the office.**
- Seniors with a study hall during the first period do not have to come to school until the second period class begins.
- Seniors that have a study hall before or after lunch may have an extended lunch period outside the building.
- Seniors who have a study hall at the end of the day may leave after period six.
- Seniors may not check out more than one time during the school day.
- Vo-tech students may utilize senior privileges if there is no Vo-tech that day.
- The principal reserves the right to suspend privileges due to behavior and/or academic concerns.
- Students who exceed 10 absences in the semester will lose senior privileges.

EARLY GRADUATION

The Hankinson School Board may grant a student request for early graduation. Requests will be reviewed by the Hankinson School Board and each request will be decided upon individual merits. Reviewing of a request for early graduation will include but will not be limited to: administration recommendation, review of educational records, and student progress toward graduation. **In all cases, each student must fulfill all graduation requirements of the Hankinson School District.**

TRANSCRIPT RELEASE

Seniors may request release of their transcripts to colleges, etc., after the completion of the first semester and after grade point averages have been determined. Students must provide the office with proper addresses and sign a release if 18 years old, otherwise a parental signature will be needed.

SENIOR CLASS FUND

Senior class funds may be used for flowers, honorariums, senior trip, etc. The diplomas, awards and programs will be furnished by the School District. **Students are responsible for purchasing caps, gowns, tassels, announcements, etc.**

ATTENDANCE POLICIES

CLASS ATTENDANCE:

Attendance will be taken in every class. If a student arrives late at the school for the taking of attendance, the student must report to the principal's office immediately and receive a pass from the principal or office personnel. The absentee list will be recorded at the end of each day. If the office has not received either a verbal or written excuse by the second day the student returned to school, said student will not be allowed back into class until one is obtained from either parent or guardian.

LEAVING SCHOOL

Hankinson High School is a closed campus. Students, once in attendance, are required to stay on campus until being dismissed at the end of the school day or excused by the administration.

If a student needs to leave school at any time during the day for any reason, an excuse slip must be brought from home before leaving or being excused by the administration. In cases of an emergency, parents may call or come in person to make arrangements for a student's absence.

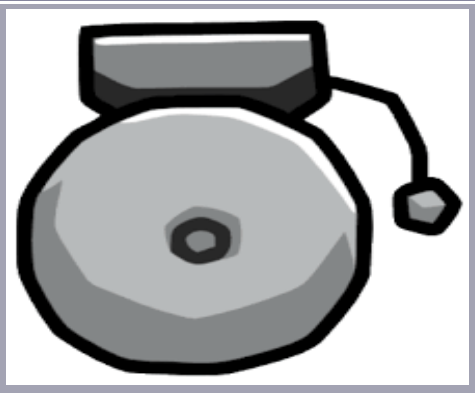
Students in grades 10 -12 shall be allowed an open noon hour. The students will have 20 minutes (lunch time) to leave the campus. Tardy to fifth hour class will result in the loss of this privilege.

Students who become ill during the day are to report to the office and the parent/guardian will be contacted before the ill students are allowed to leave.

ABSENCES

Regular school attendance is of utmost importance to the student. Any student, grades 7 -12, who is absent from school at any time must have a written excuse signed by the parents. Information of the excuse must include: Date, Time of Day, and Reason for Absence. This excuse must be presented to the principal before the absence occurs. Make-up work assignments must be picked up from the teachers involved before the student is absent. The only exceptions to this regulation will be illness and emergency work situations. In case of illness the excuse must be brought when the student returns to school. In case of emergency work, the principal should be contacted by phone in advance between the hours of 8:30 am and 3:30 pm, to collect if necessary.

The office may accept permission notes written by students who are 18 years of age or older, provided that the student's parent has given prior written approval for the student to assume this responsibility.



SCHOOL HOURS:

Classes begin: 8:25 a.m.
Classes end: 3:25 p.m.

- Students are asked to wait until the 8:20 am bell before passing beyond "Pop Machine" doors unless prior permission is approved.

Outside doors open: 8:20 a.m.

- **After 4:00 p.m., no students are allowed to be in the building unless supervised.**
- School classes and organizations may conduct social events, if scheduled in advance and they must be properly supervised.

TARDINESS:

Students are tardy if they are not in their classroom when the bell rings. Tardiness will result in Detention or Suspension. If a student is more than 20 minutes late to a period, they will be considered absent for that period.

Tardiness will be handled on a per quarter (9 weeks) basis as follows:

1st: Student given written or verbal notice

2nd: 1/2 hour after school detention
Notice sent to parents

3rd: 1 hour detention
Notice sent to parents

4th: 1 day in-school suspension
Notice sent to parents

5th: 1 day out-of-school suspension
Notice sent to parents

EXCUSED ABSENCES

Shall include the following: illness, death in the family, work at home on an emergency basis, or absence with **prior** approval of principal and parent.

Once a student has exceeded ten (10) days absent in a semester, the student will be required to make up the missed class periods/days.

The administration may prorate the number of absent days for students who enroll after the semester has begun.

Any school function in which the students are directly representing the school, and are under the supervision of a teacher or advisor, are excusable and students do not need an excuse from parents. Students must, however, pick up their make-up work assignments before they leave on such activities. Any absence which meets the above requirements will be excused. Students will be allowed a reasonable time to do required course work. A reasonable time shall be decided upon by the teacher and student with the principal's input.

There will be as many days to make-up missed work as the number of days absent, exception is that there will be given two days for the first day, from that day forward it will be one for one basis.

Work assigned prior to the student absence is due the first period of the class on the day the student returns.

UNEXCUSED ABSENCES

Unexcused absences include but are not limited to the following:

- **Truancy** (cutting or skipping) is defined as being absent from one or more classes without consent. It is also defined as failure to report to the office after being sent there, leaving class without a teacher's permission, abuse of pass usage, and failure to go to class.
- **Oversleeping**
- **Unverified Appointments**

Unexcused absences will result in a zero for the day on school work.

Any classroom time lost as a result of an unexcused absence must be made up. This time is normally made up through detention or suspension.

Students who have five (5) unexcused absences in a quarter from any class will earn zero credit for that class that quarter.

Study halls are considered classes and unexcused absences from study halls will be made up through detention.

Students over the age of sixteen, who do not attend school regularly and are absent without providing acceptable excuses for such absences, may at the discretion of the superintendent be dropped from the rolls.

Students who are over 15 minutes late for a class period will be considered unexcused for that period. Each unexcused period will result in one hour of detention.

The train, road construction,, poor weather and power outages are not excused for tardies and absences. PLEASE LEAVE EARLY AND PLAN AHEAD.

ENROLLMENT

New Students
A special effort will be made to accept all students who wish to attend the Hankinson Public School. The high school principal shall evaluate the credits earned by students who transfer from another school. All credits earned from an accredited school will be accepted.

Married Students
An equal high school educational opportunity will be provided every student at Hankinson High School regardless of their marital status. Married students will abide by the rules of conduct and participation in school activities governing the student body.

Pregnant Students
An equal high school educational opportunity will be provided a pregnant student. Her spiritual, psychological, and physical well being, awill be considered at all times when planning her educational program.

STORM DAYS/EARLY DISMISSALS

If, because of bad weather, we are forced to cancel or postpone school and such conditions are known before 7:00 am, an announcement will be broadcast over local radio and television stations. Early dismissal for other reasons - workshops, holiday, etc., notice will be given several days in advance.

If during the school day there is a severe change of weather conditions or a blizzard warning, or if heavy snowfall or weather conditions persist that would make driving hazardous, the school will close. Buses will take those students who ordinarily ride buses to their homes.

If it becomes necessary to close school before the regular dismissal time, such information will be announced over the same radio stations, and all bus drivers notified of such action. Parents will be permitted to pick up their children if they wish, or if for any reason their children will not ride the bus, they are to inform the school.

In the event the superintendent feels that the buses cannot make the routes, that the weather conditions do not permit safe transportation, all students will be sent to their storm families.

The bus drivers will immediately notify the school office by bus radio if any of the following conditions arise: 1) road is blocked 2) alternate route is used 3) bus becomes stalled 4) a student is injured or becomes seriously ill. This information will be reported to the parents as soon as possible. Until all children have been safely delivered and buses have returned, the office radio will be monitored to receive emergency messages.

FIRE DRILL PROCEDURE

During the first fire drill, students will be instructed as to the proper procedure by their classroom instructor. Thereafter, drills will come as a surprise and students and teachers must respond accordingly. Please keep in mind that the fire alarm is a serious effort to maintain your safety. Proceed quickly, but orderly, to the designated exit. Proceed to an area at least 75 feet from the building. Upon reaching these areas, teachers will take roll and report any absences to the principal's office. Teachers will determine procedures for leaving the room and taking roll.

SEARCH AND SEIZURE

School authorities, as representatives of the parents of the students, may search a student, a locker, or other property. The School District reserves the right to utilize law enforcement officials and trained dogs to seek out illegal drugs in school or on school property. Search of a student or their possessions will be limited to the situation where there is reason to believe that a student is hiding evidence of an illegal act or a school violation. When it is practical, the student shall be present when a search of his/her possessions (including automobiles) is conducted. If a student is uncooperative, the School District will notify and request the assistance of a law enforcement official.

TORNADO DRILL PROCEDURE

During the tornado drill, students will be instructed as to the proper procedure by their classroom instructor. All windows and doors should be shut, and students and staff should proceed as quickly as possible to designated areas.

DESIGNATED EXITS:

Room 119-120 (HS Library, Sony ITV) – west exit

Room 127 (Music/Band) – east exit out of room

Old Gym -- north exit

New Gym -- northwest exit

Room 200-201 (Title I, ITV) – south stairs to southwest exit

Room 214 (Counselor) – south stairs to southwest exit

Room 217-219 (Stein, Gaukler, computer lab) -- north stairs to west exit

Room 300-301, 313 (Hubrig, Pohl) – south stairs to southwest exit

Room 307-308 (Hunt, science lab) -- vestibule stairs to south exit

Room 309-312 (Skjoiten, Herder) -- east stairs to east exit

Room 315-319 (Hrdlicka, LD, computer lab, Sherbrooke, Monilaws) -- north stairs to west exit

MEDICATIONS

Only upon the written order of a physician and with written consent of the parent/guardian may a member of the school staff assist in or supervise the administration of any medications. Students who must depend on receiving medication during school hours must have a written order from a physician giving specific directions for taking the medication.

The following information must be included in the physician's written order and on the label of the prescription container. Student's name, amount of dosage, time of administration, name and strength of medication, amount of medication in prescription, instructions for administration, including any possible side effects, length of time student will be on medication, special care such as refrigeration. Authorization form for administration of medications may be picked up in the Administrative offices at the High School.

If medication is for emergency use only, such as a bee sting kit for known acute allergic reactions, then it may be administered by school personnel trained by a physician or nurse, upon written request from parent/ guardian. In all other emergency cases, the school personnel will promptly call the designated local emergency number and shall notify the parent/guardian immediately. A copy of the medication policy can be found in the appendix of the handbook.

STUDENT IMMUNIZATIONS

Parents must present to school authorities a certification from a licensed physician that such child has received, or in the process of receiving, immunizations against diphtheria, pertussis, tetanus, measles (Rubeola), rubella, mumps, and polio. Students enrolling after the start of a school term must have completed the immunizations by the start of the following term. School authorities shall notify parent or guardian of their right to refuse immunizations.

SPORTS PHYSICALS

All students participating in extra-curricular sports and cheerleading must pass a physical examination and return the completed physical form to the respective coach who will then forward it to the athletic director. Physicals must be turned in prior to participation in extra-curricular activities.

STUDENT INJURIES

All accidents or injuries connected with any school activity will be considered as serious and handled accordingly. Special care will be given to any injured student to prevent any further trauma or injury. When a student is injured, it is his/her responsibility to report such to the coach or teacher. All injuries will be reported to the administrative office, which will immediately determine any further emergency needs and notify the parents as soon as reasonably possible.

Medical treatment is the responsibility of the parent/ guardian and will not be assumed by the Hankinson School District. The Hankinson School District assumes no liability for medical bills incurred by any student, including athletes.

INFECTIOUS DISEASE

In considering the admittance or denial of admittance of a child who is diagnosed as having a significant infectious disease such as Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), Cytomegalovirus (CMV), or Hepatitis B, the District will abide by the decision of the local board of health significant infectious disease committee. This committee consists of the Superintendent or designee, the local health officer or other physician designated by the local board of health, the child's physician, and a school board member.

Any change in the child's condition that might require reassessment of the child's attendance shall be reported to the superintendent, who shall call a meeting of the committee to consider such reassessment.

The District shall provide appropriate alternative programs for children who are unable to attend school or who may need accommodations because of significant infectious disease. An program will be determined by a team consisting of the superintendent, principal, the child's personal physician, the child's primary classroom teacher and the child's parent(s). The special education director and other specialists may be included if appropriate. Any information coming before this team shall be considered confidential.

SUPERVISION AND DISCIPLINE

STUDENT SUPERVISION

In order to establish and maintain order within our school, the Board of Education has delegated the authority of discipline to the principals of Hankinson Public School. Through their authority, and of the authority granted teachers and staff, they will protect the safety, rights, dignity and property of each individual within our school as well as the school itself. Proper supervision will be maintained at all times. The school building will be available for school activities as long as they have been properly approved and will be properly supervised by faculty.

STUDENT DISCIPLINE

The most effective discipline is self discipline. Each individual within our school system is expected to behave in a responsible manner that is within the limits of good taste and is appropriate to the educational functions of a public school. No individual will be permitted to exercise an act which conflicts with the rights of others, or behave in a manner which threatens the health, safety, or orderly management of the school. Students should use common sense to guide your behavior. Those who show proper respect to fellow students, school employees, teachers, and school property will have few problems resulting in disciplinary action.

DETENTION

Pupils who disrupt the educative process or the decorum of the school or attempt to encourage others to do so, may be required to serve detention. Detention will be held once a week (unless additional days are needed). Time and location will be set by the administration. The length of detention will be set by the teacher or principal. Following a number of detentions, the principal has the discretion to suspend a student in place of assigning detention. To receive credit for serving detention, the student must be present by 3:30 p.m. and remain until excused by the supervisor. If student is more than one minute late for detention, the student will need to leave and their detention time will be doubled. Students failing to report for assigned detention will receive double detention time. If detention is missed a second time, the student will be suspended for one school day. If detention falls during the time of an extracurricular event or practice, the student will NOT be excused to participate in that activity during detention time. Students are responsible for bringing enough study materials to cover the hours assigned. Students will not be admitted to detention without study materials.

STUDENT SUSPENSION FROM CLASS

A teacher may dismiss a student from class for up to three days, prescribe and administer any reasonable and legal punishment. Cases of suspension or expulsion shall be referred to the principal. If the student is sent from any classroom for misbehavior, the student will report immediately to the principal's office to discuss the situation.

Disruptive behavior in school or at school activities will result in the student serving detention at a time arranged by the teacher or principal.

1st Offense: Detention and conference with instructor and administrator
2nd Offense: Detention and conference with parent, instructor, and administrator
3rd Offense: removal from class, receive no credit, sent to study hall

While suspended, students are required to keep up with their school work. It is the students' responsibility to make arrangements with each teacher to ensure make-up work is completed. Suspended students must complete all make-up work within one day after returning to class. This means all assignments must be completed at the beginning of class on the second day.

Each time a student is disciplined, a notice will be sent to the parents informing them of the incident. A copy of each notice will be kept on file. A teacher sending a student to the office will fill out a discipline notice.

A student sent to the office for failing to complete assigned school work will receive detention. Failure to stay the designated time will result in double time. If the time for double time is not met, the student may be suspended from school for up to three days.

Students who have been disciplined are encouraged, and may be required, to meet with the counselor to discuss the problem.

SUPERVISION AND DISCIPLINE, continued

SUSPENSION/EXPULSION POLICY

Pupils who disrupt the educative process or the decorum of the school or attempt to encourage others to do so, may be suspended and may be referred to the Board of Education for expulsion and to civil authorities for prosecution. No student shall be expelled without a formal due process hearing.

Expulsion referrals to the Board of Education may result after two out -of-school suspensions. Major violations of the educative process or the decorum of the school may result in an immediate referral to the Board of Education for consideration of expulsion.

SUSPENSIONS

Suspension and expulsion will be invoked for, but not limited to, the following reasons:

Use of Tobacco and Vaping on school premises and/or on school related activities/trips. Tobacco products will be confiscated and discarded. A minimum of three days suspension may be given.

Illegal Possession, Illegal Use of, or under the Influence of Drugs or Alcohol while in school, on school premises, and/or on school related activities/trips sponsored by the school.

Up to five days suspension

While at school functions, if a student is suspected of illegal possession, illegal use of, or under the influence of such substance(s) the student will be detained and evaluated by school personnel. Parents and/or law enforcement will be contacted to pick up the student.

Forged Excuse, written or by telephone, or altering an admit slip or tardy pass. Up to three days suspension

Threat or Harassment

Pornographic Materials: This includes the possession or use of such materials including videos.

Fighting: This involves initiation and response. All parties will be disciplined.

Physical Assault or Uninvited Attack

Arson

Vandalism: Students who destroy or deface school property or the property or others within school jurisdiction

Insubordination/Insolence: refusal to follow a reasonable directive from authorized school personnel will be considered insubordination and may result in immediate suspension. This includes swearing or using obscene language relative to the situation.

Disorderly Conduct: Vulgar, obscene or otherwise uncalled-for language or actions while attending a school activity (including: athletic contests, clubs, dances, or any other school approved activity)

Stealing: Students who steal property of the school district or others within the school jurisdiction

IN-SCHOOL SUSPENSION

Students report to the assigned area where they will remain for the entire school day. Students are required to work on assignments during this time. Credit is given for all assignments given and/or completed during in-school suspension

OUT-OF-SCHOOL SUSPENSION

Students will not report to school. Credit will NOT be given for any assignments given during out-of-school suspension. Students are not allowed to attend extra-curricular activities either before or after school on the day(s) they are suspended.

SUSPENSION OF DISABLED STUDENTS

Disabled students may be summarily suspended if they endanger themselves or others. A summary suspension is the immediate removal of the student from his or her regularly scheduled school program for a period not to exceed three school days. The summary suspension may be affected immediately upon the decision of the designated building administrator. Administration must make and document efforts to contact and notify the parent prior to suspension.

The student shall be given oral or written notice of the charges, and explanation of the evidence supporting the charges and an informal opportunity to respond to and rebut the charges.

A multidisciplinary team consisting of the student's IEP team shall convene within the three school days of suspension to review the misbehavior and propose any needed revisions in the individual education plan (IEP).

SHORT-TERMED SUSPENSION OF DISABLED STUDENTS

A short-term suspension of five school days or less may be affected for a disabled student for any conduct which would warrant short-term suspension for a non-disabled student. (If a student has received summary suspensions and or short-term suspensions totaling ten (10) days during any one school year, all subsequent suspensions will be handled under the policies governing long term suspension.)

The multidisciplinary team must determine that the behavior in question was not related to the disabling condition or a result of inappropriate placement before short -term suspensions may be affected. No multidisciplinary team meeting will be required for those disabled students for whom suspension has been included in the discipline plan attached to their IEP's. In such cases, the IEP discipline plan will be implemented if the student engaged in conduct for which the discipline plan allows short-term suspension.

The student shall be given oral or written notice of the charges, an explanation of the evidence supporting the charges, and an informal opportunity to respond to and rebut the charges. The administration will make and document efforts to notify the parent prior to the suspension. The multidisciplinary team will determine the nature and extent of services, if any, to be provided at home for students who receive short-term suspension.

LONG-TERM SUSPENSION OF DISABLED STUDENTS

A long-term suspension of more than five school days may be affected for a disabled student for any conduct which would warrant long-term suspension for a non-disabled student. Prior to long-term suspension, the multidisciplinary team will meet to determine whether the misbehavior is related to the disabling condition or is the result of inappropriate placement. The multidisciplinary team shall consider whether the behavior indicated the need for new assessment and evaluation data. If the team determines that the misbehavior is related to the disabling condition or is a result of an inappropriate placement, the disabled student may not be suspended.

SHORT-TERM AND LONG-TERM SUSPENSION OF DISABLED STUDENTS

Except for summary suspension procedures, a disabled student shall remain in the current placement pending action on a suspension recommendation, unless the parents and the administration agree otherwise. A disabled student for whom long-term suspension has been recommended is entitled to all the due process procedures available to a non-disabled student for whom long term suspension has been recommended. In addition, the disabled student is entitled to all the due process procedures available to a disabled student under the Individuals with Disabilities Education Act and applicable state policies and procedures.

SUSPENSION AND SPECIAL REFERRAL

The Hankinson Public School District is not required to refer for special education assessment and evaluation a regular student who has been suspended for violation of school rules and district policy to determine if such a student might be disabled. A suspended regular student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation which is to be made during the term of the student's suspension.

WEAPONS DISCIPLINE

A student shall be expelled for the school term and may not be reinstated unless and providing that:

1. The student satisfies the superintendent of their personal contrition
2. The student satisfies the superintendent of their personal resolve to not repeat any comparable acts
3. The parents/guardians demonstrate to the superintendent that an appropriate combination of special home precautions, home instructional programs, professional counseling, and home discipline programs of an appropriate design and duration have been taken to assure the superintendent of the absence of opportunity and inclination on the part of the student to repeat any comparable acts
4. The parents/guardians satisfy to the superintendent of the parent's/ guardian's resolve that comparable acts will not be repeated

For purposes of this policy, the school term is a school year. If the superintendent determines that the conditions for reinstatement have not been fulfilled before the beginning of any following school term, the superintendent will make a recommendation to the Board of Education and initiate proceedings for expulsion in the following term.

SUPERVISION AND DISCIPLINE, continued

WEAPONS IN THE SCHOOL

The Hankinson School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school sponsored activity. Such weapons include, but are not limited to, any knife, ice pick, razor, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. The superintendent may recommend a modification of expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the superintendent or other person designated by the superintendent to conduct the investigation. The superintendent will notify law enforcement.

A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the students' disability. Discipline and placement of the student will be in accordance with the Individuals with Educational Disabilities Act.

Other violations of this policy will require the proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

***Proper due process proceedings will be observed in all suspensions and expulsions under this policy.*

Hankinson School Discipline Matrix					
	Action Taken				
Level 1	**1**	**2**	**3**	**4**	**5**
assault on staff	Go right to Step 4			Minimum	Minimum
arson				3-Day Suspension	5-Day Suspension
drug distribution				Maximum	Maximum
				Expulsion	Expulsion
Level 2	**1**	**2**	**3**	**4**	**5**
use, possession, or under the influence of drugs or alcohol.	Go right to Step 4			Minimum	Minimum
				3-Day Suspension	5-Day Suspension
use or possession of tobacco on school grounds				Maximum	Maximum
				Expulsion	Expulsion
Level 3	**1**	**2**	**3**	**4**	**5**
fighting	Go right to Step 3		Minimum	Minimum	Minimum
verbal assault on staff			Detention	1-Day Suspension	5-Day Suspension
bullying/threatening					
Vandalism /Theft					
Pornography			Maximum	Maximum	Maximum
trespassing or violations of law			Expulsion	Expulsion	Expulsion
fireworks					
acceptable use policy violation					
Level 4	**1**	**2**	**3**	**4**	**5**
disruption	Minimum	Minimum	Minimum	Minimum	Minimum
insubordinate behavior	Administrative Conference	Detention	1-Day Suspension	2-Day Suspension	3-Day Suspension
cheating					
disturbance					
forgery/dishonesty	Maximum	Maximum	Maximum	Maximum	Maximum
profanity	3-Day Suspension	3-Day Suspension	5-Day Suspension	5-Day Suspension	Expulsion
Level 5	**1**	**2**	**3**	**4**	**5**
interference with learning	Minimum	Minimum	Minimum	Minimum	Minimum
disruptive objects	Administrative Conference	Detention	Detention	Detention	1-Day Suspension
food/drink					
loitering	Maximum	Maximum	Maximum	Maximum	Maximum
gambling	1-Day Suspension	1-Day Suspension	3-Day Suspension	3-Day Suspension	5-Day Suspension
running in hallway					
public display of affection					
sliding down stairs					
	1	**2**	**3**	**4**	**5**
	Minimum	Minimum	Minimum	Minimum	Minimum
Bus Conduct	Warning	Detention	1 week no ride	2 weeks no ride	1 month no ride
	Maximum	Maximum	Maximum	Maximum	Maximum
	1 week no ride	2 weeks no ride	1 month no ride	1 semester no ride	1 year no ride

BE STRONG
when you are weak

BE BRAVE
when you are scared

BE HUMBLE
when you are victorious

DUE PROCESS

DUE PROCESS— ACADEMIC

Any time a student is prohibited from participating in any educational opportunity provided by the school district, that student must be provided due process. This applies to situations such as removal from class, suspension or ineligibility from extra-curricular activities, expulsion from school, or any other similar expulsion from school experiences.

Due process means giving the student the right to present his/her side of the story. In some cases action must be taken first and due process provided later, however, the student must be given due process as soon as possible. In the majority of cases, due process simply involves listening to the student's side of the story before making a decision whether or not to exclude the student. In a case considered to have a potentially serious effect on the offending student and/or the entire student body, due process requirements increase. In these cases the student and the teacher should present their sides of the story to the principal. This constitutes due process for both parties and the principal will then make a decision. If either party thinks that they did not receive due process, an appeal can be made to the superintendent, then to the School Board.

DUE PROCESS— ACTIVITIES

All participants in activities will receive due process before being removed from the activity. Due process entails making all participants aware of the rules. In the event of a violation, the parents will be notified and a time for an informal hearing set.

At this hearing, the allegations will be brought out with all of the facts, including witnesses if necessary, disclosed in the situation. At this hearing any penalty due will be given. The parents will then be informed with the right to appeal the decision to the Board of Education.

The period of suspension shall begin from the date and time notification is given to the student by the school administrator. The student shall have the right to a hearing within three school days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause shown. However, if the suspension in not imposed and the student is found to be in violation of the alcohol, tobacco and controlled substance rule, any interscholastic contests or activities participated in by the student after the initial hearing, will be forfeited and the suspension will start from the date that guilt was established. Such hearing shall be on notice and conducted by a school administrator. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person(s) who complained of such students' violation of the NDHSAA rule.

If the student is not satisfied by the ruling of the hearing officer, such student shall have the right to have the ruling reviewed by the local Board of Education.

COMPUTERS

Computers are available only for educational purposes in the Hankinson Public School. Students are encouraged to use the word processing capabilities to write book reports, term papers, or the school newspaper.

They are to be used only with teacher permission and under teacher supervision. Misuse or mishandling of the computers will result in the loss of computer privileges.

Students wishing to use a computer in a computer lab, other than during computer lab classes, must get written permission from the computer lab instructor/ supervisor and the class they are coming from to be granted permission to work in a computer lab.

Students who wish to use a school computer for personal reasons (create birthday cards, posters, write letters, etc.) will pay a user fee of ten (.10¢) cents per sheet of paper if the project(s) are printed.

Students are expected to maintain their best behavior in the computer lab. Disrespectful or careless behavior will not be tolerated and students who engage in this type of behavior will lose the privilege to be in the computer labs.

INFORMATION NETWORK SYSTEM – ACCEPTABLE USE POLICY

The Board of Education, administration, and staff of the Hankinson Schools recognize the need for access to a global information network. Preparing students to compete in the 21st century requires access to the tools they will be using as adults. Accordingly, the Hankinson School shall operate an information network system to enhance and expand the Hankinson School's educational mission.

An information network is defined as the hardware, software, cabling and related equipment that allows for the creation, storage, transfer and access to data, video, and voice communication both within the district and to the outside world. Responsible use of this global information network is of primary importance. Responsible use shall be governed by the regulations and conditions set forth in this policy. For more information see Acceptable Use Policy/Consent Form.

The District's information network shall be used for educational purposes consistent with the District's educational mission, staff and District policies, state laws and federal laws. Use of the information network is a privilege. That privilege may be revoked or restricted.

Student use of the district's information network requires staff permission. The district reserves the right to inspect folders, files, and disks to assure compliance with this Information Network Acceptable Use Policy.

COPY MACHINES

Copy machines are available only for educational purposes in the Hankinson Public School. They are to be used only with teacher, administrator, or officer personnel permission. Misuse or mishandling of the copy machines will result in losing the privilege of using the copy machines.
Students who wish to use a copy machine for personal reasons (copy notes, etc.) will pay a user fee of ten (.10¢) cents per sheet of paper.

DRESS CODE

Students are expected to wear clean, neat, and appropriate clothes. Excessively torn or tattered clothing is unacceptable. It is the expectation of the Hankinson Board of Education, administration, and staff that all students maintain proper dress at all school functions and activities.

Being a member school of Drug Free Schools, students will not wear any article of clothing, pins buttons, or anything that advertises, displays or in any way represents alcohol or drugs. This includes school hours and at any school related activity.

Wearing of hats/caps by girls or boys will not be allowed. The following clothing will not be allowed to be worn during class: jackets, hoods on clothing apparel and backpacks. Wearing of sunglasses in the building will not be allowed.

Clothing that is suggestive, revealing or obscene is prohibited in school or at school functions. This includes but is not limited to logos or brands and graphics such as weapons and gang related insignia. Spaghetti straps are not allowed. Skirts must not be shorter than the length of the student's arms hanging at their sides.

FOOD AND REFRESHMENTS

Vending & pop machines will be on at designated times. Sunflower seeds are prohibited in the school building. Food and drink are not allowed during class or in student lockers without staff permission. NO FOOD IS ALLOWED BEYOND THE POP MACHINE DOORS. WATER IS ACCEPTABLE IN THE CLASSROOM.

LOCKERS

The Hankinson Public School maintains complete ownership and control over all school lockers being used by students. The lockers provided in the high school and locker room areas are for the students' convenience. Students are responsible for the proper care of the assigned lockers. At no time are students to be using lockers assigned to another student. Students should not slam locker doors or abuse the lockers in any way. Lockers which receive excessive damage beyond normal use will result in a charge to the student(s) responsible.

Students may hang posters, pictures, etc. in good taste, but should refrain from using sticky tapes or stickers that are difficult to remove. Students are responsible for the removal of all items, including the tape from lockers by the end of the school year.

Hankinson Public School District accepts no responsibility for articles lost or stolen from lockers. School officials retain the right to perform routine housekeeping and health maintenance locker inspections. Searches conducted when there is reasonable suspicion that one or more lockers contain objects or substances in violation of school rules.

STUDENT VEHICLES/PARKING LOT

Student vehicles are to be parked in the north parking lot and students are to use the north entrance to enter the building. Actions such as spinning tires and driving across grass and sidewalks will result in disciplinary action. Students must obey all traffic laws while entering and leaving the parking lot. Students are asked to refrain from littering the parking lot with paper, wrappers, cans, bottles, etc. Rules of student conduct must be maintained on all school grounds including the parking lot. Profanity, throwing of snowballs, vandalism, etc., will not be tolerated. Vehicles must not be parked blocking access to building by delivery trucks, garbage trucks, etc. Students will be given clear instructions on where they can and cannot park. Disciplinary action will be taken for any student who is asked to move their vehicle during the school day because it is parked in a no parking area.

ELECTRONIC DEVICES

Students are allowed to carry their cell phones and other electronic devices during the school day. We believe that rather than punish students for carrying them we should be teaching them how to function in society with them. Students must keep cell phones and other devices silent during the school day so as not to disrupt staff and other students.

Students may be asked to turn their electronic devices in to the instructor prior to taking an exam. Cell phones (and other electronic devices) may be used in a classroom/study hall setting at the discretion of the instructor. Staff will confiscate any devices they deem to be a distraction either due to noise or simply use at unacceptable times. If a device is confiscated it will be turned in to the office at which point the consequences listed below will be followed.

First offense – device confiscated and kept until end of day

Second offense – device confiscated and kept until end of day, 1 hour of detention

Third offense – device confiscated and kept until end of day, parents pick up, and 2 hours of detention

Fourth offense – device confiscated and kept until end of day, parents pick up, and 1 day of suspension

TELEPHONE USE

Student use of the office phones will be limited to important or emergency purposes only. Students will not be allowed to leave class to receive phone calls unless for emergencies. Persons calling a student should leave a message with the office which will be forwarded as soon as possible. All non-school business should be taken care of during non-school hours.

LIBRARY / RESOURCE CENTER

Students may sign out of study hall to go to the library.. Students must sign out from the study hall and must have a signed pass from the study hall supervisor. Students who do not have library privileges can only come into the library for research work, and they must have a signed pass from the teacher for whom they are doing research.

Students and staff may obtain materials and information from the North Dakota State Library. This material is usually available for a period of 4 weeks. There is no charge for this service, except for lost or damaged items.

Students and staff are responsible for the proper care of library items. It is the student or staff members financial responsibility to replace lost or damaged items.

COMPUTER / NOOK TABLET INFORMATION

The library / resource center has 8 desktop computers, 2 laptops, 9 nook tablets and 15 chromebooks. Netbooks may be checked out for hourly use in the school during regular school days.

None of the devices may be checked out for use outside of the school.

A signed Acceptable Use Policy must be on file in order for staff and students to access these devices.

CHECK OUT POLICIES

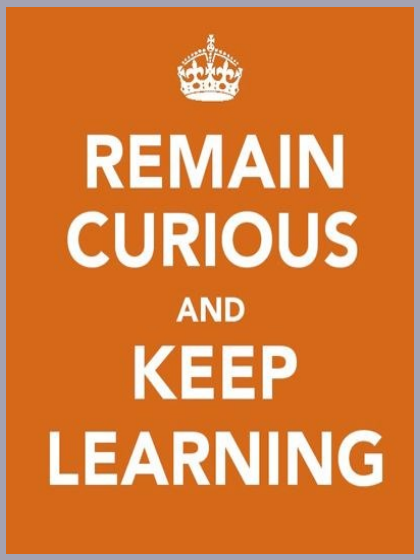
- Three week check out period
- Limit of three items

FINES

- Fines may be assessed for overdue material. The fine is 5 cents per day.

LIBRARY HOURS

- Monday—Thursday—8:20am - 4:00pm
- Friday—8:20am—3:30pm



BUS TRANSPORTATION

In a state like North Dakota where bus transportation of school children is a fact of life, it becomes imperative that all possible safety precautions be applied. The mechanical equipment is, of course, significant, but nothing is as important as the human lives aboard the buses.

The Hankinson Public School must abide by NDCC 15-34-17 which states: **The disciplinary authority of schools shall exist over all children while being transported to and from schools and the operator shall be charged with their control and discipline while they are being transported.**

Since an extreme responsibility rests with each bus driver, and final responsibility rests with the Board of Education, the following policy is designed to aid the transportation service and insure the safety of every student:

Buses will drive into farm yards where route turnaround is necessary and where homes are more than 1/4 mile from the regular bus route, only if driveways and yards are in proper condition to do so. When any route, road, driveway, or yard becomes difficult to travel, only good roads will be used.

Parents are responsible to deliver and pick-up their children at the nearest point on the route the bus can travel. This is to be determined by the driver and the superintendent. Parents will be notified of the change.

Drivers may set seating arrangements for each student on the bus. Students must remain in their seats for the entire trip and must not move from seat to seat. Drivers may change seating arrangements from time to time as student control problems arise. Drivers are responsible for controlling students in the bus and for reporting any problems to the superintendent. They will notify the parents of these problems using the procedure outlined in the bus incident report.

No selling of candy or other concessions will be allowed on any school bus. Use or possession of any tobacco/chemical substance will not be allowed on buses. This includes students, drivers, and supervisors.

EXTRA-CURRICULAR BUS

Anyone riding on an extra-curricular bus to an event will ride back on the bus from the event. The only exception being if they are picked up by their parents with previous arrangements being made in writing to the supervisor or coach. If previous arrangements have not been made and students do not ride back on the bus, they will not be allowed to ride the activity bus for the rest of the school term.

VOCATIONAL BUS

Students will ride the bus provided by the school district. If a student must drive to the Center, a permit form signed by parent/guardian must be given to the principal prior to driving. Other students may be given permission to ride along with the student driving if a permit form signed by a parent/guardian is obtained from the principal prior to departure.

All students who ride the bus to Richland County Multidistrict Vocational Center are subject to regulations governing Hankinson School buses. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers and is considered a violation of the regulations governing Hankinson School buses.

A violation of regulations by students riding the Vo. Tech. bus may result in suspension or revocation of riding privileges.

Students missing the Vocational bus will be responsible for their own transportation and subject to disciplinary action.

All vocational students will be assigned seats, and while in the Vocational bus, will sit in their assigned seats.

Failure to sit in assigned seats may result in suspension or revocation of riding privileges.

Students will be held responsible for vandalism occurring to seats or other parts of the bus.

Vandalism is defined as unintentional damage or intentional damage or attempts to damage or destroy district equipment.

Restitution will be imposed for acts of vandalism.

If vandalism does occur, students seated nearest to the damage will be held responsible for the damage and the cost of repair.

**Students will be provided due process procedures as outlined in the Student Handbook.

FOOD SERVICES

The school lunch program is administered by the Food and Nutrition Service, a part of the US Department of Agriculture. They work with state and school districts toward achieving the goal of the Child Nutrition Program to safeguard the health and well being of the nation's children. The Food Service Program of Hankinson serves a noon meal planned to contain the five components. We are on an offer vs. serve program which students, K-12, may take 3 of the 5 components offered. The Food Service Manager shall be responsible for preparing the menus that serve this goal. Students must pay for meals in advance. A record is kept of the meals consumed per individual each day.

Meal Cost: 7-12 $2.00 daily / 20 days = $40.00

NO LUNCHES WILL BE CHARGED.

Coats and caps are not to be worn in the lunchroom. Students are to observe proper behavior in the lunch room area at all times.

Students missing the vocational bus will be counted as unexcused. If vocational classes are not being held students are expected to remain in their fourth period class until normal dismissal.

Students who bring lunch are to eat their food in the lunchroom. Students may be allowed in the gym or hallway at the discretion of the principal.

GUIDANCE AND COUNSELING

It is the desire of our school to give the best supportive services to the students that are available. The guidance and counseling service is designed to provide students with information on colleges, aid students in securing financial assistance, advise students on scholarships, and set up and arrange a student testing program.

Hankinson High School is provided guidance services by the Richland County Vocational Center three and a half days a week. Schedule will be posted on the door of the guidance office. The general purpose of guidance is to help all students obtain maximum benefits from their individual experiences in education. Some of the guidance services provided are as follows:

Educational Services
For students who are having difficulty with school work, having difficulty in building a program of study or in deciding which courses to enroll, planning to extend their education beyond high school, registering and preparing for entrance exams such as the ACT, selecting a college or vocational school, filling out applications, or applying for financial aid.

Career Counseling
Helping students decide what they want to do after high school by providing information on careers, by helping students match their abilities and interests with various careers, by discussing with students their plans, possible courses of action, possible outcomes and possible options and alternatives.

Personal Counseling Services
For students having problems at home, problems with parents, problems with brothers/sisters, etc. For students having problems in school, problems with teachers, problems with other students, etc. For students who just want someone to talk to. **Confidentiality is guaranteed.**

Testing Services
The following tests are administered at Hankinson High School: Achievement tests which provide a measure of the student's scholastic growth; Interest surveys which provide students with information about their pattern of interest and suggest career clusters and specific occupations that the student may want to examine more closely; Aptitude tests which provide students with estimates of their abilities and match abilities to various occupations.

SPECIAL EDUCATION

The Hankinson Public School has joined with other schools in the South Valley Special Education Unit. Students who need special services may be referred to the Special Education Director by a parent, teacher, or other. The Director will then refer the student to the proper specialist for services. The services could address learning disabilities; speech, language, or hearing difficulties, or assistance for the handicapped.

The need for specialized services is determined through special testing after the student has been referred. A team of professionals along with the parents will then decide the extent of need for the referred individual.

Routine vision, hearing, and speech screening will be held periodically. These tests are given by the speech therapist and county health services. Parents will be informed immediately if their child has been referred for any form of special education.

STUDENT ACTIVITIES

RULES FOR INTERSCHOLASTIC ACTIVITIES

The Hankinson Public School shall provide for a well-organized, properly supervised, extra-curricular program. This program is an integral part of the student's education. Good judgment shall be used in providing these programs to insure that they serve the best interest of the school and the students.

The Hankinson School is a member of the North Dakota High School Activities Association (NDHSAA). The purpose of this organization is to plan, direct, and sponsor competitive activities among its member schools. Rules and regulations for these activities are made by the association for the best interest of the participating student and the school.

In order for any student to be eligible to participate in any interscholastic activity, he/she must follow the regulations set by the NDHSAA.

NDHSAA CONDENSED ELIGIBILITY RULES

Participation in activities will be allowed:

- If you have not been in class as many days as you have missed from the opening of the semester
- If you entered school within the first 10 days of the semester
- If you have competed in a sport for less than 8 semesters as a high school student.
- If you have not competed in a similar athletic contest on an out -of-school team during the same sports season, even while under suspension.
- If you have been enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to physically attending one class at your local school of attendance.
- If you earned 2.5 credit the preceding semester.
- If you maintain satisfactory progress toward graduation.
- If you have not graduated from a 4 year high school or equivalent
- If you have not accepted awards other than those having symbolic value and costing no more than $300.
- If you have not accepted non-monetary compensation totaling more than $500 during the current association year (July 1-June 30)
- If you are twenty years of age or over
- If you are an amateur in the sport you are competing or if you have not competed under an assumed name
- If you have not transferred from another school without corresponding change of residence by your parents
- If you are in your 8th semester and your 7th and 8th semesters are consecutive
- If you have a doctor's or Nurse practitioners's certificate of physical fitness
- If you have not used or have in your possession tobacco, alcohol, or illegal drugs

NDHSAA rules are minimum requirements and **additional rules may also be set aside by the advisor or coach of each activity, the administration and board** and are to be followed.

ACTIVITIES COVERED BY ELIGIBILITY RULES

Athletic

- Football
- Volleyball
- Boys Basketball
- Girls Basketball
- Softball
- Baseball
- Boys Golf
- Girls Golf
- All Cheerleading Squads

Non-Athletic

- Science Fair
- Speech
- Music/Choir
- Drama
- Homecoming Events
- Field Trips
- Newspaper
- Yearbook
- Student Council
- Close Up
- Awards Ceremonies / Banquets
- Academic Competitions

ATHLETIC PARTICIPATION FEES

All students involved in athletic teams and cheerleading must pay a participation fee for each of the following activities:

- Football $26.00
- Volleyball $25.00
- Track $25.00
- Cheerleading $25.00
- Baseball..... $25.00
- Girls Basketball..... $25.00
- Boys Basketball..... $25.00
- Golf $25.00
- Fast Pitch Softball $25.00

STUDENT ACTIVITIES, continued

All participants in any interscholastic contest shall meet the eligibility requirements of the North Dakota High School Activities Association. In addition to these eligibility requirements, students who represent the Hankinson Public School in any contest or activity will meet these additional criteria:

1. Must maintain a passing grade in all academic subjects
2. Set examples of dependability, good sportsmanship, and excellent conduct at all times
3. Shall be in attendance by noon on the day of the activity unless prior arrangements have been made through the principal's office

It is the policy of the school that classroom education shall have preference over extra-curricular activities. This means that students who do not meet the requirements as measured in terms of their ability shall not be allowed to participate.

ATHLETIC PARTICIPATION FEES

Fees are due prior to the first day of the activity.

- A cap of $125 per family on athletic participation fees
- A refund of ten ($10) dollars per participant will be made for those families qualifying for reduced meals
- A refund of twenty-five ($25) per participant will be made for those families qualifying for free meals

Families wishing to be on a reduced rate are assured complete confidentiality.

Refunds will be allowed only if a student decides, before the activity begins (the first practice), not to participate, or if a student fails to make a team. After the activity begins, students who quit, are injured after the first event, or cannot participate due to a violation of eligibility guidelines will not be given a refund.

OPEN GYM

Students participating in open gym activities are to observe all school rules, and be courteous to others in the gym. Students are to remain in the gym area only and are not to be in the academic areas. Adult supervision is required. At no time are students required to attend an open gym.

HANKINSON HIGH SCHOOL TRAINING RULES

The years in which you represent Hankinson High School in interscholastic competition conducted under the auspices of the North Dakota High School Activities Association may be the most enjoyable years in your young life. As you compete and perform, Hankinson High School has local rules and regulations that you must follow in order that your interscholastic participation and competition can be a profitable educational experience.

Hankinson High School and its staff feel that participation in activities is a very beneficial part of the student's education. The qualities of honesty, effort leadership, and the ability to accept a competitive atmosphere are only several of the benefits to the student that are developed. We ask that once a student becomes involved in an activity that they put forth 100% effort. If a student puts forth any less, they are cheating themselves and the other students in the activity. A student should be all he/she can be, first in the academic curriculum, secondly in the extra-curricular activities. We, the staff and administration, feel that when academics and the extra-curricular activities are combined, we can offer a broad and well-rounded education to all who take part.

We do encourage all students to participate in extra-curricular activities. When a student enters an activity, he/she is making a commitment to themselves, the coach/supervisor, fellow students, the school and community. One is asked to make sacrifices for the betterment of the team or activity.

The following training rules are all formulated to improve the students' health and character. Any students with a serious concerned attitude will find no difficulty in following these training rules.

While at school functions, if a student is suspected of illegal possession, illegal use of drugs or alcohol or under the influence of such substance, the student will be evaluated by the school authority. In the event that it is determined that the student may be under the influence of drugs or alcohol and for the safety of the student, the parents and/or law enforcement will be contacted to pick up the student.

If a student becomes ill while at a school function, the school authority, to insure the safety of the student, will evaluate the student and, if warranted, will contact the student's parents.

The training rules for athletic teams and listed participant activities will be minimum standards for all sports and activities. Coaches/advisors may go above and beyond these standards provided they submit a handbook to administration and notify parents and participants of their policies. All participants will follow the NDHSAA rules and regulations where they apply and HHS also sets the equivalent regulations for those activities not covered by the NDHSAA.

TRAINING RULES

Hankinson High School training rules cover the following activities:

ATHLETIC

- Football
- Volleyball
- Boys Basketball
- Girls Basketball
- Boys Track
- Girls Track
- Fast Pitch Softball
- Baseball
- Boys Golf
- Girls Golf
- All Cheerleading Squads

NON-ATHLETIC

- Science Fair
- Speech
- Music/Choir
- Drama
- Homecoming Events
- Prom and other dances
- Field Trips
- Newspaper
- Yearbook
- Student Council
- Close Up
- Awards Ceremonies/Banquets
- Academic Competitions

As well as any future activities, athletic or non-athletic, that may become part of the Hankinson High School program.

GENERAL TRAINING RULES FOR ACTIVITIES

1. Use or possession of tobacco or alcohol, illegal use or possession of narcotics or habit-forming drugs and vaping is prohibited. **A cumulative record of violations of this regulation, beginning when the student enters the seventh (7th) grade, will be kept in the principal's office. There will be a four-step penalty phase for violations.**
   1st violation = six (6) week suspension from all activities
   2nd violation = eighteen (18) week suspension from all activities
   3rd violation = one (1) year suspension from all activities
   4th violation = suspension for remainder of high school career
   Summer Violations: There will be no suspension for violations that occur between the last day of NDHSAA Class B activities and the first day of NDHSAA Class B activities the next school year. However, the violations will count as one of the four violation limit.
   Carry Over Provision: Suspensions from violations that occur during the school year will have a carryover provision. If the suspension time period extends beyond the last day of NDHSAA Class B activities, it will be continued beginning with the first day of NDHSAA Class B activities for the next school year.
2. **"Guilt by Association"** is defined as being in close proximity to alcohol or drugs. If a student is in a car with contraband (alcohol or drugs) in it or if they are at a house party with contraband or at a "kegger" they are considered "guilty by association."
   Note: A violation of this definition will result in a one calendar week suspension (not to exceed 3 contests) but will not count as one of the four-step violations listed above. Violations must be documented by either notification by law enforcement agencies, a written statement by an eye-witness, and/or other evidence proven to be true. Suspension begins the date guilt is established.
3. Reports of training rule violations from sources other than law enforcement will be handled as follows:
   Evidence proven to be true will result in a violation.
   Evidence from prior school years will not be considered for violations.
   Evidence proven to be true having taken place from the last day of NDHSAA Class B activities of previous year and first day of NDHSAA Class B activities of the current year will be considered summer violations.
4. All students will be on time and will attend all scheduled practices. Permission to miss a practice must be received from the coach before practice begins. The penalty for an unexcused absence from practice will be left to the discretion of that particular activity coaching staff or advisors.
5. Students who do not receive a passing grade in ALL subjects in the most recent grade check period will be ineligible to participate or travel with the activity until above criteria is met at the next grade check. As a rule, grade checks will take place on Wednesday's, when the calendar permits. If a student has not passed ALL academic classes at semester end, there is a minimum four week period of ineligibility. Because school calendars change from year-to-year, the administration will set the dates for grade checks for the school year. Participation is defined by games, events, etc. Participation in practice will be determined by the coach/ advisor.
   If a student is ineligible the Hankinson School District will not be responsible for any expenses for the ineligible student. (meals, hotel rooms, tickets, etc.)

   An activity is considered any school sponsored game, academic contest, public performance, etc., that is not a requirement for a class.
6. If students are suspended from school, they are also suspended from participating and/or attending all extra-curricular activities for that same period of time.
7. Awards may be given in each activity if the student participates in all practices and games/performances allowed by the coach or supervisor.
8. The head coach or supervisor of each activity has the immediate authority over his/her participants. The coach or supervisor is the person to see about positive or negative information concerning the program.

TRANSPORTATION TO AND FROM ACTIVITIES

When Hankinson Public Schools provides transportation to and from activities, students are expected to ride on school provided transportation.

The following exceptions apply:

If students will be leaving from or going to a school sponsored activity with an other adult other than a parent or with the school's transportation, prior administrative approval must be obtained. Forms are available in the office. Please plan ahead.

Coaches and advisors may check out students directly to their parents after an activity.

In the event of an emergency students may be released to an adult other than a parent. (family, medical, accident, etc) with administrative approval.

NON-ATHLETIC AWARDS

Drama
Pins will be awarded to drama participants for successfully taking part in a production.

Honor Students
The top three honor students will speak at graduation. All honor students will be recognized during commencement exercises.

Mathematics
Awards will be given to participants in math competitions at the discretion of the advisor.

Newspaper
Pins will be awarded to members of the newspaper staff at the discretion of the advisor.

Perfect Attendance
Pins will be awarded to students for perfect attendance.

Science Fair
Pins will be awarded to science fair participants at the discretion of the advisor.

Speech
Pins will be awarded to speech participants at the discretion of the advisor.

Student Council
Pins will be awarded to all members of the student council.

Yearbook
Pins will be awarded to members of the yearbook staff at the discretion of the advisor.

ADMISSION TO SPORTING EVENTS AND CITIZENSHIP

All students of Hankinson Pubic School who have paid their activity fee will be admitted to sporting events at no additional cost. Hankinson Public School students and patrons are encouraged to attend and be good fans at High School events BUT the following rules are to be adhered to:

- Be respectful during the National Anthem
- Stay off the gym floor
- No loitering or horseplay in the halls or gymnasium
- Students are expected to be in the gym during the games unless working
- Do not disrupt teams during warming ups by throwing or shooting equipment

Attendance at school sponsored activities is a privilege, not a right!

RULES GOVERNING PROM

Chaperones are to use their judgment in regard to proper lighting for the prom. If the band does not have enough lights to light up the floor, the chaperones have the authority to use gym lights.

Spectators are welcome to visit the prom to watch the introduction of the participants and the Grand March. All spectators are asked to leave following the Grand March; at which time the doors will be locked.

Any students leaving after the doors are locked are not allowed to return. Students must bring any bags or changes of clothing into the building prior to the start of the Grand March. Students will NOT be allowed to leave the building to retrieve their change of clothing after the Grand March.

Prom decorations are not to be destroyed or taken down prior to permission from the advisor. Disregard for this rule will be expulsion from the activity.

Students in grades 11-12 may attend the prom and any further prom activities. Dates may be asked from lower grades (9 -10), and students may ask older individuals. This rule also applies to any post-prom activities sponsored by other organizations. Names of dates from outside the school must be provided to the Principal's Office one week prior to the prom. Individuals in grade 8 or lower and individuals age 21 or over may NOT attend prom.

The use of tobacco or alcohol products is prohibited. Law enforcement may be notified when legally justified. Students in violation of rules may be ejected from prom and can also be expected to receive additional punishment from the school administration.

EXTRA-CURRICULAR ACTIVITIES

The following list of extra-curricular activities is sponsored by Hankinson High School. All of these activities, including those not mentioned, are subject to the rules of participation and conduct set forth by Hankinson High School:

Yearbook Staff
The purpose of yearbook staff is to create a Hankinson High School annual yearbook. Students in grades 9-12 are allowed to join the yearbook staff. Students participating will construct the yearbook through web based software. Photographs will be taken and edited from of a variety of activities for inclusion in the yearbook. Other duties assigned by the advisor may include selling ads, working concessions, etc.

Student Council
The purpose of the student council is to develop attitudes of and practice in good citizenship, to improve student-teacher relations, promote harmonizing relations throughout the entire school, improve school morale, assist in the direction of student activities, promote the general welfare of the school, and charter school clubs and organizations that were not formed prior to the student council.

Student council members are selected annually, by the advisor. Three seniors, two juniors, two sophomores, and two freshmen will represent their classes on the Student Council. The goal is to maintain an even representation by both males and females.

The advisor may alter the number of representatives per grade, when applications deem it necessary. Of these students a president and vice president will be elected.

President – responsible for meeting with the principal on a regular basis, responsible for conducting student council meetings, making final decisions, asking for volunteers and/or assigning responsibility, and monitoring that projects progress in a timely manner.
Vice President – responsible for working with the president to prepare for meetings, assisting the president, and helping the president monitor that projects progress in a timely manner.
Secretary – responsible for taking minutes at each meeting, submitting minutes to the advisor and each class representative.
Student Council members – responsible for bringing ideas to meetings, working to move projects along, bringing concerns to the council from their peers, and creating and distributing the school activities newsletter.

Student council members are required to attend all meetings, participate in all projects, and actively participate in student council.

Science Fair
The purpose of the science fair is to promote additional education in the field of science through "hands-on" involvement. Students who participate in the science fair develop a project that is displayed in the Regional Science Fair. Projects are judged and those considered exceptional continue to state and international contests.

Concessions
Selling of concessions will be assigned to school clubs by the superintendent. This will be determined by need. No concessions will be sold without the knowledge of the advisor.

Cheerleading
Cheerleaders will sign up for cheer squads each spring, if there is interest from the student body. Cheerleaders are elected for the next school year. Six cheerleaders will be selected for each varsity girls and boys basketball and varsity football squads. All girls in grades 9 -12 may try out for the varsity/junior varsity athletic squads. Five cheerleaders will be selected for each junior varsity girl's and boy's basketball squads. Junior high cheerleaders shall consist of no more than five members of the 7 & 8 grades and will cheer for the junior high football and basketball teams.

Cheerleaders will be selected by a committee of faculty members, student council members, and class officers. Cheerleaders will be judged on pep, jumps, ability to work with others, coordination, and voice. It is at the discretion of the advisors and Administration to determine if two squads (varsity and junior varsity) will be selected.

Cheerleaders are considered athletes and must abide by the participation and conduct requirements set forth by the NDHSAA and the Hankinson High School.

Pep Band

High School Band

Each band member is required to play at every home basketball game and Homecoming.

Junior High Band

Each junior high band member present at the basketball games are required to play and be on time. Junior high band members not present are excused. Junior high band members will receive extra credit points. Junior high band members are required to play for Homecoming.

Be On Time!

Each band member must be in the bleachers when the clock shows 2:00 minutes remaining of the junior varsity game. The first song will begin at the sound of the buzzer. Roll will be taken during the remaining 2:00 minutes of the junior varsity game up to the final buzzer. Each band member will have his/her own music and lyre or stand. Music must be in order as posted before the game.

Exceptions - Junior varsity players and Cheerleaders will join the band immediately following the junior varsity game.

Excused Attendance

- Band members who are athletes involved in the varsity team (varsity athletes will receive the allotted points toward their quarter grade)
- Inclement weather for those who have to drive in from the country and illness
- Special family events - students must bring a signed excuse from parents before the pep band event

Grading

Each band member will receive points for each game. Points may be deducted for the following: tardiness, no music, not ready to play, no instrument, and no lyre. *Pep band attendance points are part of the students' quarter grade.*

EXTRA-CURRICULAR/ ATHLETIC LETTER AWARDS

Basketball

- A letter will be awarded to a participant for two years of service. This service may be on the varsity or junior varsity level or a combination of both.
- A letter will be given to a participant if they are on a district tournament team. (This will apply only to seniors who have not received a previous letter)
- A single year letter is determined by the number of quarters equal to 1/2 of the total games per season (this applies to varsity only).
- An athlete sustaining an injury that prevents them from meeting the requirements to earn a letter will be awarded a letter for the season at the discretion of the coach.
- An athlete will not receive a letter if they default during the season.

Cheerleading

- A letter will be awarded to varsity cheerleaders the first time they earn a letter. A football or basketball emblem will be awarded for the varsity the first year they are on the varsity squad. Service bars are awarded if they letter more than one year. Junior varsityis awarded a megaphone emblem and a bar for a successful year and a bar for their second year on that squad.

Drama

A student must meet one or more of the following requirements for earning a letter:

- Successfully participate in a full production of a 2 or 3 - act play. This includes attending all rehearsals (unless approved by advisor) and assisting with the necessary extra duties of production including, but not limited to: props, make-up, costumes, lighting, and student directing.
- Successfully participate in the stage crew for a full production of a 2 or 3 act play.
- Participate in minor roles (not necessarily limited to speaking parts) for a minimum of two productions; this includes, but is not limited to: costumes, speaking parts, stage crew, handing out programs, props, make-up, student directing, and lighting.
- Any student who does not meet the above requirements may still earn a letter at the discretion of the advisor.

Football
A letter will be awarded to a participant for two (2) years of service. This service may be on varsity or junior varsity, or a combination of both. This will start as a sophomore and the participant will letter in their junior year.

- A letter will be awarded to a participant if they are on a playoff travel team. This will apply only to seniors who have not received a previous letter.
- A single year letter is determined by the number of quarters equal to ½ of the total games per season. This applies to varsity only.
- An athlete sustaining an injury that prevents them from meeting the requirements to earn a letter will be awarded a letter for the season at the discretion of the coach.
- Athletes will not receive a letter if they default during the season.

Golf
An individual may be awarded a letter in golf if any of the following criteria are met:

- Placing in a meet on an individual basis.
- Be a member of the playing squad that qualifies for the state tournament.
- Participate in golf two consecutive years.

Students must complete the season in which they are participating to fulfill letter requirements. Injuries, illness, and other season ending situations will be taken into consideration by the administration and coaching staff.

Music
A letter will be awarded if a participant "Stars" at the regional music festival and participates at state competition or participates in the All-State Honor Band/Orchestra or Choir.

A letter will be awarded if a participant meets three of seven of the following requirements:

- Help in fundraisers as a captain or take on specific extra duties
- Be a band officer
- Do a solo (Band: Instrumental or Choir: Vocal)
- Be in a small ensemble (duet, trio, quartet...)
- Accompany an ensemble, solo, or choir.
- Jazz band member or vocal jazz member
- Participate in an audition for any one honor band/choir/orchestra

Science Fair
Students must participate at a regional science fair for two (2) years or be a state fair participant to receive a pin, letter, and bar.

First year participants will receive a science pin or if they participate at a state science fair they will also receive a letter and bar.

International science & engineering fair finalists will receive plaques.

All science fair participants will respect and observe the Hankinson High School training rules.

Speech
A student must meet on or more of the following requirements to earn a letter:

- Place in the top five at two or more speech meets.
- Qualify for the regional meet and place in the top ten.
- Qualify for the state meet.
- Participate in speech for a minimum of two years.

Track
A letter will be awarded if a participant scores in a varsity track meet.

Athletes must complete the season through the regional meet or state meet, if qualified.

Volleyball
A letter will be awarded to a participant in grades 9-12 for two years of service. This service may be on the varsity or junior varsity level or a combination of both.

A letter will be awarded to a participant if they are on a region final four tournament team. (This will apply only to seniors who have not received a previous letter)

A single year letter is awarded to varsity players who play in ten or more games per season.

An athlete sustaining an injury that prevents them from meeting the requirements to earn a letter will be awarded a letter for the season at the discretion of the coach.

An athlete will not receive a letter if they default during the season.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hankinson School District #8, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Hankinson School 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 Hankinson School to include this type of information from your child's education records in certain school publications. These publications include, but are not limited to:

- A playbill, showing your student's role in a drama production
- Music activity programs
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity programs
- School web site

Generally, Hankinson School must have written permission from the parent or eligible student in order to release any information from a student's educational record. However FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- Companies that manufacture class ring
- Companies that publish yearbooks
- Organizations offering scholarships
- Sports publications (Hoopsters and Pigskin Previews)
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- State educational agency for audit or evaluation of federal or state-supported programs or enforcement of or compliance with federal legal requirements relating to these programs
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

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 prior written consent.

If you do not want Hankinson School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by mid-term of the 1st quarter.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Hankinson School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone number
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Classes taken
- Dates of attendance
- Grade level
- Educational institutions attended

Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Requests must be in writing to the Superintendent, who, within a reasonable time will set up a date and time (school working hours) when the records may be inspected and reviewed.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. Requests must be in writing to the Superintendent, who, within a reasonable time, will consider the request that the school correct records, and contact the parents or eligible students with the Superintendent's decision.

If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Three years after graduation or three years after the termination of the provision of educational services to the student, all but the Permanent Record may be destroyed. The Permanent Record shall contain only name, address and phone number, the student record of grades, years enrolled, courses attended and grade completed. The Permanent Record shall be retained in perpetuity in the student's resident district.

The District shall notify the parents of children in special education when personally identifiable information collected, maintained, or used by the District are no longer needed to provide educational services to the child. South Valley's policy is 5 years. The contents of the student's Special Educational Services Record except for a permanent record of the student's name, address and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed, shall be destroyed when the information is no longer needed to provide educational services to the child if the parents request destruction. If the parents do not request destruction, the Director of Special Education shall determine on a case by case basis whether to retain the entire record, taking into consideration the protection against improper and unauthorized disclosure and the child's potential need for the records, such as social security benefits.

ANNUAL ASBESTOS NOTIFICATION

Required by the AHERA Rule, 40 C.F.R. SS 763.93(g)(4)

Asbestos is a naturally-occurring mineral which has, until about 1980, been commonly used as a building material. It will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Examples of asbestos-containing building materials (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling materials, and pipe insulation. As ACBM deteriorate over time, or are disturbed by maintenance, renovation, or demolition activities, asbestos fibers are released into the air. Inhalation of these microscopic, airborne fibers has been proven to cause such deadly respiratory diseases as lung cancer and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate. These regulations are incorporated within the AHERA Rule (40 C.F.R. Part 763, Subpart E).

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner and accredited by the State of North Dakota. The Asbestos Management Plan(s) include a description of the measures currently being taken to ensure that the ACBM remaining in our school building(s) are maintained in a condition that will not pose a threat to the health of our students and employees.

In compliance with the AHERA Rule, the Hankinson School District had its school building(s) inspected by an asbestos inspector, accredited by the State of North Dakota. During that inspection, areas of suspect ACBM were identified. The type and condition of these ACBM were noted. Samples were taken of some of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building(s).

A copy or copies of the Asbestos Management Plan(s) is/are available for your review in the School District administrative office during regular office hours.

Medications Notice

Date: November 18, 2014

To: Parents of Hankinson Public School Students

Subject: Medications in School

Hankinson Public Schools will no longer be giving out pain medications (Tylenol, Ibuprofen, etc.), cough drops, and other types of medications. This is in accordance with recommendations from the North Dakota School Board's Association, the North Dakota School Nurse Association, and North Dakota Century Code.

Prescription medications that must be taken each day are to be brought to and stored in the office. This medication will only be given by the office staff, who are trained in this area. This is not a change from how we currently give out medications. STUDENTS WHO COME TO THE OFFIE ASKING FOR MEDICATION WILL BE INSTRUCTED TO CONTACT THEIR PARENTS AND HAVE THEM BRING THE MEDICATION TO SCHOOL. Parents will not be allowed to leave medication in the office for their child to come and use when needed.

In the event that a student will need a non-prescription medication, the parents will need to send the medication and note detailing how long they are to take it. For example, if a student gets braces or sprains an ankle, they may need pain medication. The note must say how much they are to take, when they are to take it, and the dates on which they take it.

UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO KEEP MEDICATION IN THEIR LOCKERS, DESKS, BACKPACKS, ETC. They will be subject to detention, suspension, or other consequences for violating this rule.

If you have any questions, please contact Mrs. Biewer or Mr. Dennis