**Hill City High School**

**500 Ione Avenue**

**Hill City, MN 55748**

**Phone: 218-697-2394**

**Fax: 218-697-2594**

**www.isd002.org**

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**Student/Parent Handbook**

**2022/2023**

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**NOTICE OF NON-DISCRIMINATION**

Independent School District No. 2 does not discriminate of the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Students with disabilities are entitled to a free appropriate public education that includes general education, special education, and/or related aids and services. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator: Title IX Coordinator:

Lindsey Erickson Superintendent Adam Johnson

500 Ione Ave, Room 212 500 Ione Ave, Office 200E

Hill City, MN  55748 Hill City, MN  55748

(218) 697-2394 X110 (218) 697-2394 X180

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**GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION POLICIES**

**I. PURPOSE**

The purpose of this policy is to provide grievance procedures that apply to claims of sex, disability, and racial discrimination.

**II. GENERAL STATEMENT OF POLICY**

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated in the discrimination policy. The complaint must be filed within 90 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district’s legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

**III. INVESTIGATION**

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

**IV. APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled “Right to Alternative Compliant Procedures.”

**V. SCHOOL DISTRICT ACTION**

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district’s investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VI. RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participate in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

**VII. CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

**VIII. DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

**IX. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

U.S. Department of Education

Office for Civil Rights, Region V

500 W. Madison Street – Suite 1475

Chicago, IL 60661

Tel: 312-730-1560

TDD: 312-730-1609

MN Department of Human Rights

190 E 5th Street

St. Paul, MN 55101

800.657.3704

651.296.5663

TDD 651.296.1283

**For complaints of employment discrimination:**

Equal Employment Opportunity Commission

330 S. 2nd Avenue

Suite 430

Minneapolis, MN 55401

800.669.4000

612.335.4040

TDD 612.335.4045

This document provides general information and is not to be a substitute for legal advice.

Changes in the law, including timelines for filing a complaint, may affect your rights.

***Legal References:***

34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)

34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

***Resources:***

U.S. Department of Education

Office for Civil Rights, Region V

500 W. Madison Street – Suite 1475

Chicago, IL 60661

Tel: 312-730-1560

TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights:

http://www2.ed.gov/about/offices/list/ocr/publications.html

**THE PLEDGE OF ALLEGIANCE:**

Students in this school district shall recite the Pledge of Allegiance of the flag of the United States of America one or more times each week. The recitation shall be conducted:

1. By each individual classroom teacher or the teacher’s surrogate; or
2. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

**EXCEPTIONS:** Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person’s right to make that choice.

**TIME SCHEDULE**

8:25 - 9:16 First Period

9:20 - 10:10 Second Period

10:14 - 11:04 Third Period

11:08 - 11:58 Fourth Period Senior High

**11:04 - 11:34 Junior High Lunch**

**11:58 - 12:28 Senior High Lunch**

11:34 - 12:24 Fourth Period Junior High

12:28 - 1:18 Fifth Period

1:22 - 2:12 Sixth Period

2:16 - 3:06 Seventh Period

**School Hours:**

Classes begin at 8:25 and end at 3:06. Unless supervised by an adult, students should not be in the building after 3:30.

**Arrival/Dismissal:**

Students are requested not to arrive at school before 8:10 AM. At this time students may come into the building to participate in the breakfast program. Classes begin at 8:25. Students should time their arrival so as not to be late for class.

Dismissal time is 3:06 PM. Students who have appointments for which they must leave the building during the school day, are to get a permit from the office before leaving. **Students who leave the building during school hours without obtaining permission from the office will be considered truant.**

Students should not be in the building after 3:30 unless they are being supervised by an adult.

**School Closings:**

If it becomes necessary to close school due to bad weather or other emergencies, the announcement will be made on the following radio stations:

Radio Television

WTBX - 93.9 FM WDIO/WIRT

KAXE - 91.7 FM WCCO

KOZY - 1320 AM KBJR

KMFY – 96.9 FM KDLH

USA – 99.9 FM

KBAJ – 105.5 FM

School closing information should be on the radio no later than 6:30 AM. Please do not call the administration or members of the faculty at their homes for school closing information.

**Student Visitors:** (All Day or Half Day)

A permission form must be obtained from the office and signed by the classroom teachers and the principal if a student wishes to have a friend from another school visit them for a day. **This permission must be obtained prior to the visiting day.**

The visitor must be a student absent from their own school with the knowledge of the principal and the consent of the parent. Graduated students, students from Area Learning Centers or students on suspension/expulsion are not allowed as day visitors. If there is any doubt that this is so, a telephone call will be made.

School buses will not transport guest/visitors to and from school unless permission is obtained from administration prior to the day of attendance.

**SCHOLASTIC INFORMATION**

Senior High Graduation Requirements: - (25 Credits)

Communication Skills/English 4 Credits (1 credit each of English 9 and 10 required)

Social Studies 3 Credits total

\*Civics 1 Credit

\*US History 1 Credit

\*World History 1 Credit

Economics ½ Credit

Physical Education 1 Credits

Health .5 Credit

Fine Arts 1 Credit

Science 3.5 Credits (1 credit of Science 9 required)

(1 credit of Biology required)

(1 credit of Chemistry or Physics)

Math 3.5 Credits (1 credit of Algebra I)

(1 credit of Algebra II)

(1 credit of Geometry)

(½ credit of choice Math)

9th Grade Careers .5 Credits

Your class rank and grade point average will be figured on marks in grades 9-12.

**Junior High Course Requirements:**

Requirements of the junior high school must be fulfilled before admission to the senior high school.

GRADE 7 Credits GRADE 8 Credits GRADE 6 Credits

Course Offerings: Course Offerings: Course Offerings:

English 1 English 1 English 1

Mathematics 1 Mathematics 1 Math 1

History 1 Geography 1 Social Studies 1

Science 1 Science 1 Science 1

Music 1/3 Music 1/3 Music 1/3

Art 1/3 Art 1/3 Art 1/3

Tech Education 1/3 Tech Education 1/3 Tech Education 1/3

Physical Education 1 Health Education ½ Physical Education 1

Physical Education 1/2

Electives - See Registration Guide

**Graduation Ceremony:**

Students not meeting graduation requirements will not participate in the graduation ceremony. Only students who have completed all grad requirements will be honored at the graduation ceremony. The class will vote on 2 speakers. The speakers may be 2 class members or a class member and a guest.

**Honor Rolls:**

When figuring grade values for the honor roll, the following point system will be used:

F no credit C- 1.6 B 3.0

D- 0.6 C 2.0 B+ 3.4

D 1.0 C+ 2.4 A- 3.6

D+ 1.4 B- 2.6 A 4.0

Honor rolls are computed each quarter. The “B” honor roll equals a grade point average (G.P.A.) of 3.00 - 3.59, and the “A” honor roll equals a G.P.A. of 3.60 - 4.00.

**Incompletes:**  
Incompletes are an option for teachers at the end of each quarter. A student can receive an "I" if work from that quarter is incomplete and needs to be finished. Students have 10 school days to complete the work, or the incomplete will turn into an F.

**Report Cards:**

Report cards are issued four times a year at the end of each quarter. It is important that parents review this information.

**Progress Reports:**

Progress reports are sent out in the middle of each quarter. A midterm progress report is only required if a student is currently earning a D or F in a class. Some teachers may choose to report all grades at midterm. Parents can access the Parent Portal, or call a teacher, whenever they have questions about the academic status of their children.

**Parent/Teacher Conferences:**

**(A partnership in your child’s education)**

Parent/Teacher conferences are offered in the fall. Parents may schedule appointments to see their child’s teacher at any time. Teachers may also request parents to come in to discuss concerns regarding their child. Conferences are encouraged at any time of the year.

Please feel free to call any of the teachers or the administration. It is the school’s belief that only through communication and cooperation between the school, parents, and the community can we achieve better education for the students of our district. In order to minimize misunderstandings or correct certain situations, it is important to open the lines of communication between yourselves and the teachers. When rumors start to fly, it is best to find out the facts for yourself.

**Post-Secondary Students:**

Students with PSEO status are high school students taking courses at another location for part or all of the day. Students who are enrolled in Hill City School part time, are only to be in the building during the school day for their regular scheduled classes, or for class meetings and appointments with the counselor. PSEO students are welcome at after-school athletic contests, special programs, and school events.

Students who are PSEO will be considered for honor roll and other special awards and will be considered for honor medals at graduation if the criteria are met. All supporting documentation from the post-secondary institution must be provided to the Principal prior to receiving their award or being placed on the honor roll. **Students who wish to have their honor medal awarded at graduation should have all documentation turned in prior to the ceremony.**

Students enrolled in PSEO from ISD #002 are encouraged to withdraw from a class within the allotted timeline of the post-secondary institution. It is ISD #002 policy that late withdrawal from a post-secondary class will result in the student receiving an F for a grade on their transcript for that class.

**Home School Students:**

It is relevant law that ISD #002 recognize home school as a viable method of fulfilling a student’s compulsory education requirement, however, the school district has no obligation to accept the credits and grades awarded in a home school at face value.

It is policy that Independent School District #002 will assess students transferring from a home school to determine appropriate grade placement.

The School District retains discretion as to whether to grant high school credit toward graduation for work done in a home school. If a transferring student can demonstrate to school district officials’ satisfaction that he or she has mastered the learning outcomes of a course offered by the School District, he or she will be granted credit toward graduation for the course.

If the School District grants high school credit toward graduation for work done in a home school, the credits will be awarded on a “Pass” basis. The School District will not accept grades awarded in a home school. Students’ grade point averages, and any academic honors, shall be based solely on grades awarded by the School District.

**Attendance:**

The philosophy of Hill City Schools is that consistent and punctual attendance is of vital importance for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents/guardians, and school. It is our goal to promote the growth of the student from discipline imposed by the parent/school to self-discipline by the student. Research shows that grades are not the only indicator of learning or success in or out of school. Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline.

**Attendance Procedures:**

Parents or guardians of a student who will be absent for any part of a school day must call the school each day a child is unable to attend school to give the reason for his/her absence. In the event an absence is not verified by phone or parent contact, the absence will be considered unexcused. All unexcused absences will be considered as truant.

A. When a student must leave school during the day

**For safety purposes, no student is allowed to leave school without permission from a parent, guardian, or one of the temporary caregivers listed on the student’s emergency form.**

1. Pre-arranged Appointments

In case of an appointment that occurs during the school day, parents may call in advance to notify the school secretary, or leave a message, or send a note with the student indicating the student’s name, the date and time of dismissal, and the reason for dismissal. Upon notification, an early dismissal form will be prepared for the student. Students should pick up their dismissal form in the office and present it to the teacher at the beginning of the class from which the student must leave early.

2. Illness at School

When a student begins to feel sick:

a. Get a pass from the classroom teacher to come to the office and see the nurse. If the nurse is not available, anyone in the office can help.

b. A student feeling sick may be allowed to lie down in the nurse’s office for the remainder of the class period. Unless they are very ill, students will need to report to the next class and get a pass from that teacher to continue resting in the nurse’s office. In most cases, if students have not improved after resting for an hour, arrangements will be made for a parent to bring them home.

c. If a student goes home for lunch, becomes ill and does not return to school, parents should call as soon as possible to notify the office of the absence.

C. Returning to school following an absence

Students who have been absent for one day, several days, or part of a day, should come directly to the office upon returning to school. There they will be checked in and given a pass or an admit to class as needed. Students must have a pink Admit to Class slip provided in the office to receive any work from when they were gone.

D. Pre-Arranged Absence/Advanced Homework

1. Check the attendance status

At times family vacations, college visits, scheduled medical procedures, or other pre-arranged absences may interrupt student attendance. Parents can call the school or check the Parent Portal in advance to see if an extended absence will put the student at risk of losing credit. (See III. ATTENDANCE POLICY; B. Maximum Absence Rule on page 10.)

2. Request advanced homework

When the absence dates are known, parents should call the school for an Advance Make-Up slip. This form will show the student’s name and the dates of the intended absence. The student then takes the Advance Make-Up slip to each class where the teachers will assign homework and sign the form. Advance Make-Up slips are for the benefit of students to help them keep up with their classmates. Advance Make-Up may be requested for absences that are only part of a day or several days, as needed. Students should make note of their assignments and turn in the signed form to the office before leaving for the vacation or appointment.

3. Turning in assigned homework

All advanced homework assignments are due the day the student returns to school following the absence.

**Homework/Makeup Work:**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their children to complete homework thoroughly and promptly. Every absence requires make-up work that may be assigned by the teacher. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be made up and is lost education due to absenteeism whether excused or unexcused.

E. School Sponsored Absences:

School sponsored field trips or competitions are exempt absences and do not count toward the maximum absence rule. Parent permission and advance make-up forms are required for most school sponsored absences.

**Field Trips:**

Students who do not attend scheduled school field trips are still required to attend school. Not showing up will result in an unexcused absence.

IV. **ATTENDANCE POLICY**

A. Truancy Policy

Students under the age of 16 are required to attend school as required by Minnesota’s Compulsory Attendance Law M.S.120.101. According to Minnesota State Statute (260c.007, Subd.19), truancy is defined as being absent from one or more classes, seven or more times during a school year. In accordance within the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, the students of the school district are required to attend all assigned classes everyday school is in session. Students with 3 truancies, will be sent a letter notifying parents or guardians of the problem. Upon 5 truancies, a meeting will be held involving 1 or more of the following individuals: the student, parent, principal, Family Services and a representative from the team with an attendance/behavior contract possibly being signed. If a student reaches 7 truancies, Family Services will be contacted as required by state statutes. Time lost for truancy may be made up in detention or by other consequences deemed appropriate.

V.  **Attendance Notification/Intervention**

Students and parents will be notified by the school whenever excessive absences in a class are threatening to cause loss of credit for a student.

1. Daily Class (maximum 14 excused & unexcused absences)
2. *7th absence*- a parent letter will be mailed and the student will have a meeting with the Principal.
3. *9th absence*- a parent letter will be mailed and the student will have a meeting with the Principal.
4. *10th absence*- the parent/guardian and student will be offered a meeting with the building principal.

B. Unexcused Absences

1. *1 to 3 unexcused absences*- a phone call, and the student will have a meeting with the principal.
2. *4 to 5 unexcused absences*- a phone call, a parent letter will be mailed, and the student will have a meeting with the principal.
3. *6-12 unexcused absences*- the parent/guardian and the student will be offered a meeting with the principal. Participation points are not earned which may result in a grade loss. (Example: A becomes B)

C. Appeal Process

An appeal process is available for students and parents to present and discuss extenuating circumstances regarding attendance. The student/parental appeal will be heard by the building principal, his or her designee, or any team of persons appointed to hear such appeals.

1. Any student who anticipates an absence for ongoing appointments or family vacations that will exceed the 14 day maximum, should immediately request a meeting. This meeting must be held prior to reaching the 14 absence maximum.
2. A request for appeal of credit loss is made by phone or in writing to the building principal no later than 5 school days after notification of grade reduction/loss of academic credit is sent.

**Classification of Absences**

Absences fall into two categories: Excused and Unexcused. These are defined below, but it is important to note that the final determination of whether a student is excused or not is a decision made by the school

**1. Excused Absences**

Secondary and Elementary absences that are approved and verified by the parent or guardian **within 48 hours** of the student’s return to school are excused. Examples of excused absences which are acceptable are: sickness of the student, death in the student’s family, dental, medical or mental health appointments (that couldn’t be scheduled outside the school day), required court appearances, religious holiday observance, inclement weather/late buses, impassable roads, school-sponsored activities, removal due to suspension, and trips taken with the family when cleared with the Principal’s office by a parent/guardian before the absence occurs. Excuses other than those listed above must be cleared by administration.

Excessive Excused Absences

Student’s with an excessive number of excused absences are losing the benefit of a complete education. After the 7th absence a letter will be sent home. A combination of 11 absences, excused and/or unexcused in a semester, may be reviewed and parent contact made to discuss a plan of action. Excessive absences may result in the school requiring a signed medical excuse from a doctor, grade level retention, involvement of Family Services, other agencies, and/or other district personnel. Ongoing medical problems would be exempt.

**2. Unexcused Absences:**

All absences not otherwise excused are unexcused. Unexcused absences carry the potential for truancy violation and inability to earn full credit at the high school and junior high level.

**Tardies**

At 3 tardies in any class period will result in either lunch detention or recess detention. All students are expected to be in class on time. This is critical to learning.

Credit Adjustments

1. Attendance Participation Grade

A daily participation grade based upon attendance is part of every subject area in our school. Students who are absent will lose an appropriate portion of the participation grade as deemed necessary by the instructor.

2. Work Make Up Policy

The school district will hold firm that students will be allowed two days to make up work for each day absent. ***If work is not made up within this timeline, the grade for the work will turn into a zero***. Every-other-day classes will allow 48 hours for each day missed to turn in make-up work. All work missed due to absences, must be made up! Excused absences receive full credit for work made up, however the instructor may subtract participation points. ***Unexcused absences will receive partial credit for the work made up, and no participation points.***

**School Events:**

Students must attend school in order to participate in school-related events. This includes, but is not limited to, extra-curricular, co-curricular, dances and all athletic events. Administration will make all final decisions on extenuating circumstances that could be an exception to this rule.

**POLICY RELATING TO STUDENT CONDUCT AND SCHOOL DISCIPLINE**

The Board of Education of Independent School District No. 2 recognizes the necessity for responsible student conduct and school discipline in the schools of the district. The board further recognizes that all employees are responsible for the maintenance of this discipline. Responsible student conduct and school discipline in this policy shall mean training, control, order, rules of conduct, methods of regulation, grounds and procedure for removal, and corrective action therefore

The Hill City Public School is a place to study, to learn, to have fun, to work with new friends, to meet new teachers and to participate in activities.

Because of things that have come up in the past, it is necessary that all of us understand the rules that govern pupil conduct so that everyone benefits as much as possible from school.

1. EDUCATION IS THE MAIN GOAL IN SCHOOL. It is a tool which helps students learn more, faster. Also, it prepares them for the rigorous demand of life when they are out of school.

2. ANYONE PREVENTING ANY STUDENT, OR THEMSELVES, FROM REACHING THIS GOAL WILL BE REMINDED OF THE GOALS OF THE SCHOOL AND DISCIPLINED ACCORDINGLY.

3. MUCH LIKE HOME, THERE ARE AUTHORITIES. These authorities have made it their business to study young people as well as their own particular subjects. Their goal is student welfare. Their main interest is students. They care enough about children to keep after them so that they will succeed. If teachers are not all alike as far as reward, punishment, discipline, your child has learned a valuable fact of life. Teachers are not all alike - and neither are many people with whom your child will come in contact on the job or in life – everyone has to adjust to a variety of demands from a variety of personalities.

4. Teachers, coaches, advisors, etc. will inform students of their expectations, rules for conduct, and consequences for misconduct at the beginning of each school year, new class, season, or activity. Advisors will review the student handbook with the students during the first few days of each school year.

Here are some guidelines and regulations which will be enforced by all teachers in our school:

1. Each student is to bring the necessary materials to class every day (i.e. pens, paper and books, etc.)

2. Students are expected to be in their classrooms on time.

3. Students will address each teacher by his or her proper title and name.

4. Students are dismissed from class at the end of the period only by the instructor, not by the sounding of the bell.

5. Walk in the halls.

6. Students moving in the halls, other than between classes, must have a hall pass.

7. Students with possible behavior problems will be referred to the school counselor or the Child Study Team.

8. Students who are in need of special education services will be referred to the Child Study Team.

9. Students in need of further assessment, or handicapped students who need a review of adequacy of their education plan, will be referred to the Child Study Team.

Because of the variety of instruction and activities in the High School, it is impossible to establish an all-inclusive set of regulations describing appropriate conduct and discipline involved for every possible infraction. However, acts of misconduct that do harm to our school, students, staff, and community will not be tolerated. Parental conferences and administrative disciplinary action will be used as an attempt to improve student conduct problems.

Students who disrupt the educational process of our school so that neither they as individual students, nor their fellow classmates have the opportunity to learn under the best circumstances will be disciplined firmly. WRITTEN MISCONDUCT RECORDS WILL BECOME A PART OF THE SCHOOL STUDENT FILE. Other action will be taken as spelled out in the handbook.

Student Responsibilities:

1. The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions;

2. The responsibility to pursue and complete the course of study prescribed by the state and local school authorities;

3. The responsibility to make necessary arrangements for making up work when absent from school and turning admit slips in on time;

4. The responsibility to assist school staff in running a safe school for all students enrolled therein;

5. The responsibility to be aware of school rules and regulations and conduct themselves in accord with them;

6. The responsibility to be aware of and comply with state, local, and school laws;

7. The responsibility to cooperate with school staff in disciplinary cases should they have important knowledge relating to such cases;

8. The responsibility to protect and take care of the school’s property;

9. The responsibility to dress and groom to meet fair standards of safety and health and common standards of decency;

10. The responsibility to avoid inaccuracies in student newspapers or publications and indecent or obscene language;

11. The responsibility to express ideas in a manner that will not offend or slander others.

**Public Displays of Affection**

Students are to refrain from public displays of affection. School personnel reserve the right to determine what is appropriate and what is not. Examples of inappropriate displays of affection would include, but are not limited to, kissing, sitting in laps, hands where they do not belong, etc.

**Personal Appearance**

Clothing choices make statements about an individual while reflecting upon his/her family, school and community. Different environments, events, and weather call for different attire. Choices that may be appropriate for a social event can be a distraction in a school setting. Therefore, clothing that is disruptive to the educational process, unsafe, or displays messages that contradict school rules is unacceptable. The school reserves the right to restrict any student from attending school or school activities when a student dresses in an inappropriate manner.

* No headwear (no hats, bandanas, hoods, scarves, etc.) during the school day
* No clothing that advertises or references illegal products including alcohol, tobacco or drugs
* No ragged clothing (no excessive holes or tears)
* No revealing clothing (no bare mid-section, visible cleavage, backless garments, bare shoulders, halters or exposed under garments, short shorts or short skirts)
* If a student is standing in a normal posture with their hands to their sides, skirts and shorts should be below the fingertips.
* No obscene or distasteful clothing (in the school’s opinion)
* No clothing with negative attitude messages, chains, clothing that may be gang related, or clothing that disrupts the academic climate.

Noncompliance could result in removal from school.

In addition, some classes may require additional safety gear (goggles, shop jackets, aprons, etc.).

**Student Discipline Guidelines**

|  |  |  |  |
| --- | --- | --- | --- |
| **Violation** | **1st Offense** | **2nd Offense** | **Further Offenses** |
| Tobacco, Alcohol, Synthetic Marijuana, Drug Possession or Paraphernalia | 1-5 Day Suspension | 3-7 Day Suspension | 5-10 Day Suspension, expulsion or change of educational setting |
| Tobacco, Alcohol, Synthetic Marijuana, Drug Use | 3-5 Day Suspension | 5-10 Day Suspension | Change of educational setting or expulsion |
| Tobacco, Alcohol, Synthetic Marijuana, Drug Distribution | 5-10 Day Suspension, expulsion or change of educational setting | Change of setting or expulsion |  |
| Fighting | 1-3 Day Suspension | 3-5 Day Suspension | 5-10 Day Suspension, expulsion or change of educational setting |
| Assault | 5-10 Day Suspension, expulsion or change of educational setting | Change of setting or expulsion |  |
| Weapon Possession | 5-10 Day Suspension, expulsion or change of educational setting | Change of setting or expulsion |  |
| Terroristic Plot and or Threat | 5-10 Day Suspension, expulsion or change of educational setting | Change of setting or expulsion |  |
| Act of Terrorism | Change of setting or expulsion |  |  |
| Fireworks or Explosive Devices | 5-10 Day Suspension, expulsion or change of educational setting | Change of setting or expulsion |  |
| Vandalism/Destruction of Property | 1-10 Day Suspension, restitution, expulsion or change of educational setting | 5-10 Day Suspension, restitution, expulsion or change of educational setting | Change of educational setting or expulsion, restitution |
| Theft | 1-10 Day Suspension, restitution, expulsion or change of educational setting | 5-10 Day Suspension, restitution, expulsion or change of educational setting | Change of educational setting or expulsion, restitution |
| Harassment/Bullying | Detention, 1-3 Day Suspension | 2-5 Day Suspension, expulsion or change of educational setting | 3-7 Day Suspension, expulsion or change of educational setting |
| Sexual Harassment | Detention, 1-3 Day Suspension | 2-5 Day Suspension, expulsion or change of educational setting | 3-7 Day Suspension, expulsion or change of educational setting |
| Hazing | 1-3 Day Suspension | 3-5 Day Suspension | 5-10 Day Suspension, expulsion or change of educational setting |
| Reckless, Negligent Behavior that Endangers or Harms Others | Detention, 1-3 Day Suspension | 1-5 Day Suspension | 3-7 Day Suspension, expulsion or change of educational setting |
| Sexual Profanity | 1-5 Day Suspension | 3-7 Day Suspension, expulsion or change of educational setting | 5-10 Day Suspension, expulsion or change of educational setting |
| Gang Activity | 1-5 Day Suspension | 5-10 Day Suspension, expulsion or change of educational setting | Change of educational setting or expulsion |
| Insubordination | Detention, 1-3 Day Suspension | 2-5 Day Suspension | 3-7 Day Suspension, expulsion or change of educational setting |
| Inappropriate use of digital device | Warning | Confiscated for the day; student pick up | Confiscated for parent pick up; call home |
| Public Display of Affection (PDA) | Warning | Detention | Detention or Suspension |

**Notwithstanding any provision in this policy, the student may be subject to suspension, loss of privileges, expulsion, or exclusion upon the decision of the administration.**

**Detentions:**

Teachers may assign their own lunch time or after school detention to be served in their rooms. Parents must be notified for after school detention. Afterschool detention will be on Tuesdays and Thursdays from 3:10 to 4:00.

**In-School Suspension:**

The Principal may assign students to In-School Suspension for violation of school rules not contained in the Student Handbook.

The rules for In-School Suspension are as follows:

1. No talking or sleeping.

2. If student has to go to the washroom, the supervisor must be asked for permission. Washroom privileges will not be given during class passing times.

3. Students will eat lunch at a separate time away from the other students. In addition, no one on In-School Suspension will leave the school building during the noon hour.

4. Students will sit in the room in the chair provided.

5. Students will be required to do homework during In-School Suspension.

1. No technology is allowed in ISS without permission from the principal or their designee.

**Chemical Use:**

Hill City School Board recognizes that the use of alcohol and other performance-affecting drugs is wrong and may have harmful effects on those using them. The Hill City School therefore prohibits students from using, possessing, transferring, or being under the influence of alcohol or herbal substances, synthetic marijuana, spice, dragon, K2 or similar products, or any other illegal drug at any time in the school, on school grounds, or at any school sanctioned activity.

Any school employee or any adult supervisor approved by the school has the authority to correct or reprimand a student if need be. Minor problems are handled in the classroom by the teacher or in other areas of the building by those in charge. This includes the secretaries, janitors, cooks, or other personnel. More serious problems are brought to the attention of the principal and are handled on an individual basis.

**TOBACCO-FREE POLICY**

The Hill City School Board is dedicated to providing a healthy, comfortable and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students to resist tobacco use. Curriculum related to tobacco-use prevention will be developed and introduced at the primary grade levels and given greater in-depth concentration at the secondary level. The School Board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the Board shall promote non-smoking among its staff and students. Smoking cessation programs will be made available to staff and students on a periodic basis.

POLICY: EFFECTIVE MAY 1, 1999, SMOKING AND USE OF TOBACCO PRODUCTS SHALL BE PROHIBITED ON ALL SCHOOL GROUNDS, IN ANY DISTRICT FACILITY, OR SCHOOL-OWNED VEHICLE. POSSESSION OF TOBACCO PRODUCTS BY STUDENTS ON SCHOOL PROPERTY SHALL BE PROHIBITED.

ENFORCEMENT: The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

STUDENTS: Any violation of this policy by students shall be referred to the Principal. Students who violate provisions of this policy shall be subject to student discipline procedures.

STAFF: Any violation of this policy by staff shall be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and dismissal of staff.

CITIZENS: Citizens who are observed smoking or using tobacco products on school district grounds or school-owned vehicles shall be asked to refrain from such use. If the individual fails to comply with the request, his or her violation of policy may be referred to the Principal or other school district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall decide on further action, which may include a directive to leave the school grounds.

Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering the school grounds for a specified period of time. If deemed necessary by school administration, the local law enforcement agency may be called upon to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act, by smoking in a designated non-smoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

**NOON HOUR/PARKING LOT**

You may bring your lunch and buy milk, or you may buy a complete lunch in the cafeteria. Cost of lunch tickets and milk will be announced at the beginning of each school year.

Students in grades 10-12 are allowed to go off school grounds for their lunch period. If you do go off school grounds, it is your responsibility to return at the proper time. The tobacco and chemical use policies apply to students of all ages during school hours, even if they are NOT on school property. Leaving the school building and school grounds at noon is a privilege. **Do not lose it!**

VEHICLES MAY NOT BE DRIVEN DURING SCHOOL HOURS OR DURING THE NOON HOUR. **Students are not allowed to go to their vehicles or the parking lot during the school day without permission from the office.**

You are not allowed in vehicle during noon hour. Students may not go to the parking lot. Driving a vehicle to school is considered a privilege, not a right. At any time, a student may lose that privilege if administration deems necessary.

Vehicle Searches: All vehicles parked on school property are subject to search. If school officials determine there is a reasonable suspicion that a school regulation or law has been violated, he/she may be assisted by a law-enforcement officer. Anything in the student’s vehicle is understood to belong to that student. Students with contraband and/or inappropriate items in their vehicles may be subject to additional school consequences per district policy.

Vehicle must be parked in a parking space designated for a vehicle. Labeled spots are not for the students. All no parking areas are to be respected at all times when the vehicle is on school property during or after school hours.

Students in grades 6-9 are not permitted to leave school grounds. Stay in the front area of the school building. Students will not be allowed in the classroom area or classrooms during lunch periods.

**If you must bring large amounts of money, leave it in the main office for safe keeping and pick it up after school. Don’t leave valuables around the building or in the locker room. During physical education, be sure to check money, watches, etc., with your instructor. Never leave valuables lying around; someone may take them.**

**Cell Phones/Electronic Devices:**

Our goal at Hill City School is to prepare students for the 21st century jobs and post-secondary educational paths they might choose. As such, it is our goal to teach our students to understand digital citizenship, i.e. the appropriate, ethical, and acceptable use of cell phones/electronic devices and other technology. Simply banning cell phones/electronic devices from the classroom is no longer a realistic or even a responsible policy. Instead, we want to model for and teach our students what is acceptable in terms of technology in an academic and professional setting.

Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes, they may do so before the morning bell rings, lunch, during passing times and after school.

Once in class, if a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it, anywhere in the school during class time without the teachers permission a staff member may confiscate the device.

At no time are cell phones/electronic devices allowed in restrooms and locker rooms. Never use a cell phone to take a picture, video or voice recording of anyone without that person’s permission.

Refusal to surrender your phone when asked is considered insubordination. Insubordination is a serious offense and may result in disciplinary consequences, including suspension. Parents will be contacted.

If your device is taken away, the device will be held in the office until the end of the school day. Students may pick up their phones ***after*** the 3:06 bell. If this becomes a recurring problem, a parent will need to pick the device up from the office.

**Textbooks & Materials:**

Your textbooks and materials are the property of ISD #002 and are available for your use. Students and their parents/guardians will be required to pay for books that are lost or damaged.

**Technology:**

We are excited that at Hill City Schools we are able to provide students with technology devices. The intention of these devices is to help students succeed in school in the following ways:

* Access information for research and enrichment in school courses.
* Online access to class materials through Google Classroom and other platforms.
* Meet the many learning styles of all students.
* Enhance organization and time management skills through the use of technology. (Infinite Campus, Google Calendar)
* Monitor Grades and missing assignments through access to Campus Portal.
* Develop an understanding of what “good digital citizenship” means and practice this daily in and out of school.
* Additional educational enrichment opportunities including: re-learning concepts, enrichment, study aids.

While at school these devices are not meant for:

* Activities that distract a student from class activities, such as social media.
* Games, other than educational, as assigned by a teacher.
* YouTube videos, not related to school.
* Any activity that does not follow good digital citizenship.
* Videoing or photographing other students, other than for a class project.

**Lockers**

1. All high school students will be issued a lock and locker on the first day of school. If your lock is lost or damaged, you will be required to pay for it.

2. **You are responsible for the contents of your locker.**

3. Do not tell anyone your combination or switch lockers during the school year.

4. If you should have trouble with your locker, contact a janitor or the office immediately. Do not allow yourself to be late for class because of locker trouble.

5. Lockers and locks are school property and are issued to the students as a convenience free of charge. **Being school property, an administrator has the right to open and inspect the contents of student lockers at any time.**

6. No signs, writing, pictures, posters, or any material may be displayed on the outside of any student’s locker during the school year. The only exception will be the signs approved by the office. You are responsible for clean-up of anything displayed inside.

8. Coats are to be hung inside your lockers. Boots, shoes, and books are to be inside lockers at all times when not in use.

**Reasonable Force:**

A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

**Search and Seizure:**

The school principal and other administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, purses, wallets, backpacks, and other personal property. The search may also include an inspection of school property including student lockers, desks and other areas in which items may be kept.

**Students Lock Your Lockers!**

**This is the most effective way to prevent theft.**

**Policy Governing Student Fine/Fee Collection**

Students are responsible for all school district materials and equipment that they receive each year for educational or co-curricular purposes. The school district understands that normal wear and tear will take place with any equipment or supplies over the course of their cycle. Students are supplied locks and lockers to prevent theft and are always encouraged to take responsibility for their own belongings as well as the school districts. The school district must protect against the abuse and lack of responsibility that occasionally occurs with district property.

The District takes a firm position in regard to obligated fee payments for all lost, stolen, or abused school district property.

It is school district policy that:

1. Written notification of outstanding debt will be served upon the parent/guardian by school district administration.

2. Failure to respond to written notification with full payment or return of supplies/equipment will result in the district taking the following action:

a. Student(s) will be prohibited from participating in all co-curricular activities, until the payment or return is complete.

b. Student(s) will be prohibited from attending school sponsored dances, until the payment or return is complete.

c. Student(s) will be prohibited from participating in school clubs, organizations, & activities as listed in the student handbook, until the payment or return is complete.

\*\*Administration of the Hill City School District will actively advocate where appropriate. The Administration will enforce this policy where appropriate, and the Hill City staff will implement the restrictions deemed appropriate.

**Substitute Teachers:**

Substitute teachers are your guests. Please do everything you can to make them feel welcome, and to help them with their work. **The substitute has all the authority your regular teacher has.**

**Medication:**

Students may not be issued aspirin or any painkiller or any other drugs or medication unless authorized to do so.

If a student is under medication prescribed by a doctor and must take it during school hours, the medication in the original pharmacy container with the doctor’s prescription attached, must be turned in to the office and will be given to the student at the prescribed times.

**Fire/Tornado/Lockdown Drills:**

Five (5) fire drills, five (5) lockdown drills, and one (1) tornado drill are held during the school year. Each of your teachers will give you the instructions for leaving the building from his/her room. These instructions are also posted in each school room. When the alarm sounds, do not run, but move along rapidly and orderly toward the exits. When you are outside, move back 500 feet from the exits. Return to class through the same exit when your teachers give you all clear signal. You will also be instructed where to report in the building for the tornado drill. Tornado instructions are also posted in each room.

Hill City School has in place a Crisis Management Plan and yearly crisis drills will also be implemented.

In all drills, the first student to any door is to open and hold that door for the rest of the students to pass through. School staff will be the last to leave the building.

**Parents Right To Know Act of 2000**

The Minnesota Legislature requires Public and non-public K-12 schools that plan to apply pesticides to give notice to parents and employees that they apply pesticides.

\* An estimated schedule of pesticide applications will be available for review or copying at the school office.

\* Long term health effects on children from the application of pesticides or the class of chemicals to which they belong may not be fully understood.

\* Parents may request the school to notify them before pesticide applications are made, and under law the school reserves the right to ask for reimbursement for costs of the notification.

**Directory Information**

The school may release directory information upon request including the following:

\* Name

\* Address

\* Telephone number

\* Date and place of birth

\* Dates of attendance

Parents may give written notice to the school office if they wish to have the above information kept confidential.

Schools routinely provide the names, addresses, and phone numbers of 11th and 12th grade students to military institutions upon request according to the Minnesota Data Practices Act. Parents have the right to refuse the release of this information. Notify the school in writing if you do not want your Junior or Senior to be included on the list for military recruiters.

**Bus Expectations:**

Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus, whether to or from school or related to extracurricular activity, is a privilege that can be revoked for inappropriate behavior. Students are expected to follow the same standards of behavior while riding a bus as they are in school or at a school-sponsored activity. All school rules are in effect while a student is waiting at a bus stop or riding the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with these policies. The driver of any school bus shall be responsible for the orderly conduct of the pupils transported.

**Riding school buses is a privilege, don’t lose it! Each student is expected to cooperate with bus regulations and follow the instructions given by the drivers.**

**ORGANIZATIONS AND ACTIVITIES**

**PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES, SCHOOL SPONSORED ON-THE-JOB TRAINING PROGRAMS, AND POST-SECONDARY PROGRAMS**

This policy applies to all students involved in any extra-curricular activity, scheduled either during or outside the school day, any school-sponsored on-the-job training programs and post-secondary programs.

1. Students must be in attendance the entire day on the day of competition, contest, or practice.

2. If a student is unable to remain in school because of fatigue, ill health or injury, he or she will not be allowed to participate in the activity or program that day, except under the conditions stated below in item number 6.

3. School-initiated absences will be accepted, and participation permitted.

4. A student may not participate in any activity or program if he or she has an unexcused absence for any class during the day.

5. If a student is suspended from any class and assigned in-school or out-of-school suspension, he or she may not participate in any activity or program that day.

6. If a student is absent from school due to medical reasons, he or she must present a physician’s statement clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

**ATHLETIC EVENTS**

Students attending athletic events are to be in the gym during the contest. Students may use the designated restrooms as needed and may purchase items from the concession stand when it is open.

Policy Governing Athletic Fee & Equipment Protection

Fees will be required for participation in the following athletics:

Boys Football Girls Basketball

Boys Baseball Girls Volleyball

Boys Basketball Girls Softball

Cross Country Speech

One Act Play

\*No athlete may participate in practice or contest until all financial obligations are fulfilled.

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**6th/8th grade** - $35.00 participation fee per sport

**6th/8th grade** - $25.00 equipment deposit (to be reimbursed when all equipment is handed in)

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**9th-12th grade** - $55.00 participation fee per sport

**9th-12th grade** - $100.00equipment deposit (to be reimbursed when all equipment is handed in)

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\*Participation fee payments will have a family cap of $150.00/yr

\*All checks for equipment deposit would not be cashed unless a student intentionally destroys their uniform, or the uniform is lost/stolen. \*\*(No family cap on equipment)

\*Checks will be returned to the athlete if all materials are handed in.

\**Please Note:* If the cost of the damaged or lost/stolen uniform/equipment exceeds the uniform down payment, the athlete and the parent/guardian will be responsible for any additional payments needed to replace it.

\* ISD #002 administration will follow the policy governing student fee collection in the event of lost, stolen, or abuse fines that are not paid in full.

\* Rate of fine starting on 10th day is $10, $20, $30, etc.

**ART CLUB**

Art Club is open to any students in grades 7-12 who enjoy the Visual Arts.  Art Club usually meets two times a month.  The schedule will be set at the beginning of the year to best accommodate student schedules.  Students do not need to be enrolled in an Art class to participate in Art Club.  The goal of Art Club will be to provide students with an environment to explore the Arts and raise community awareness for the Visual Arts.  Major projects include designing sets for the drama production and Art Camps.  Students will also plan fundraisers, field trips, exhibits and other group activities.

**DANCES**

Each class, grades 7-12, and each official organization such as HC Club, Annual Staff, etc., will be permitted to have one dance during the school year. Special permission may be granted by the Principal if an organization requests more than one dance. **A dance permission form must be submitted at least one week prior to the dance, signed by advisors, signed by our head custodian, and approved by the Principal**. A minimum of three chaperones is required. **At least two of them must be group advisors, if there is only one advisor, at least two must be school personnel.** All dances, exclusive of the Prom, will end at 11:00 p.m., but may end at 11:30 if the dance follows a varsity co-curricular activity. A Homecoming dance that does not precede a lock-in may end at 12:00.

Attendance at Dances:

Prom - Juniors and Seniors may invite guests from grade 9 to age 20.

Frosty Fling - Students in grades 9-12 may attend. Guests may be from grade 9 to age 20.

All other dances are open to students in grades 6-12. Guests may be from grade 6 to age 20. Guests over the age of 20 will not be allowed to attend.

For all dances, Hill City students who plan to bring a guest must complete a Dance Guest Contract at least 1 day prior to the day of the dance. Students may bring one guest per student.

Any and all events scheduled must be approved by the Principal and placed on the school calendar.

**KNOWLEDGE BOWL**

Knowledge Bowl is an activity for tenth, eleventh and twelfth graders. Three teams of four members each compete in rounds of 60 questions. The questions are taken from all areas of study. Knowledge of correct answers is important, but also speed in giving answers is necessary. Knowledge Bowl requires willingness to try answering sometimes before the whole question is read (taking a chance on guessing what the question is). Generally, practice for Knowledge Bowl is on Wednesday of all weeks from December through March.

Recently a Junior High Knowledge Bowl team has been formed which meets for practices and competitions in the fall.

**SCHOOL YEARBOOK**

The ultimate visual goal of the Hill City High School Annual staff is to produce a high-quality yearbook depicting the history and happenings of a school year. The staff studies and applies current photojournalism techniques to produce a modern journalistically sound book. Junior and senior staff members learn these journalism techniques and how a book is published through class work, hands-on experience, and finally putting it all together. Teamwork is a must. The experience gained will be of future value to career-minded individuals.

**SPANISH CLUB**

Spanish Club is an organization devoted to the enrichment of the Spanish curriculum at HCHS. Our goal is to further the understanding of the language and customs and culture of the Hispanic world while providing a social outlet for students who share these interests. Club members must be enrolled in a Spanish class during the current school year or must have previously taken Spanish.

**SWARM**

Hill City Schools encourages all students to be active and participate in school activities. The SWARM Student Leadership group will organize, plan, and carry out activities such as: Homecoming, Winterfest, Frosty Fling, Prom, Awards Night, Senior Trip, etc. In order to fund these activities; the SWARM will be responsible for running the concession stand and doing another fund raising as necessary.

The SWARM will have a council consisting of a: President (Senior), Vice President (Junior), Secretary, and Treasurer. In addition, there will be at-large representatives from grades 9 – 12.

**FUNDRAISING OR SELLING OF ITEMS BY CLASSES**

Please refer to ISD #002 Activity Manual for specific fundraising guidelines.