

STUDENT HANDBOOK

HIGHMORE- HARROLD 7-12

2026-2027

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Welcome to Highmore-Harrold Junior High and High School!

Our goal is to create a safe, respectful, and supportive learning environment where students can reach their full potential—academically, socially, and personally.

We expect all students, staff, and visitors to treat each other with courtesy and respect. Any action that harms others, damages property, or disrupts learning will not be tolerated.

This includes using loud, disrespectful, or profane language.

School rules apply:
On the grounds
On buses and/or other school-provided transportation
At all school-sponsored activities (whether on or off campus)

Highmore-Harrold School District
https://www.highmore-harrold.k12.sd.us/

Dr. Lynn Lawson, Superintendent
Morgan Bonnichsen, JK-12 Principal
415 Iowa Ave South
Highmore, SD 57345
Phone: 605-852-2275

Elastic Clause
This handbook covers the most common situations, but it cannot anticipate every possible scenario. If an issue arises that is not explicitly addressed here, the administration will take care of it quickly, and with the best interests of the student, school, and community in mind. Each situation is different and will be handled on an individual basis.

PHILOSOPHY OF EDUCATION

Learning is a continuous, lifelong endeavor that prepares students to accept responsibility for themselves, their families, their communities, and their countries, and to become positive, contributing members of our changing global society. Furthermore, we believe that education is not merely the development and refinement of mental capacity, but also a lifelong process that supports students' physical, social, aesthetic, emotional, and moral needs. Therefore, it is a shared responsibility of the Highmore-Harrold School District and the community to provide a comprehensive curriculum. This curriculum encompasses a broad spectrum of activities, including academic, vocational, arts, moral, technical, and extracurricular pursuits, guiding students through a range of educational experiences. This approach ensures that students have the opportunity to develop into wholesome, happy, and productive members of society, with the active and valued involvement of the wider community.

These educational outcomes are best achieved through mutual respect and a collaborative effort among students, parents, staff, administration, the board of education, and the broader community. This collective effort motivates students to reach their full potential and fosters a desire for lifelong learning. We believe that each student has unique capabilities, interests, and backgrounds. Therefore, the school must make every effort to accommodate students' unique needs and individual differences, ensuring that every student feels understood and supported throughout their educational journey.

While the total staff of the school system constitutes a lasting force in the development of students, the teacher is the most critical factor in the learning process. The Highmore-Harrold School District holds its teachers in high regard. Therefore, the teacher must possess and demonstrate qualities of dedication, enthusiasm, sensitivity, and professionalism. It is primarily the teacher's responsibility to provide a learning environment in the school that fosters maximum student growth and reflects individual differences through good study habits, techniques, and positive experiences.

SCHOOL CALENDAR 2026-27

- First Day of School August 20 (Thursday)
- End of 1st Quarter October 16
- End of 2nd Quarter December 18
- End of 3rd Quarter March 12
- End of 4th Quarter May 19 (Last Day of School)

VACATION DAYS

- No School, September 4
- Labor Day, September 7
- Teacher Comp Day, October 2
- Indigenous Peoples' Day, October 13
- Thanksgiving, November 26-27 (Dismiss at 12:15 pm on 26th)
- Holiday Break Dec. 21-Jan. 5
- Martin Luther King Day, January 18*
- Teacher Comp Day February 12
- President's Day, February 15*
- Easter Break March 26-29
- Spring Break April 16-19*
- Possible Snow Day Make Up Days Jan. 18th, Feb. 15th, April 16th and April 19th
- Graduation May 16

IN-SERVICE DAYS

- Monday-Wednesday, Aug. 17-19
- Friday, October 9 (Dismiss at 12:15 pm)
- Monday, January 4

CONFERENCE DAYS

- Thursday (2:30 to 8:00 pm), October 1st (Dismiss at 2:00 pm)
- Thursday (2:30 to 8:00 pm), February 11th (Dismiss at 2:00 pm)

SCHEDULE

Regular Schedule	
Period	**Time**
1	8:20 – 9:08
2	9:11 – 9:59
3	10:02 – 10:50
4	10:53 – 11:41
5A [Lunch]	11:41 – 12:11
5B [Music/Study Hall]	12:14 – 12:51
6	12:54 – 1:42
7	1:45 – 2:33
8	2:36 – 3:24

Friday Schedule	
Period	**Time**
1	8:20 – 9:02
2	9:05 – 9:47
3	9:50 – 10:32
4	10:35 – 11:17
6	11:20 – 12:02
5A [Lunch]	12:05 – 12:30
5B [Music/Study Hall]	12:30 – 12:55
7	12:58 – 1:40
8	1:43 – 2:25

ACADEMICS

To help students who graduate from Highmore-Harrold High School be adequately prepared for today's society, the following requirements have been established.

Requirements for Graduating Class of 2027

- A minimum of 22 credits is required, including:

Highmore-Harrold School District Requirements		
4 Units- Language Arts	Must include: • English I • English II / Speech • English III / American Lit. • English IV	 1 Unit .5/.5 Unit .5/.5 Unit 1 Unit
4 Units- Mathematics	Must include: • Algebra I • Geometry • Algebra II • Senior Math or Pre-Calc	 1 Unit 1 Unit 1 Unit 1 Unit
3 Units- Science	Must include: • Physical Science • Biology • Chemistry or Physics	 1 Unit 1 Unit 1 Unit
4 Units- Social Studies	Must include: • Geography • World History / U.S. History I • U.S. History II and II • U.S. Government	 1 Unit .5/.5 Unit 1 Unit 1 Unit
1.5 Units	Any combination of the following: • Approved Career and Technical Education OR • Modern or Classical Language (including American Sign Language); must be in the same language	
.5 Unit	Computer Science CTE	
.5 Unit	Personal Finance or Economics	
.5 Unit	Physical Education	
.5 Unit	Health or Health Integration	
1 Unit	Fine Arts	
2.5 Units	Electives	
		22 credits required

General Student Requirements

Students in grades 7, 8, 9, 10, 11, and 12 must be enrolled in and attend 8 periods each day; one of the 8 periods may be study hall.

All students are required to enroll in the following:

- Grade 9: English I, Algebra I, Physical Science, Geography, Computer Applications I, Computer Applications II
- Grade 10: English II/Speech, Geometry (Algebra I), Biology, World History, US History I
- Grade 11: English III, Algebra II (Geometry), Chemistry and/or Physics, US History II; US History III
- Grade 12: English IV/British Lit, Pre-Calc; Trig or Senior Math (Algebra II or Senior Math), US Government, Personal Finance, Fitness and Conditioning

Change of Selected Courses

Students are expected to select their courses in partnership with their parent/guardian, teachers, and school counselor. Parents are encouraged to take an active role in course registration, as course selections affect student schedules and district staffing. Requests to add or drop a course should be made before the semester begins, whenever possible. Once the semester has started, schedule changes will be considered only during the first week of the semester, must be based on a valid educational reason, and require a completed Course Change Request Form with signatures from the student, parent/guardian, applicable teacher(s), school counselor, and building principal. Schedule changes are not final until all required signatures are obtained and administrative approval is granted.

Grading System

The school year is divided into four marking periods, each approximately nine weeks long. A report card is issued at the end of each quarter. The grade recorded in the permanent record is the final grade for the semester. Parent-teacher conferences are held twice each school year. Teachers may send progress reports at any time. Parents are urged to check their students' grades on the Parent Portal through Infinite Campus. Don't hesitate to contact the students' teachers to discuss or get help when necessary.

Letter Grade	Percentage	GPA Value
A	100–96	4
A-	95–94	3.67
B+	93–92	3.33
B	91–88	3
B-	87–86	2.67
C+	85–84	2.33
C	83–80	2
C-	79–78	1.67
D+	77–76	1.33
D	75–72	1
D-	71–70	0.67
F	69 & below	0

Incomplete (I) Grades

Students with incompletes at the end of the quarter or semester may be granted a two-week extension to complete the outstanding work. Exceptions to the two-week rule will be made when the administration determines that extenuating circumstances exist. If the incomplete results are not resolved, a grade will be recorded that reflects no credit for the incomplete work.

Honor Roll

- Merit Honor Roll 4.00 Only
- A Honor Roll 3.67-3.99
- B Honor Roll 3.00-3.66
- Students with a grade of a D+ or lower in any class are not eligible for the honor roll.

Graduation Honors

- Valedictorian: Graduating with the highest grade point average
- Salutatorian: Graduating with the second-highest grade point average
- Highest Honors: Graduating with a grade point average of 4.00 - 3.75
- High Honors: Graduating with a grade point average of 3.74 – 3.50
- Honors: Graduating with a grade point average of 3.49-3.25
- Honor students will be selected at the end of the third nine-week period.
- To be eligible for graduation honors, students must complete all South Dakota high school graduation requirements.

Weekly Ineligibility

Weekly ineligibility will be determined on the first morning of each week. Students will be notified by either the athletic director or the administration. Incompletes and loss of senior privileges will be addressed at this time.

Academic Letter

Academic Letters (H) can be earned by students in grades 9-12 who maintain a GPA of 3.5 or higher in each of two consecutive semesters. The administration will set a cutoff date in the second semester to determine which students qualify for that semester.

Academic Infractions

Any academically dishonest student, including using or submitting work that is not their own (cheating, plagiarism, copying, transferring computer files, etc.), will be expected to follow classroom instructions relating to academic integrity. Consequences may include a student conference, parent notification, an alternate assignment, detention, restriction, ISS, and OSS.

DISTANCE EDUCATION

The Highmore-Harrold School District recognizes the need and desire for students to enroll in classes outside the local district. The state of South Dakota requires that distance education classes be registered through the South Dakota Center for Virtual Education and provided by institutions within that center. Distance learning includes virtual or online courses. Delivery methods and registration costs vary by provider. The costs of distance learning courses, whether virtual or online, will be the responsibility of the student's parent or guardian. Any exceptions must be approved by the Superintendent or the Superintendent's designee. The Highmore-Harrold School District will transcribe only distance education classes completed through the South Dakota Center for Virtual Education. The local school administration must approve all distance education. **(See Board Policy IGCB)**

ATTENDANCE

Under SDCL 13-27-1, all students ages 6 to 18 are required to attend school regularly unless legally excused.

Regular attendance is crucial for maximizing the benefits of an educational program. Simply making up homework does not adequately compensate for what has been missed during classroom instruction. Students are expected to attend school every day it is in session. Both parents and students must understand that absences deprive students of a vital portion of their education. We realize that absences will occur.

Absences will be categorized as excused or unexcused. Families and students are encouraged to schedule vacations and appointments after school or during periods when school is not in session. Appointments that must be scheduled during school hours should be arranged around study halls whenever possible.

When your student is absent, please contact the school as soon as possible by calling 605-852-2275. Any absence without a known reason will be marked as unexcused until a reason is provided. Parents will have until 10 a.m. the next school day to provide a reason. Absences that remain unexcused will result in the student serving one detention per class period or one in-school suspension for class periods of eight or more.

Students are considered absent when they are not in attendance, regardless of the reason, except for school-sponsored activities, inclement weather, or visits to the counselor or principal.

A student will be absent if they miss more than 15 minutes of any class period.

Attendance: Definitions

- **Excused Absence:** Absence due to illness, a medical or dental appointment, a family emergency, a funeral, a religious observance, or another reason approved by administration.
    - **Illness:** Attending school would be unsafe or detrimental to the student's health or the health of others. A physician's note may be required for extended or excessive absences.
    - **Medical or Dental Appointments**
    - **Death or Serious Illness of an Immediate Family Member**
    - **Funeral Services**
    - **Religious Observances**
    - **Inclement Weather:** When severe weather conditions prevent rural students from safely traveling to school.
    - **Nationally Recognized Youth Programs:** Participation in nationally recognized youth organizations or activities (including, but not limited to, 4-H, DECA, BPA, SkillsUSA, and similar organizations) may be excused with prior approval from the building principal. Requests should be submitted before the absence. Students are responsible for making up all missed assignments and are encouraged to schedule participation outside the regular school day whenever possible.
    - **Parent-Requested Absences:** Parents may request that their child be excused from school for reasons not otherwise listed. Parent-requested absences are limited to five (5) days per semester. Any additional parent-requested absences will be considered unexcused unless approved by the building principal for extenuating circumstances.

- **Exempt Absence:** School activities or situations approved by a school administrative official.
    - **Educational Trips:** Students may be granted up to two (2) excused educational trips per school year to visit vocational schools, colleges, universities, or other postsecondary educational programs. These trips must be accompanied by a parent or guardian and approved by the building principal before the absence. Approval will be based on the trip's educational purpose and the students' attendance and academic standing.

- **Unexcused Absence:** Any absence that does not meet the requirements listed under the Excused Absences or that lacks school authorization will be considered an unexcused absence.

Attendance: General Expectations

Students must attend all scheduled classes, arrive on time, and remain for the entire class. School rules apply at school and during school-sponsored events, whether on or off campus. Attendance records are part of each student's permanent record and may be requested by employers, colleges, or the military.

Check-In/Check-Out Procedures

Students must check in at the office when arriving late and check out before leaving early. Leaving without permission will be treated as an unexcused absence. Open campus lunch students may leave without checking out but must return on time.

Make-Up Work

A student may make up all missed work and earn full credit if the work is submitted within a reasonable amount of time. (A reasonable amount of time usually means the number of days missed plus one additional day.)
Students who will miss school to attend school-sponsored activities must obtain an activity sheet from the office and may be required to complete their work in advance at the teacher's discretion. For school-sponsored events, if the activity sheet is not signed, the student may not be allowed to attend. Coaches and advisors reserve the right to check the activity sheet at their discretion.

Absences (Total Days – Excused or Unexcused)

The Highmore-Harrold School District monitors student attendance throughout the school year. When attendance concerns arise, the school will collaborate with students and families to identify barriers to attendance and develop a plan to improve attendance.

Parents/guardians may receive attendance notifications as absences accumulate. Attendance conferences with school administration may be scheduled when a student's attendance begins to adversely affect academic progress or when required by district procedures.

South Dakota requires children of compulsory school age to attend school unless they qualify for a legal exemption. A student who is absent from school, or any portion of the school day, without a valid excuse or without a parent or guardian's knowledge and permission may be considered truant.

The district must maintain attendance records and report to the district's truancy officer students of compulsory school age who are not legally excused and who do not attend school regularly, in accordance with South Dakota law. Continued truancy may result in referral to the district's truancy officer and, when appropriate, to the State's Attorney for further action.

Tardies

Prompt attendance is essential to student success. Students are expected to be in their classrooms, seated, and ready to learn when the bell rings. A student is considered tardy if they are not seated in their assigned seat when the bell rings.

Students arriving late to 1st Period or 5B must report to the office to obtain an admit slip before going to class. Tardiness in all other class periods will be recorded by the classroom teacher in Infinite Campus. Tardiness resulting from a teacher's request or a required visit to the principal's or counselor's office will be considered excused. Tardiness due to oversleeping, restroom breaks, not watching the time, socializing, or other avoidable reasons will be considered unexcused.

Students arriving more than 15 minutes late to a class period will be marked absent for that class period.

Excessive tardiness disrupts the learning environment and may result in disciplinary action under the school's discipline matrix and Board Policy JK-2.

STUDENT PROCEDURES AND POLICIES

Affection/Social Relationships

Developing positive social interactions is an essential goal of a well-rounded education. Inappropriate displays of affection, such as handholding, kissing, or similar behavior, are not permitted at school or at school-sponsored events.

Alcohol, Tobacco, and Other Drug Use by Students

To ensure a safe and healthy learning environment, the use, possession, sale, distribution, or being under the influence of alcohol, illegal drugs, controlled substances, or drug paraphernalia is strictly prohibited on school property, on school transportation, and at all school-sponsored activities. The use of electronic cigarettes, vapes, or similar products is also prohibited. Students using prescription medication must follow the district's medication procedures. Violations of this policy will result in disciplinary action in accordance with district policy. **(See Board Policy: JFCH)**

Cell Phones and Other Like Devices Policy

Cell phones, accessories, and personal devices (including smartwatches with texting, internet access, or calling capabilities) must be turned off and kept out of sight for the entire school day—beginning at the moment of entry into the school building—unless otherwise specified in a student's IEP, 504 Plan, or Health Care Action Plan.

Devices must be turned off and placed in a school-provided, locked container. This container may be kept with the student, stored in a backpack or locker, or placed in a secure location designated by the teacher in the classroom.

- **First Offense:** Confiscation of device(s) and held in the main office until the end of the school day. Before the device is released, the student must discuss and review the policy with a staff member.
- **Second Offense:** Confiscation of device(s) and held in the main office until the student's parent/guardian can collect it and is informed of their student's decision to break the school's policy. The student will receive one after-school detention and be prohibited from bringing their cell phone to school for five school days.
- **Third Offense:** Confiscation of device(s) and held in the main office until the student's parent/guardian can collect it and is informed of their student's decision to break the school's policy repeatedly. The student will receive five after-school detentions and be prohibited from bringing their cell phone to school for one month.
- **Fourth Offense:** Confiscation of device(s) and held in the main office until the student's parent/guardian is able to collect it. The student will be prohibited from bringing their cell phone to school for the remainder of the school year.

Students are responsible for returning their assigned cell phone case at the end of the school year or upon withdrawal from the district. A $20 replacement fee will be assessed for any case not returned.

Privacy & Monitoring

All activity on school devices and networks is monitored. Students should not expect privacy when using school technology.

Computer Network/Internet Acceptable Use Policy

The Highmore-Harrold School District provides students with access to the Internet, district devices, and other technology resources to support teaching, learning, research, communication, and educational opportunities. The use of district technology is a **privilege, not a right**, and all users are expected to use these resources responsibly and for educational purposes.

The district uses internet filtering and other technology protection measures to help prevent access to inappropriate or harmful content. While every reasonable effort is made to provide a safe online environment, no filtering system is foolproof. Students are expected to make responsible decisions when using district technology and the Internet.

Acceptable Use Guidelines

Students are responsible for:

- Using district technology for educational purposes.
- Following all district technology and acceptable use guidelines.
- Respecting the privacy and rights of others.
- Protecting their usernames, passwords, and district accounts.
- Immediately reporting any inappropriate content, security concerns, or misuse of technology to a staff member.

Prohibited Activities

- Access, create, view, or distribute inappropriate, obscene, or offensive material.
- Use district technology to bully, harass, threaten, or intimidate others.
- Attempt to bypass internet filters or network security measures.
- Access another person's account or share passwords.
- Download or install unauthorized software or applications.
- Use district technology for illegal activities or personal financial gain.

Violation of the district's technology expectations may result in the loss of technology privileges, disciplinary action, restitution for damages, when applicable, and/or referral to law enforcement, depending on the severity of the offense. **(See Board Policy IIBG)**

Social Media Conduct

Students are expected to maintain a positive online presence:

- Do not post inappropriate photos, comments, or videos
- Do not share private school matters, confidential student information, or images without consent
- Online actions that disrupt school may result in disciplinary action, even if they occur off campus

Artificial Intelligence (AI) Use

Artificial Intelligence (AI) tools, such as ChatGPT, Google Gemini, and similar programs, can be helpful learning resources. Students are expected to complete their own work and use AI only when permitted by their teacher. Any use of AI must follow teacher directions and support, not replace, student learning. **(See Board Policy IIBFA)**

- AI is allowed only when the teacher says so.
- Your work must still be your own.
- If you use AI, you must acknowledge it.
- Misuse is considered academic dishonesty.

Cyberbullying Policy

Cyberbullying — using electronic communication to intimidate, harass, or harm — is prohibited (SDCL 13-32-14). **(See Board Policy JFCK)**

- Includes texting, social media posts, emails, and gaming chat
- May result in suspension, expulsion, or law enforcement referral

Emergency Procedures

The safety of our students and staff is a top priority. The district is committed to providing a safe learning environment through regular safety training, emergency planning, and accident prevention. Students and staff participate in scheduled fire, tornado, lockdown, and other emergency drills throughout the school year and are expected to follow all safety procedures and staff directions during drills and emergencies. Safety is a shared responsibility, and everyone is expected to help maintain a secure, orderly school environment.

- **Fire Drills** – Follow posted evacuation routes quickly and quietly; proceed to designated assembly areas.
- **Tornado/Severe Weather Drills** – Move to designated shelter areas away from windows; crouch low and cover your head.
- **Lockdown Drills** – Lock doors, turn off lights, move out of sight, and remain quiet until an “all clear” is given.
- **Medical Emergencies** – Notify a staff member immediately; only trained personnel should provide first aid.

Dangerous Weapons on School Property

To provide a safe learning environment, students are prohibited from possessing, using, or threatening to use any weapon on school property, in school vehicles, at school-sponsored activities, or at any event supervised by the Highmore-Harrold School District.

A **weapon** includes, but is not limited to:

- Firearms
- Knives
- Air guns, BB guns, or pellet guns
- Stun guns
- Explosive devices
- Any object or instrument designed or used to cause serious bodily injury

Firearms are prohibited on all school property, in school vehicles, at school-sponsored activities, in parking lots, and at other locations used for school functions, except as authorized by law (e.g., law enforcement or approved school-sponsored activities).
Any weapon found on school property will be confiscated, and law enforcement and the student's parent or guardian will be notified.

A student who brings a firearm to school, except as permitted by law, shall be expelled for at least twelve (12) months, subject to modification by the School Board on a case-by-case basis in accordance with state and federal law. Possession or use of any other weapon may result in suspension, expulsion, referral to law enforcement, and other disciplinary action in accordance with district policy.
This policy will be implemented in accordance with all applicable state and federal laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504. **(See Board Policy AF)**

Dress

Students must wear appropriate attire at school and during all school-sponsored activities, including out-of-town events. Clothing should reflect good judgment and contribute to a positive image of Highmore-Harrold. Students are expected to take pride in their appearance.

The following types of clothing are not permitted:

- Clothing with suggestive or derogatory images, language, or advertising for alcohol, tobacco, or drugs.
- Shorts shorter than mid-thigh.
- Biker shorts, boxers, or cut-off sweatpants.
- Midriff tops or any clothing that exposes the stomach, Spaghetti Straps
- Bare feet (footwear must be worn at all times).
- Clothing that causes a distraction, is unsanitary, or presents a safety hazard.

Teachers have the authority to require students to meet standards of behavior and appearance to maintain a positive learning environment. Students who arrive at school in inappropriate clothing will be reported to the principal and disciplined according to the following for violations of the school dress code. Reports will be investigated promptly. **(Behavior Matrix JK-R (2))**

Harassment, Bullying, & Hazing

Highmore-Harrold School District is committed to providing a safe, respectful, and supportive learning environment for all students. Bullying in any form will not be tolerated. This policy applies to students, employees, parents, volunteers, visitors, and guests on school property, at school activities, on school transportation, at bus stops, or in other school-related settings.
Reports of bullying will be taken seriously and investigated promptly by school administration. Students who engage in bullying may face disciplinary action, up to and including expulsion. Employees and other individuals who violate this policy may also be subject to appropriate disciplinary action or restrictions from school property. Respectful behavior is expected from everyone in our school community.

Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated. Highmore-Harrold defines bullying as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. **(See Board Policy: JFCD)**

Definition of Bullying
Bullying is intentional behavior, whether a single serious incident or repeated actions, that creates fear, causes physical or emotional harm, damages property, interferes with a student's ability to learn, or disrupts the school environment. Retaliation against anyone who reports bullying is also prohibited. Bullying may include physical, verbal, social, or electronic (cyberbullying) behaviors such as threats, intimidation, harassment, hazing, stalking, property damage, or inappropriate messages sent through phones, social media, or other electronic devices. Cyberbullying that affects the school environment may result in school discipline, even if it occurs off campus.

Food in School

No food or drink is allowed in classrooms or hallways, except during special events/parties and cooking classes. Food products for the Family and Consumer Science Department are exempt from this policy. Food containing peanuts or produced in a peanut factory is not allowed. The Highmore-Harrold School District recognizes that peanut allergies can be fatal.

Lockers

Lockers are the property of the Highmore-Harrold School District. No rental fee will be charged for the use of a school locker. Please keep your locker clean and in good condition. School administrators may search lockers. The school assumes no responsibility for the loss of valuables left in lockers or elsewhere on the premises. A damage assessment may be conducted at the end of the school year.

Search & Seizure: Lockers and school property remain under the school's control and may be inspected at any time for safety or policy enforcement. Personal searches may be conducted when reasonable suspicion exists..

Messages from Home/Employer

Parents should feel free to call the school about any matter involving their child. Only in emergencies will students be excused from class to make a phone call.

Open Campus for School Lunch

The Open Campus Lunch Program allows eligible high school students to leave campus during their scheduled lunch period. This privilege fosters student responsibility, trust, and independence while maintaining academic focus and safety.

Eligibility Requirements

- Available to students in grades 10–12.
- Grade 9 students may be considered after the first semester based on grades and behavior.

Academic Requirement:

- Must maintain 80% (C) or higher in all classes.
- Grades are reviewed per eligibility requirements
- Privileges are suspended if grades fall below 80%, and are reinstated once grades recover.

Behavior Requirement:

- No negative disciplinary actions in the current or previous semester.
- No more than five tardies or more than two unexcused absences per semester.
- Must consistently demonstrate respectful and responsible behavior.

Parental Consent:

- Parent/guardian must submit a signed Open Campus Consent Form before privileges are granted.
- Parents acknowledge that the school is not liable for students off campus during lunch.
- Parents may revoke consent at any time by notifying the school in writing.

Rules While Off Campus

- Must return on time for the next scheduled class; tardiness may result in loss of privilege.
- Must behave responsibly and lawfully while off campus.
- Must represent Highmore-Harrold Schools positively in the community.
- The school will provide no transportation.

Revocation of Privileges

- Open Campus Lunch is a privilege, not a right.
- Privileges may be revoked at any time for:
- Grades falling below 80%
- Disciplinary issues or behavioral concerns
- Parent/guardian request
- Violation of open campus rules

Consent Form Requirement

- A signed Open Campus Consent Form must be on file with the school office before privileges are granted.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need to give medication during school hours.

Prescription medication. Parents/guardians must complete the appropriate authorization form at the school office before medication can be administered at school. The medication must be brought to school in the prescription container and labeled with the student's name, the physician's name, and directions for administration**.**

Non-prescription medication. Parents /guardians must complete the proper authorization form in the Before medication can be administered at school, it must be delivered to the school office. The medication must be brought to the school in its manufacturer's container. The container must be labeled with the child's name and the directions for administering the medication.

Peanut-Aware

Due to life-threatening peanut allergies within our school community, Highmore-Harrold is a peanut-aware school. Peanut and peanut-containing products are permitted; however, students, staff, and families are asked to be mindful of those with severe allergies. Students should not share food, and everyone is encouraged to practice good handwashing and clean up eating areas after consuming peanut products. Additional precautions may be necessary in specific classrooms or areas based on individual student needs.

Visitor Policy

All visitors must check in at the main office, present a valid ID, and wear a visitor badge while in the building. Unregistered visitors are not permitted during school hours.

Vehicle Use & Parking

- Park only in designated student parking areas.
- Reckless driving, speeding, or unsafe behavior may result in the loss of parking privileges.
- Vehicles may be searched if reasonable suspicion exists.

Weather-Related Closures

School delays, early dismissals, and closures will be communicated through the district's notification system, local radio and TV, and the school website. Parents should ensure their contact information is up to date for notifications.

ACTIVITIES AND ATHLETICS

Participation in extracurricular activities is a privilege that enriches the educational experience. Students are expected to uphold high standards of conduct, academics, and sportsmanship at all times—on and off campus.

Chemical Use/Conduct Policies

Chemical Use/Conduct Policy

Applies to all students participating in extracurricular activities from the first practice or event through the end of the school year.

Prohibited at any time or location:

- Possession, use, distribution, or being under the influence of alcohol, tobacco, vaping products, illegal drugs, or misused prescription medication

Student-Athlete Expectations and Conduct:

A. Each athletic participant shall attend all practice sessions unless excused by the coach
B. Each student-athlete is expected to demonstrate positive conduct, respect, good sportsmanship, and cooperation as a team member at all times, both during school activities and within the community.
C. In cases in which a student is found to have committed a crime against person/property, they will be subject to the same violations for alcohol, tobacco, and drugs. The coach, with the athletic director and/or principal, shall decide whether to allow further participation or dismissal from the team.

Self-Reporting: Students who self-report before being questioned will have their consequence reduced by half. False statements double the penalty.

Consequences:

- **First Offense:** will result in the student losing eligibility to participate in all school activities (that the student is presently involved in) for the next two weeks, whichever is greater
- **Second Offense:** results in the student losing eligibility to participate in all school activities (that the student is presently involved in) for the next two events or two weeks, agency or professional, such as a drug counselor or doctor
- **Third Offense:** results in the student losing eligibility to participate in all school activities for the remainder of the school year. If the student voluntarily becomes a participant in a chemical dependency or treatment program at their own or parental expense, the student may be certified for reinstatement after a minimum of six weeks.

Hours:

Students participating in school activities are expected to observe the following hours:

- **Nights before a school day:** 10:30 p.m.
- **Nights before a non-school day:** 1:00 a.m.
- **Nights before an event:** 10:30 p.m.
- **Game nights before a school day:** 10:30 p.m. or one-half hour after the completion of a home game or the student's arrival home from an out-of-town game, whichever is later.

A violation of the hours policy will result in the student being ineligible to participate in one event for each occurrence, per sport or activity season. Exceptions must be made with administrative approval.

Eligibility Requirements

Academic Standards:

- Students must maintain passing grades (70% or higher) in all classes.
- Grades are checked weekly; eligibility is determined each Monday.
- Students failing one or more classes will be ineligible for the week.

Attendance:

- Students must attend all afternoon classes on the day of an activity or practice to participate, unless excused in advance for medical or family emergencies.
- Absences due to illness could require a doctor's note to participate that day.

Behavior Standards:

1. Students must follow all school rules, team rules, and the SDHSAA Code of Ethics.
2. Violations of school discipline, chemical use policies, or criminal laws may result in suspension from activities.

Sportsmanship

- Show respect for opponents, officials, teammates, and spectators.
- Profanity, taunting, or unsportsmanlike conduct will not be tolerated.
- Violations may result in suspension from contests or removal from the team.

Attendance at Activities

When school dismisses early due to weather, all practices and activities for that day are canceled unless approved by the superintendent. Students are responsible for any classwork missed because of participation in activities.

Travel & Transportation

All participants must use school-provided transportation to and from activities unless a parent or guardian has signed the release form. Students may not leave an event with anyone other than their parents or guardian unless the school administration has granted prior approval. Students must obey bus rules and follow the driver's instructions. Misbehavior during travel may result in the loss of travel privileges and additional disciplinary action.

End-of-Season Responsibilities

- Students must return all uniforms, equipment, and materials at the end of the season.
- Lost or damaged items will be billed to the student at replacement cost.

Clubs & Organizations

Students are encouraged to participate in non-athletic activities such as FFA, FBLA, FCCLA, Student Council, and other school-sponsored organizations.

- Membership and participation require good academic and behavioral standing.
- Members must maintain all eligibility throughout their term as stated above.

Violations of the requirements outlined above will result in the following consequences:

Consequences:

- **First Offense:** If no events fall within the two weeks, then 1 hour of detention will be served for each activity that the student is presently involved.
- **Second Offense:** If no events fall within the four weeks, then 2 hours of detention will be served.
- **Third Offense:** Loss of eligibility to participate in all school activities for the remainder of the school year.

STUDENT RIGHTS AND GRIEVANCES

Student Complaints and Grievances

The district encourages students and parents to address concerns promptly and respectfully. Most concerns can be resolved through open communication at the lowest level.
The following process should be used when addressing a complaint or grievance:

1. Discuss the concern with the teacher or staff member directly involved.
2. If the concern is not resolved, contact the building principal.
3. If the issue remains unresolved, it may be referred to the Superintendent.
4. If a satisfactory resolution is still not reached, a written complaint may be submitted to the School Board for review.

Students may also bring matters of general student concern to their class officers or to the Student Council for possible discussion with the principal.

The district is committed to fairly considering all concerns and collaborating to resolve issues in a timely and respectful manner. **(See Board Policy: JFH)**

Due Process

Students are entitled to fair and consistent disciplinary procedures. Before a suspension or expulsion is imposed, students will receive appropriate notice of the alleged misconduct, an opportunity to respond, and the due process protections required by law. Students receiving special education services will be afforded all rights and protections under their Individualized Education Program (IEP) and applicable state and federal laws. **(See Board Policy: JFA)**

Student Rights

Students at Highmore-Harrold Schools have the right to:

- Learn in a safe, respectful environment
- Be treated with fairness and dignity by staff and peers
- Access their academic records
- Freedom of expression within school guidelines
- Due process before being disciplined in ways that remove them from the classroom or school

Non-Discrimination Policy

The Highmore-Harrold School District does not discriminate based on race, color, national origin, sex, disability, religion, creed, age, or any other protected status in its programs, activities, or employment.

Title IX

Highmore-Harrold School District is committed to providing a learning and working environment free from discrimination, harassment, and sexual harassment. The district does not discriminate on the basis of sex in any educational program, activity, or employment, in accordance with Title IX.
Reports of sexual harassment or sex discrimination will be taken seriously, promptly investigated, and addressed in accordance with district policy and federal law. Any student, parent, employee, or visitor who believes they have experienced or witnessed prohibited conduct should report it to a teacher, principal, or the District's Title IX Coordinator.

Additional information, including the district's complete Title IX policy and grievance procedures, is available in the school office or on the district website**. (See Board Policy: ACAA)**

Title IX Coordinator
Morgan Bonnichsen, JK-12 Principal, 605-852-2275 or Morgan.Bonnichsen@k12.sd.us
Complaints regarding discrimination, harassment, or Title IX violations may be filed with the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights.

FERPA – Student Records Privacy

The Highmore-Harrold School District maintains students' educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
Parents/guardians of students under age 18 and eligible students (18 years of age or older) have the right to:

- Inspect and review the student's education records.
- Request the correction of records believed to be inaccurate or misleading.
- Consent before the District discloses personally identifiable information (PII) from the student's education records, except as authorized by law.
- File a complaint with the U.S. Department of Education regarding alleged violations of FERPA.

The district may release directory information as permitted by law unless a parent or guardian submits a written request to the school to withhold it. A complete copy of the district's FERPA policy is available in the school office or on the district website.

SENIOR PRIVILEGES

Qualification for Privileges

Early Qualification

- **2nd Quarter** – Must qualify for either the Merit or "A" Honor Roll.
- **3rd Quarter –** Must be eligible for Merit, "A," or "B" Honor Roll.
- Be on track to graduate.
- Maintain an 80% (C) or better grade in all classes.
- Have no discipline or attendance issues.

To Begin Privileges in the Fourth Quarter

- Be on track to graduate.
- Maintain an 80% (C) or better grade in all classes.
- Have no discipline or attendance issues.

Open Campus During Lunch and Study Halls

- Seniors leaving for lunch must exit the building respectfully and return on time for their next period
- Driving privileges during lunch or study hall require a signed waiver
- Students must check out of Study Hall before leaving the school.
- Failure to check out will result in loss of privileges for three days.
- A second or repeated offense will be considered abuse of privileges.
-

Food and Drink in the Classroom

In addition to water (as permitted in the student handbook), seniors may have bottled drinks such as soda, sports drinks, or juice. Food may be permitted at the teacher's discretion and should be limited to snacks, not full meals.

Semester Test Exemption (Seniors Only)

Seniors may be exempt from semester tests in classes where they meet the following requirements:

- Grade/Attendance - Maintain an A 92 % or higher and no more than three absences, or 88% and zero absences in a class period
- Behavior - No disciplinary referrals.

Students who do not meet the above requirements must take semester tests.

Maintaining and Abuse of Privileges

Seniors must maintain an 80% (C) or better in all classes to retain privileges.
If a student's grade drops below 80%, privileges will be suspended for one week.
Seniors must maintain good attendance.

Abuse of Privileges:

- 1st Strike - Loss of Privileges for two weeks.
- 2nd Strike - Loss of Privileges for the remainder of the school year.