

# Harlan Community High School



## 2017- 2018 Student/Parent Handbook

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## **FOREWORD**

This handbook has been prepared so that it will be a useful guide for all Harlan Community High School students. Each year a great deal of valuable time is lost when students attempt to adjust themselves to new surroundings and privileges. A large part of this wasted time may be eliminated through the use of this student handbook which contains definite descriptions of school policy, activities, and calendar dates.

Students will find this book to be a very useful reference throughout the coming school year. Everyone must understand our school policies if our school is to function smoothly and efficiently.

All students are expected to know the provisions in this handbook. Please take time to read it as soon as possible.

## **HARLAN COMMUNITY HIGH SCHOOL**

Harlan, Iowa

2017-2018

As principal of Harlan Community High School, it is my pleasure to present to you our Student/Parent handbook for the 2016-2017 school year. This year, Harlan Community High School begins its 48th year of serving students in the greater Shelby County area. The long tradition of excellence will continue through the joint efforts of our students, parents, staff, and community as we promote our motto of "Joined as one we get the job done." Our Cyclone motto emphasizes that by working together we can accomplish our goals of achieving excellence in all our curricular and co-curricular areas.

Our philosophy, mission, and goals are clearly defined and articulated at Harlan Community High School. Students are provided with an educational program that will help them become productive citizens. We believe that the difference between success and failure, in school and life itself, is effort and commitment. We also believe that all students should have access to a quality education, and that all students should have a choice to continue their formal education beyond high school. Each student is given the opportunity to maximize his or her potential academically and in our many co-curricular programs.

At Harlan Community High School, the student is at the center of our educational mission. Our expectations are high in regard to the students' work ethic, decorum, and appearance. As a result, our students are well prepared to compete in a work world that requires loyal, competent, goal-oriented individuals. Every opportunity will be provided to help our students become their individual and collective "best."

Our Student/Parent Handbook is furnished to give you the information necessary for a successful school year. Please reserve some time to carefully review this handbook. We urge you to keep it handy for quick reference throughout the school year. If you have any questions at any time, please do not hesitate to contact any member of our administrative team.

Sincerely,  
John Connell, Principal  
Mitch Osborn, Activities Director  
High School Faculty  
School Nurse  
Secretaries, Custodians & Cooks

## General Student Information

### ELECTRONIC RESOURCE FEE

Electronic resource fees for the 2017-2018 school year will be \$50.00.

A fee is assessed each calendar year and is collected prior to the start of the school year. Books/laptops will be distributed to all students. All students are assessed a fee to cover expenses through their graduation.

Books/laptops rented must be returned in reasonable condition to prevent additional charges. We would encourage you to use book covers.

### LOCKERS

The locker supply is now sufficient to accommodate each student with an individual locker. You will keep the same locker throughout the school year. Only you and the Principal's Office will know the combination to your built-in locker. Doors to the lockers will automatically lock when the door is fully shut and the dial is spun.

We recommend that you keep money and/or valuables with you and not in lockers. The school cannot be responsible for articles taken from your locker. If you do have valuables you do not want to carry around all day, you may check them in at the Principal's Office. **If you are unable to locate a belonging or fear that something has been stolen, please report the theft to the office and file a report with local law enforcement.**

These lockers have been provided by the district at some expense. You are a co-tenant with the school. Treat your locker with respect, open and shut them quietly and keep them clean and orderly as you would keep your own personal belongings. Do not exchange lockers without consent from the Principal's Office.

Lockers with locks will be assigned to you when you pay your registration fees. For the locker search policy, please refer to the K-12 component of the handbook under "student lockers."

### CLASS SPONSORS

Freshmen– Ms. Schnack\*, Mr. Swanson\*, Mr. Kearney+, Ms. DuVal, Mr. Hoch, Ms. Rauterkus, Mr. Hastert, Ms. Peterson

Sophomores- Ms. Tasler, Ms. Borkowski\*, Ms. McCall, Mr. Shoemaker, Ms. Buman, Mr. Kaster, Mr. Tucker+ Ms. Hagemeyer, Ms. Noeth, Mr. Shughart

Juniors- Ms. Nelson, Mr. Murtaugh, Mr. Renkly+, Mr. Fah, Mr. Bladt, Mr. Baughman, Mr. Bruns, Mr. Klaassen+ Ms. Svendsen, Mr. Boysen

Seniors – Mr. Sandquist, Ms. Schaben, Ms. Weis, Ms. Lansman+, Mr. Weis, Mr. Johl, Mr. Kohorst, Ms. Daniels Ms. Bruck\*

\* Denotes Head Sponsor

+ Denotes Assistant Head Sponsors

These, along with class officers, are responsible for important class decisions, flowers, colors, ushers, prom, rings, and funds. They should meet as a committee to make decisions.

## CLASS TIME SCHEDULES

### REGULAR DAILY SCHEDULE

Period 1	8:05	-	8:53	
Period 2	8:57	-	9:45	
Period 3	9:49	-	10:37	
Period 4	10:41	-	11:29	
Period 5	11:29	-	11:59	A Lunch
	11:59	-	12:21	Middle Mod.
	12:21	-	12:51	B Lunch
Period 6	12:55	-	1:43	
Period 7	1:47	-	2:35	
Period 8	2:39	-	3:27	

### ONE HOUR LATE START

Period 1	9:05	-	9:44	
Period 2	9:48	-	10:27	
Period 3	10:31	-	11:10	
Period 4	11:14	-	11:53	
Period 5	11:53	-	12:23	A Lunch
	12:23	-	12:45	Middle Mod.
	12:45	-	1:15	B Lunch
Period 6	1:19	-	1:59	
Period 7	2:03	-	2:43	
Period 8	2:47	-	3:27	

### TWO HOUR LATE START

Period 1	10:05	-	10:36	
Period 2	10:40	-	11:11	
Period 3	11:15	-	11:46	
Period 5	11:46	-	12:16	A Lunch
	12:16	-	12:38	Middle Mod.
	12:38	-	1:08	B Lunch
Period 4	1:12	-	1:43	
Period 6	1:47	-	2:18	
Period 7	2:22	-	2:53	
Period 8	2:57	-	3:27	

### 2 HOUR EARLY DISMISSAL

Period 1	8:05	-	8:36	
Period 2	8:40	-	9:11	
Period 3	9:15	-	9:46	
Period 4	9:50	-	10:21	
Period 6	10:25	-	10:56	
Period 5	10:56	-	11:26	A Lunch
	11:26	-	11:48	Middle Mod.
	11:48	-	12:18	B Lunch
Period 7	12:22	-	12:53	
Period 8	12:57	-	1:27	

**HOMECOMING SCHEDULE**

Period 1	8:05	-	8:45	
Period 2	8:49	-	9:29	
Period 3	9:33	-	10:13	
Period 4	10:17	-	10:57	
Period 5	10:57	-	11:26	A Lunch
	11:26	-	11:41	Middle
	11:41	-	12:10	B Lunch
Period 6	12:14	-	12:54	
Period 7	12:58	-	1:26	
Period 8	Will not meet			

**CORONATION BEGINS AT 1:30 IN THE AUDITORIUM**

<b>ATTENDANCE POLICY</b>
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The staff and administration of Harlan Community High School cannot emphasize enough the importance of regular class attendance. Annual review of student achievement indicates that regular school attendance positively impacts classroom performance.

When a student accumulates twelve (12) absences in a given class, a contract may be established to identify expectations that must be met if credit is to be awarded. The Administration will inform the parents by mail and request a parent to contact the school. The Administration will hold a conference with the student and will review a plan that will support the student and encourage attendance. Consequences for non-attendance will also be identified. The purpose of the conference is to evaluate the reasons for the absences and determine the credit status of the student. **Final determination of whether an absence is excused or unexcused rests with the High School Administration. One possible consequence would be a withdrawal from class, loss of credit and an assignment to a study hall.** Absences due to school sponsored activities will not count toward the 12 class absences. If school is in session, only participants in the school-sponsored activity will have the absence waived.

As students accumulate excused absences in a class, these steps will be followed:

- 5 absences - notice sent to parents
- 8 absences - 2nd notice sent to parents
- 12 absences - 3<sup>rd</sup> notice sent to parents requesting parent contact with school, student conference with the Administration and an attendance contract may be established
- 16 absences - A conference with student, parent(s), and administration to discuss the student’s standing in class.

Students who fail to attend school risk losing their driving privileges. Our legislature, in an attempt to keep students in school, has adopted legislation to revoke a student’s driver’s license if the student stops attending school and has not reached the age of eighteen. Students who have not reached the age of eighteen and stop attending school may be reported to the Department of Transportation as dropouts.

<b>ABSENCES</b>
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Absences will be verified either by a telephone call or note from the student’s parent or guardian. All work missed because of absence must be made up. Dental and doctor appointments should be made after school, on Saturday, or during study halls if at all possible. **Parents should stress the importance of school work and the value of daily attendance for the sake of their student staying current and meeting course goals.** Students who have been absent from school on account of sickness or other family emergencies will be given 2 days to make up their work for each day absent. On the day of return, students may be required to make-up tests and quizzes scheduled prior to an absence at the request of the teacher.

The following absences from school are unexcused unless approved by Administration.

1. Car trouble (parent must call principal's office to clear).
2. Interviews (pre-absence required)

3. Overslept
4. College visit (pre-absence required; parental call or note to the office; clearance by guidance office prior to visitation.)
5. Doctor and dentist (verification by doctor, dentist, note or call from parent)
6. Business (parents must **call** principal's office to clear, limit once per week unless approved by administrator)
7. Shopping
8. Haircuts
9. Missing one class to prepare or study for another.
10. Skip days by any class or group of students are prohibited.

### PRE-ABSENCE POLICY

Any absence other than illness and emergency situations will require parental permission and a pre-absence slip from the office. The pre-ab must be signed by the student's teachers and returned to the office three school days prior to the absence. Failure to do so may result in an unexcused absence.

All pre-abs for school-affiliated absences must be returned to the sponsor responsible for the absence 3 school days prior to missing school. The sponsor should then check the pre-abs and turn them into the office 3 days prior to the event.

College visitations should be scheduled through the guidance department.

### APPOINTMENT DURING SCHOOL HOURS

Students should try to make appointments for after school hours or during non-academic time, and should make sure that these **appointments do not interfere in any way with scheduled academic classes. If a special situation calls for an appointment during** scheduled classes, students may be required to bring a statement from that office verifying the appointment. Students that take advantage of this policy will fall under our unexcused absence policy and risk losing of sign-out privileges and/or loss of credit.

### OPEN CAMPUS POLICY

All seniors at HCHS are eligible for open campus during their lunch period. Seniors who meet certain requirements are also eligible for open campus during study hall periods.

Juniors who are 2<sup>nd</sup> proficient (41<sup>st</sup> percentile on the core composite) on their Iowa Assessment Test may have open campus for one study hall during the 2<sup>nd</sup> Semester with parent permission. (Student council recommendation)

Below are the requirements for open campus at HCHS:

1. The student must complete the HCHS open campus application form and meet all criteria listed.
2. If at any time the student violates one of the criteria (A-K) as listed on the open campus application, his/her open campus privileges will be revoked.
3. If the student is late returning to class, he/she will be granted one warning, but a second offense will result in the open campus privilege being revoked.
4. If the student is found loitering in the hallway or causing a disturbance at HCHS or any other HCS building, it may result in detentions or revocation of the open campus privilege.
5. The student is expected to conduct themselves as a respectable citizen of the community while exercising the open campus privilege. Reports of the student causing trouble in the community while out of school for open campus may result in detention or revocation of the open campus privilege.
6. The parent or guardian of the student can at any time contact the school and have his/her child's open campus privilege revoked.
7. If the student meets all criteria for the open campus privilege, he/she will be issued an open campus card that will serve as a pass for leaving and returning to campus. If the student loses the open campus privilege, this card will be returned to the office.
8. If at any time a student's privileges are revoked, he/she must wait for nine weeks before he/she may re-apply for the privileges.
9. Applications may be submitted at the end of the nine-week suspension period. Once the student is granted the open campus privilege, he/she need not reapply unless, for any reason, the privileges were revoked. Then you must reapply.
10. An administrator will review each application before approving it. If for any reason the application is rejected, the student will be notified concerning the decision.

(Open Campus Privilege Request Form on next page)

# H.C.H.S OPEN CAMPUS PRIVILEGE REQUEST FORM

(Student Completes)

I, \_\_\_\_\_, am requesting the open campus privilege for lunch during my senior year. If this form is signed and returned with registration materials prior to the first day of class, the student will have open campus lunch on the 1<sup>st</sup> day of school. Otherwise, seniors will have to wait until they return a signed form to be eligible to leave. I also understand that I may have open campus during all study hall periods if I have a cumulative GPA of 3.0 or above or meet a similar standard if on an IEP(students who earn a 3.0 GPA or above at the end of the first quarter, first semester or third quarter will be eligible as well). Starting the 2011 school year the GPA requirement will be dropped and an IOWA ASSESSMENT requirement will be added: I ALSO UNDERSTAND THAT I MAY HAVE OPEN CAMPUS DURING ALL STUDY HALL PERIODS IF I HAVE SCORED ABOVE THE 41% ON THE IOWA ASSESSMENT TEST COMPOSITE SCORE IN GRADES 9, 10, AND 11. A SENIOR STUDENT FAILING TO MEET THE ABOVE CRITERIA BUT SCORING ABOVE THE 41% ON THE 11<sup>TH</sup> GRADE IOWA ASSESMENT TEST COMPOSITE MAY HAVE OPEN CAMPUS FOR STUDY HALLS BEGINNING WITH THE 2<sup>ND</sup> QUARTER. As an applicant for open campus, I understand that if granted the open campus privilege, that privilege can be revoked for the following reasons:

- A. 32 credits have not been accumulated towards graduation at the end of junior year.  
A violation of school policies relating to alcohol, drug use, tobacco, or criminal activity.
- C. Assignment to a Saturday/in-school/or out-of-school suspension for any reason.
- D. An unexcused absence.
- E. Tardy twice for class.
- F. Found loitering in the hallway or not in proper areas during the time students are to be off-campus.
- G. Found interfering at any other HCSD building.
- H. Discovered causing a disturbance in the community or on school grounds during any time that the student is exercising his/her open campus privilege.
- I. The parent of the student contacts the school requesting that the child's open campus privileges be revoked.
- J. Receive an "F" letter grade during the quarter or semester grading periods.
- K. Terminated from a MOC job.

Any of the above violations will result in a loss of privileges for a minimum of nine weeks.

**PARENT(S) OR GUARDIAN(S) -** (Print your name) \_\_\_\_\_

I, (signature) \_\_\_\_\_ (Date) \_\_\_\_\_,  
have read this form and understand the requirements that my child must meet, and am willing to grant my son/daughter the open campus privilege at this time and reserve the right to revoke those privileges at any time.

**STUDENT** – (Print your name) \_\_\_\_\_

I, (signature) \_\_\_\_\_ (Date) \_\_\_\_\_,

have met all requirements necessary and understand that open campus is a privilege and I must follow the rules outlined above in order to retain that privilege.

### MEDIA CENTER

The media center is open from 8:00 a.m. to 3:45 p.m. daily. The media center is a student center for research and review of media materials. All students are encouraged to utilize this area to the fullest while recognizing the expectations of students in the center. No food, beverages are permitted

Any student may lose media center privileges for a period of time for misuse of the media center or for signing out to the media center and then going elsewhere. Loss of the media center privileges will necessitate a special written pass from any teacher who has given you a media center assignment to get you to the media center on a temporary basis while your own permit is withheld.

General books may be borrowed for two weeks with the privilege of renewal for an additional two weeks. Fines are levied on late books at the rate of ten cents a day. Magazines and vertical file items may be borrowed for one week with the same renewal privilege.

Reserve books are checked out overnight. They must be returned at the beginning of school the following morning.

Fines will be canceled upon presentation of an admit slip showing excused reason for absence provided the book was not overdue when the absence began, and the book comes in the day the student returns to school.

Damage to books shall be paid for by the borrower. Lost book charges will reflect replacement costs.

### USE OF CELLPHONES/TELEPHONES

Student calls may be made from the white phone in the principal's office. The telephone should not be used for social calls. Calls should be made before school, during lunch break, or after school. Students will be called from class to the telephone **only** in emergencies. If a student must use the telephone during class time, **the student must obtain a pass from the classroom teacher** and present it to the office. Students may make local, 800, credit card, or collect calls from the phone in the principal's office. A telephone is available on the wall outside the office for local calls only.

Cell phones can cause a material disruption to our school day and are not to be used in the classroom during the school day. Cell phone use will be allowed in the cafeteria during lunch and in the hallway during passing time. The district will not be liable for the loss or damage of any cell phone confiscated. Disciplinary action will follow the progression below:

- 1<sup>st</sup> offense:** Student will serve one detention. (Student council recommendation)
- 2<sup>nd</sup> offense:** The cell phone will be confiscated and turned into the office. The student may pick up the phone at the end of the day. He/she will be assigned one Saturday detention and must turn his/her phone into the office at the start of the day for 5 days.
- 3<sup>rd</sup> offense:** The cell phone will be confiscated and a conference will be scheduled with the parent, student, and administration to address the issue. The student will serve two (2) Sat. detentions and turn his/her phone into the office at the start of the school day for 5 days.

### LASER POINTERS

Laser pointers can cause irreparable damage to the eyes when used inappropriately. Student possession of laser pointers will not be permitted during the school day and at school activities. If a student has a laser pointer in his/her possession, the pointer will be confiscated and will not be returned to the student. If the student is using the laser pointer as a weapon by focusing the beam of light in the eyes of another person, the pointer will be confiscated (will not be returned) and the student will be subject to discipline under our disobedience policy.

## LOST AND FOUND

All articles that are found should be taken to the Principal's Office. Lost articles can be claimed in the Principal's Office.

## FIRE DRILL

These will be held periodically in accordance with state laws. During the drill students will follow the teacher's instructions and walk quickly out of the building until signaled to return. The signal for fire is a continuous sounding of the fire alarm.

## TORNADO DRILLS

These will be held periodically. Each room or area of the building has a specific place to go for shelter. Each teacher has a complete copy of the disaster plan, including tornado drills, in his/her Teacher's Handbook. Each teacher is responsible for informing his/her students where to go for shelter during every period of the day. If you do not know where to go and a tornado drill occurs, proceed to the boys or girls locker rooms. TORNADO WATCH means there is a chance of dangerous weather later with damaging winds. Be looking for a place to take cover! TORNADO WARNING means a tornado has been sighted nearby and that you should go at once - move to the shelter area. When HCHS is under a tornado warning, an alarm will be activated.

## LUNCH LINE

Please have the courtesy of waiting in line and respecting other students by not "crowding in line." Do not expect to come late and get in the middle of the line with a friend. Have your friend wait for you and get at the END of either line together.

Students can charge up to \$5.00 in lunches, **but will be refused a meal if they exceed the limit.** Students may turn in money in the office.

Meal prices at the high school are: Breakfast \$1.55    Lunch \$2.81

During the lunch period, you may use the restrooms adjoining the cafeteria area on the east. Please remain inside in the main first floor north-south hallway area. If you need to leave this area, please seek permission from a supervisor.

Students will be expected to report promptly to the cafeteria area during their lunch period. Any student abusing lunch time privileges may be restricted or assigned to detention.

**Ninth, tenth, eleventh and twelfth grade students not eligible for open campus must have administrator approval to sign out for lunch.**

## INJURIES OR ILLNESS

Any injury incurred at school or in a school-sponsored activity should be reported to a teacher, coach, or the administration immediately, regardless of whether or not you have school insurance. A school nurse will be on duty during the year. Notify the Principal's Office immediately if you are injured or become ill.

## STUDY HALL GUIDELINES

1. One boy and one girl at a time will be allowed to check out to the restroom.
2. Any student who abuses the checkout privilege, staying out too long, checking out too often, **or not going where you signed out to go,** will be denied checkout privileges for a period of time.
3. Students may check out to the media center until the quota is reached.
4. No more than two students may be given permission to talk at a given time.
5. Study groups are permissible as determined by the study hall teacher.
6. Pick up all waste paper from the floor and at your table at the end of each period.
7. Maintain a quiet study hall.

## PERSONAL WIRELESS DEVICES

Due to the increase of wireless technology, students are allowed to access the Internet with their personal wireless devices during non-school hours. The "Internet Appropriate Use Violation Notice" will also be enforced the same way as if you were using school technology. Students who access and/or download inappropriate/objectionable items or send messages with vulgar, abusive, or

threatening language while on the Internet shall be subject to the consequences listed in the “Internet Appropriate Use Violation Notice.

## MISUSE OF TECHNOLOGY

Students at Harlan Community High School will be exposed to state of the art technology as a result of our commitment to providing resources to create innovative, positive learning environments for all. Used properly, technology is an excellent resource and learning tool, however, some choose to take advantage of this resource to negatively impact learning for others. Activity that is destructive and damaging to the equipment or the learning process for others will not be accepted or tolerated. Students that choose to participate in the activity we have described are subject to the fines and consequences as outlined in the HCSD Mobile Computing Handbook. Some of the activities that may result in consequences include but may not be limited to:

1. Removing keys from the keyboards.
2. Altering the wiring of the computers and other technology.
3. Entering another person’s directories on the network or on the hard drives.
4. Handing in work that has been completed by someone else with your name on it.
5. Purposely altering the printers so another person’s work is ruined.
6. Doing something to ruin the work of other students.
7. Using unacceptable language in documents or to name files.
8. Loading games or other programs in the directories of the network or on the hard drives.

## DANCE RULES

The faculty sponsors of the sponsoring organization will determine which code will be required at a specific dance. This code will be made clear to the students prior to the dance by way of the school announcements. Any deviation from the codes listed below need administrative approval prior to the dance being scheduled. Representatives of the sponsoring organization and the faculty chaperones will strictly enforce either code:

### **Dance Rules:**

1. Who can come - One member of the couple must be an HCHS student to be admitted to a dance.
2. School rules will apply to all those in attendance.
3. Locations - School-sponsored dances will be held at the High School.
4. Time - Most dances shall end by twelve (12) midnight.
5. Price of D.J. (This must have approval of the Principal's Office.)
6. Time needed in scheduling - Organizations must schedule dances at least two weeks in advance with the Administration.
7. **Once you choose to leave the dance, you will not be permitted to return.**
8. Sponsor - There is to be a minimum of 4 adult sponsors at each dance **unless waived by the Administration.**
9. No Middle School students allowed at High School dances.
10. Must be at least a junior to attend Prom.

## SCHOOL PUBLICATIONS

Official publications such as the school yearbook and other publications created for publication at school must be submitted to the editor for approval prior to distribution. School and other publications which are obscene, libelous, or slanderous shall not be expressed, published or distributed in any official school publication. Materials which encourage students to commit unlawful acts, violate lawful school regulations, or could cause the material and substantial disruption of the orderly operation of the school shall not be expressed, published, or distributed in any official school publication.

The District's policy is to allow the publication, expression, and distribution of material without prior restraint in any official school publication where those materials do not violate the standards as set forth in this policy.

Opinions and other articles published in an official school publication are not an expression of school policy. District employees, officers, directors, and agents cannot be held civilly or criminally liable for any expression made or published by students unless the school employee, officer, director, or agent interfered with or altered the content of the student's speech or expression; and then liability may only be imposed to the extent of the interference or alteration of that speech or expression.

## ACCEPTING DELIVERIES FROM OUTSIDE AGENCIES

Student deliveries to the High School by outside agencies will be discouraged. Lack of space to store the deliveries by the school and the student results in these items being carried from class to class creating distractions to the learning environment. These items are also carried onto buses creating vision and climate control issues.

In order to be fair and consistent, on Valentine's Day the school will not be accepting deliveries on behalf of students. We recommend that you make arrangements for deliveries to be made to the residence of the recipient.

## MULTICULTURAL, NONSEXIST STATEMENT

It is the Policy of the Harlan Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitations Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. It shall be the intent of the district's curriculum to: reduce stereotyping; eliminate bias, foster respect for; and an awareness of; the rights, duties, and responsibilities of each individual of our society on the basis of sex, race, ethnic origin, or physical disability.

Inquiries regarding compliance with Title IX or Title VI may be directed to Superintendent of Schools, Harlan Community Schools, at 2102 Durant Street, Harlan, IA 51537.

## TRANSPORTATION

### BEHAVIOR EXPECTATIONS FOR SCHOOL BUS RIDERS

Refer to K-12 Component section for guidelines.

### PEP BUSES

Pep buses will not be taken to an activity on a school night unless it is a state sponsored activity.

Pep buses are sent to various activities based on a sufficient number of students signing up for the trip, thereby creating demand.

Pep buses will load and unload in front of the high school on the south side. Please observe normal parking regulations.

Pep bus/team bus rules are as follows:

1. Pep bus money will be collected in the office.
2. Normal talking is permitted - cheering, singing, and other noise will be saved for the ball game.
3. No pop, food or candy on the bus.
4. **All students who ride on a bus will return on the bus unless your parents request that you go home with them and are physically present at the game to notify the bus sponsor. (This rule also applies to the player bus.)**
5. The supervisor of the bus is the assigned teacher sponsor/bus driver. The teacher/bus driver will be responsible for pep bus student behavior on the bus and at the game. It is his/her duty to report student infractions to the Administration.

### FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district. Written parental permission will not be solicited for field trips and excursions within the district.

## OFFICE AND GUIDANCE SERVICES

### REPORT CARDS

Report cards are issued every nine weeks. At the end of the first nine weeks and the third nine weeks, your parents are requested to meet with your faculty representatives to discuss your achievement and future program.

A	100-94	B+	89-87	C+	79-77	D+	69-67	F	59
A-	93-90	B	86-84	C	76-74	D	66-64		
B-	83-80	C-	73-70	D-	63-60				

**HONOR ROLL**

Students receiving a 3.0 grade point average will be recognized on the honor roll. Harlan Community High School recognizes students quarterly (quarterly honor roll) and at the end of each semester (semester honor roll). Grade point averages are determined according to the following scale:

A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	.667
B	3.000	C-	1.667	F	.000

**ACADEMIC LETTER**

Harlan Community High School wishes to recognize students who have demonstrated outstanding academic achievement during their high school career. Students who have maintained a 3.0 grade point average over three consecutive semesters will be recognized with an academic letter (H) and lamp of knowledge pin. Those students who consistently perform at or above a 3.0 grade point average will be awarded gold bars for each semester that standard is met. Additional information is available in the guidance and principal offices of the high school.

Academic Letter Criteria:

1. GPA of 3.0 earned at HCHS in three consecutive semesters
2. Students must be enrolled in 5 credits (exception: students involved in a work program where they are also in band, vocal, or athletics and it is impossible to take five credits will be allowed to be enrolled in only 4 credits).
3. Students who qualify will be awarded a letter (same as the athletic letter) and a lamp of knowledge pin to wear on their letter which will be awarded at the Awards Night Program in the spring.
4. Students who have already qualified for an athletic letter will be awarded a lamp of knowledge pin to wear on their athletic letter.
5. Students who continue to record a 3.0 on semester grades after they have received their academic letter will receive a bar to place below their lamp of knowledge pin for each additional semester that they qualify.

**MISSING EXAMINATIONS**

Students who miss an examination must take their examination before they can receive credit in the course.

**REPEATING A COURSE**

Students may repeat a class. The original grade and the repeated course grade will be used in determining GPA.

**NUMBER OF SUBJECTS**

9<sup>th</sup> – 11<sup>th</sup> grade students may have no more than one study hall per semester. Seniors may have two study halls per semester.

**CREDIT REQUIREMENT**

1. Students must earn a minimum of 5 credits per semester for at least six semesters if not earning any activity credits.
2. Students must have 44 credits (including Physical Education unless waived) to graduate from Harlan Community High School. A minimum of 40 academic credits are required out of the total 44 credits required for graduation. (4 credits may be activity or supplemental credits.)
3. An early graduate must have earned 44 credits. (40 of these credits must be academic.)
4. The following credits are required for graduation **beginning with the class of 2011**:
 

Math	6 credits/3years
Science	6 credits/3years
Language Arts	8 credits/4 years
Social Science	6 credits/3 years

Personal Finance	1 credit (Class of 2014)
Physical Education	1 semester per year enrolled

Students must select 3 credits from any two of the following areas:

Vocational Agriculture, Business Education, Industrial Technology, Family and Consumer Science,  
or Fine Arts (art, band, chorus)

- To apply for the Iowa Western Community College Vocational Programs, a candidate must have 36 credits at the conclusion of his/her junior year.
- All Harlan Community School students will meet the district graduation requirement of reading at the eighth grade level unless otherwise stated on the student's IEP. The district reading requirements can be met only if you are in the 7<sup>th</sup> grade or above.
- Completion of a CPR course.
- Partial credits (activity credits or supplemental) will be extended on the following basis:

A fraction of a credit (non-academic or supplemental) will be granted for annual participation in the classes and activities listed in the following section:

<b>Fraction of Credit for Annual Participation</b>	
--	--

Band*	1
Baseball	1/4
Basketball	1/4
Best Buddies	1/4
Bowling	1/4
Business Professionals of America	1/8
Cheerleader	1/4
Chorus*	1
Cross Country	1/4
Destination Imagination	1/2
Drivers Education	1/2
Football	1/4
Future Farmers of America	1/8
Golf	1/4
Individual Speech	1/4
Jazz Band	1/2
Key Club	1/8
Large Group Speech	1/4
Learning Center	1
Mentoring	1/2
Musical/Drama	1/4
Physical Education*	1
Pom Pon	1/4
School Play	1/4
Show Choir	1/2
Soccer	1/4
Softball	1/4
Student Council	1/4
Tennis	1/4
Track	1/4
Volleyball	1/4
Wrestling	1/4

\*Marked courses taken for 1 semester worth ½ of the credit.

All Harlan Community High School students must have proof of CPR Certification to graduate.

<b>EARLY GRADUATION POLICY</b>
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Students may graduate prior to the completion of grade twelve if the course work required for graduation has been fulfilled. In such cases and after formally requesting to graduate early by submitting a letter to the principal by October 1, the student must have the approval of the board and a recommendation by the superintendent and the principal.

### **PHYSICAL EDUCATION REQUIRED**

All physically able students shall be required to take one semester of physical education class per year they are enrolled.

- A. A twelfth grade student may be excused from the physical education requirements (for one semester per Department of Education Ruling) by the administration if the parent or guardian of the student requests in writing that the student be excused from the physical education requirement. A student who wishes to be excused from the physical education requirement must be seeking to be excused for one of the following reasons:
1. To enroll in academic courses not otherwise available to the student;
  2. To participate in a cooperative or work-study, or other educational program authorized by the school district which requires the student's absence from the school premises during the school day.
- B. A student is not required to enroll in physical education classes if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the student's religious belief.
- C. A student enrolled in a sport for both semesters may request an exemption through a PE Waiver.

### **PHYSICAL EDUCATION REGULATIONS**

Absences from High School Physical Education Classes:

1. A student is allowed to miss two classes per quarter, with no makeup requirements, for any of the following reasons:
  - School activities out of the building (FFA, Band trip, athletics, etc.)
  - Illness, in or out of school
  - Doctor and dentist appointments
  - Vacation with parent(s)
  - Family events in conflict with school hours - wedding, graduation, funeral
  - College visit with parent(s)
2. No student shall be required to make up physical education classes missed when absent from school due to hospitalization, recuperation from surgery, serious injury, or extended illness. Upon return to school, the student shall be provided with adaptive or alternate activities until the doctor releases the student to fully participate.
3. During the last week of each semester, the physical Education teachers may provide as many as four days for makeup opportunities. Students not needing to make up classes may either participate in P.E. or sit and study for other finals. Other days during the school year may be designated as eligible make up days as well, e.g., the day of the Fine Arts Festival.
4. When a student misses a day on which there is a culminating test of skills and/or knowledge, the test must be made up. The test may be made up by arrangement with the teacher, either in the student's next regularly scheduled P.E. class, or at an alternate time as arranged with the teacher.

### **DROPPING AND ADDING CLASSES**

Students at Harlan Community High School will have three (3) days to drop and add a class and this period will end with the third day of a new semester. Students will be required to meet with a class or an activity for a minimum of 8 periods a day.

### **STUDENT RECORDS ACCESS**

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student unless the eligible student is defined by the Internal Revenue Code as a dependent, in which case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's student records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay. Parents, an eligible student, or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon request of parents or an eligible student, the school district shall provide an explanation and interpretation of the student records and a list of the types and locations of student records collected, maintained or used. If the parents, or an eligible student believes that the information in the student record is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing.

School district personnel shall be informed annually about their rights and about parents' rights to access student records and the procedure for doing so under this policy. Parents and eligible students shall also be notified annually of their right to inspect and review the student's records. The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

If the school district determines the amendment of the student's record is not appropriate; it shall inform the parents or the eligible student of his/her right to a hearing before the school district. If the parents' and the eligible student's requests to amend the student record is further denied, the parents or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials with the school district whom the superintendent has determined have a legitimate educational interest;
- to officials of another school district in which the student wishes to enroll;
- to the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or
- as directory information.

Individuals not listed are not allowed access without parental or an eligible student's written permission. Building principals or persons designated by principals to maintain student records shall keep a list of persons, agencies, or organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records shall be maintained without time limitation, and shall be kept in a fire-safe vault.

<b>STUDENT INSURANCE</b>
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Student health and accident insurance are available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance, should contact their coach.

<b>WRITING ASSESSMENT</b>
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The District administers a writing assessment every year to students in grades 9-11. The writing assessment affords us the opportunity to judge each student's writing skills against a standard that has been developed for the Harlan Community School District. A student must score a two (2) or above in order to retain personal choices regarding course selection. If a student scores below a two (2) as a sophomore and/or junior, the student will select from the options listed at the bottom of the standard.

## **DISTRICT WRITING ASSESSMENT REPORT TO HIGH SCHOOL PARENTS**

**Your student \_\_\_\_\_ received the score of \_\_\_\_\_ on the District Writing Assessment.**

A writing assessment is given the first week in February to all of the high school students in grades 9th through 11th. A writing standard is used to rate the quality of your student's writing. Scoring is based upon the following four-point focused scale:

### **Grades 9 – 11 District Writing Standard**

- 4 Excellent
  - Has strong sense of focus
  - Flows logically and smoothly from beginning to end
  - Uses vivid, supportive details which moves the reader through the piece
  - Is error-free
  - Uses variety in sentence structure and sentence beginnings
  - Is characterized by a distinctive and compelling voice
- 3 Good
  - Has clear sense of focus
  - Flows logically from beginning to end
  - Uses clear supportive details
  - Is generally free of mechanical errors
  - Uses variety in sentence structure
  - Is characterized by an emerging, natural voice
- 2 Fair
  - Has limited focus
  - Flows reasonably well from beginning to end
  - Includes trite, ordinary supporting details
  - Contains some mechanical errors which do not detract from content
  - Uses simple and compound sentences
  - Is characterized by sincerity, but has little personality
- 1 Weak
  - Has no clear focus
  - Is confusing or difficult to follow
  - Lacks sufficient supporting details
  - Contains mechanical errors which detract from content
  - Contains many fragments and/or run on sentences
  - Is characterized by lack of feeling or attitude
- U Unscorable
  - Illegible
  - Blank

- Not written in English
- Inadequate attempt to respond to prompt
- Not turned in

If a student in 10th grade scores below a 2, it is recommended that as a junior you will be required to do one of the following: 1) pass the ASSET test, 2) take and pass creative writing, and /or 3) pass the 11th grade writing assessment. Seniors who fail to meet one of the three options for juniors will do one of the following: 1) take creative writing or 2) take 12th grade Basic English. It is recommended that the high school reading class also include writing in the curriculum.

## **ACADEMIC INTERVENTIONS/SUPPORTS**

The staff and administration at HCHS are committed to providing an atmosphere of academic rigor designed to prepare our students to be lifelong learners and productive citizens. Consistent with an expectation of academic excellence is an attitude of academic support. When students need academic support, we have a variety of options designed to improve academic success. The following academic interventions/supports are being utilized at the High School to ensure the academic success of all students.

**Tutoring:** This option is available to any student in the building. If a student is experiencing difficulty in one or more content areas and requests a tutor, Mrs. Svendsen or Mrs. Borkowski guidance, will arrange for the struggling student to work with a student who is successful in those content areas during a study hall. This option is sometimes recommended when not requested by students who are experiencing academic issues.

**Reconnecting Youth (RY):** This program is intended to re-engage students through a curriculum designed to help students identify barriers to their learning and success and set goals to remove those barriers. The class is one semester. Grades, attendance, and goals are monitored throughout the semester with frequent parent contact. Students and parents must agree to placement in the class. Students receive an academic credit for the class, but the grade does not count toward their GPA.

**Student/Teacher Assistance Team (STAT):** The Student/Teacher Assistance Team is a group that meets regularly to develop and implement strategies on an individual basis for students with academic issues. The group consists of a guidance counselor, administrator, interventionist, and the student’s classroom teachers. Depending on the reason for the referral, the student and the parent could be involved in the initial meeting or involved at a later date.

**Teacher Guided Study Sessions:** Some staff provide opportunities outside regular school hours for students to gather and prepare for an upcoming test. Students who choose to participate have access to the teacher and to peers.

**Section 504 Plans:** Students with a physical or mental impairment may qualify for services under a Section 504 Plan. Services can vary depending on the conditions of the disability, but services are designed to eliminate barriers to academic success.

**Individual Education Plans (IEP):** Students on an IEP are qualified through a battery of assessments designed to ascertain the barriers to learning. Once a student is qualified, services are provided by professionally certified staff in individual and small group settings. In every case, goals are identified and monitored on a quarterly basis and the results are shared with parents.

**I-Plan:** Students who experience academic issues on an ongoing basis and have not previously been identified (IEP), may be placed on an I-Plan. When placed on an I-Plan, the student becomes eligible for many of the services/supports and modifications available to students on an IEP.

**Individual Student Conferences:** These conferences are based on need and may vary from one scheduled conference per year to regularly scheduled conferences on a weekly basis. In the most intense environment, the counselor/interventionist/administrator will problem-solve academic issues with the student and develop strategies to address the issues. The counselor will assist with implementation of the strategies and, in many cases, serve as a liaison between the student and their teachers.

**Teacher Led Tutoring Sessions:** Many high school teachers arrive early and stay late to avail themselves to students for individual and small group tutoring. In addition, many teachers will give up their preparation period to help students who have a study hall at the time. The student needs to approach the classroom teacher regarding the teacher’s availability for tutoring.

**Study Table:** Students participating in school activities and have a grade of “D” or below on the weekly eligibility list will be assigned to study table which meets from 7:15 – 8:00 a.m. on Tuesdays, Wednesdays, and Thursdays. The time a student spends in study table is to be used to complete homework, study for tests, etc.

## REGULATIONS RULES AND LEGAL RESPONSIBILITIES

### INTRODUCTION

All successful organizations must have some form of structure to give it direction so as to achieve its goals. The goal of Harlan Community High School is to provide for you the best educational opportunities possible. Therefore, it is necessary to have certain rules and regulations to provide what we believe to be a good learning climate. You will find the rules and regulations have been held to a minimum and are reasonable, fair, and for the benefit of all. When circumstances merit, the Harlan Community High School Administration reserves the right to deviate from listed consequences.

### DETENTION

Detention will be held Tuesday, Wednesday, and Thursday from 3:30-4:15 p.m. and as arranged by the administration. Students may be assigned to report to detention after school for work or class time missed or for misbehavior. Students will be under the supervision of an adult. Students will be expected to bring school materials for work or reading. When in detention, students will be expected to be on task, and refrain from visiting with others, eating, drinking and sleeping. Students **can only be excused from detention by the administration and only if the conflict can be verified**. An unexcused absence from detention could result in additional detentions being assigned. Students reporting late for detention will have an additional detention.

Student's assigned one (1) detention will have two (2) days to serve the detention and if assigned two (2) detentions the student will have three (3) days to serve the detentions unless otherwise arranged with the administration. Multiple detentions will be served on consecutive days. Students will be responsible for arranging for transportation on days when detention is being served.

First missed detention:	One additional detention
Second missed detention:	Two additional detentions
Third missed detention:	One Saturday detention, Good Conduct violation
Fourth missed detention:	1 Day Out of School Suspension

### SUSPENSION

Any student receiving an out-of-school suspension will be expected to submit all homework that was assigned prior to and during the suspension upon returning to school. Students can obtain their assignments by emailing teachers, accessing Power School, or by calling the High School Principal's office. Make-up tests will be given on the day the student returns to school or as arranged with your teachers on the day of return. Work not submitted on the day of a student's return to school will receive **no credit**.

### DISPLAY OF AFFECTION

Anything beyond the holding of hands will not be permitted. Violations of this policy will result in the following consequences.

1. Detentions
2. Removal from class
3. Suspension

### NO SKIP DAY

Harlan Community High School does not authorize a student skip day. Any student participating in a "skip day" will be considered truant. Student safety is our primary concern.

### ATTENDANCE

Reporting to class on time and being in regular attendance are disciplines that contribute to a student's academic success. Due to this correlation, students will be encouraged to be in class on time and for the entire period. Students missing more than **15 minutes** of a class will be counted absent. This absence would apply toward the eight absences mentioned in the Attendance Policy on page 10. This policy does not apply to student absences as a result of participation in school sponsored activities.

## UNEXCUSED ABSENCES

Any student absent due to a reason deemed unexcused by the office is subject to corrective action as follows:

**1st offense** - 1 detention for each class missed up to a maximum of 6; parent notification.

**2nd offense** - 1 Saturday-in-School suspension; parent notification

**3rd offense** - 2 Saturday-in-School suspensions; A conference with parents, student and administrator will be held to assess the student's school status.

**4th offense - 1 Day out of School Suspension**

## TARDINESS

Tardiness causes class disruption once the period has started. Teachers are asked to make allowances for students who come into the classroom as the tardy bell rings and give them reasonable time to proceed to their seats. Immediately after the bell has rung and the teacher begins class, a student is tardy if he/she are yet to come through the door. If a tardy student does not have a bonafide corridor pass, he/she is unexcused. **It is the teacher's responsibility to record all unexcused tardies and assign detentions for those tardies. If Saturday-in-School is the consequence, it is the teacher's responsibility to refer the student to the office.**

Parents must call the school and let the office know if their student will be arriving late. If a student arrives late without a parent call, they will be considered tardy.

A student should have a corridor pass in their possession when moving from one room to another location during class time.

The penalty for unexcused tardies to a class or study hall is as follows (teachers are responsible for assigning detentions for tardies or referring students to the office if Saturday-in School is the consequence.)

**2nd Unexcused tardy** - 1 hour of detention

**3rd Unexcused tardy** - 2 hours of detention

**4th Unexcused tardy** - 1 day Saturday in school suspension (parental and board notification)

**5th Unexcused tardy** - 2-day Saturday in school suspension (parent and board notification and a parent conference).

**6th or more Unexcused tardy** - 3-day Saturday in school suspension. (Parent and board notification and a parent conference)

These consequences are enforced on a per semester basis. Tardies accumulate on a "per class" basis.

## FIGHTING

The school will not be an arena for fighting. Any student choosing to resolve problems by fighting is risking serious injury to themselves and others. We will not condone this type of behavior. Any student who becomes physically involved with another student on school property will be subject to the following consequence:

**1st offense** - Once participation levels have been determined, those involved will be given 1 to 3 Out of School Suspension.

**2nd offense** - Student will be given a 3 - 5 day out of school suspension with readmission contingent upon a parent, student, Administrator conference to develop a contract defining parameters of reinstatement.

**Severe Clause** - If the situation dictates, immediate suspension will occur. A conference with parents and student will be scheduled to best determine the educational options available.

## ACTS OF A CRIMINAL NATURE

Students who commit acts of a criminal nature at school may be immediately suspended from school with possible referral to the Board of Education for expulsion. These consequences may be imposed upon admission by the student, or when, after a hearing before the administration, it is believed to be more likely than not, that the student is guilty of a criminal act. Examples would include, but would not be limited to, an assault on an adult in the building or on school property, carrying a weapon or explosives, or maliciously destroying school property and/or equipment.

Please refer to the following sections of the K-12 component (yellow section in the back of the handbook) for further clarification:

- Illegal items found in school or in student's possession
- Threats

Acts of a criminal nature will be reported to local law enforcement authorities when appropriate.

## VIOLENT OR THREATENING BEHAVIOR

See K-12 component

## ACADEMIC INTEGRITY

In education, where performance is a reflection of ability, academic integrity and honesty is essential. In order to meet the demands of work, society, and the future each student must identify their own strengths and weaknesses in order to best prepare themselves for the choices and challenges of the 21st century.

*Level 1* - Copying daily assignments or allowing someone to copy your assignment..

- 1st Offense** – student will receive a zero for the assignment and be given one detention.
- 2nd Offense** – student will receive a zero for the assignment and be given one Sat. detention. The student will be referred to the office for a Good Conduct Violation.

*Level 2* - Theft of a test, use of notes or cheat sheets, copying on a test, quiz, or project.

- 1st offense** - The student(s) will receive a zero for the test or work and assigned one to three Saturday-in-School suspensions. Immediate referral to the office for a Good Conduct Violation.
- 2nd offense** - The student will be removed from the class with loss of credit.

## LEAVING BUILDING DURING SCHOOL HOURS

Any student that must leave the building during school hours must secure permission from the principal's office and must sign out in the office area. Students are not to be outside of the building between classes, during lunch, or during study halls without clearance from the principal's office. Failure to do the above will result in the following consequences.

- 1st Offense** - 1 hour detention; parental notification.
- 2nd Offense** - 1 day Saturday in school suspension (parental and board notification)
- 3rd Offense (or more)** - 2 day Saturday in school suspension (parental and board notification)

## TOBACCO

Student smoking or in possession of smoking material, e-cigarettes, or chewing tobacco in the school building or on any school premises is prohibited. Tobacco violations will be reported to local law enforcement authorities.

**1st offense** - will result in a Saturday in-school suspension for one day and a parental and board notification. In addition, any student under the age of 18 will be ticketed by local law enforcement in the amount of \$50 for a 1<sup>st</sup> offense.

**2nd offense** - will result in a 3-day Saturday in-school suspension, parental and board notification and parental conference. In addition, any student under the age of 18 will be ticketed by local law enforcement in the amount of \$100 for a 2nd offense.

**3rd offense** - will result in a 5-day out of school suspension. Before being reinstated a parent, student, administrative conference will be held. In addition, any student under the age of 18 will be ticketed by local law enforcement in the amount of \$250 for a 3rd offense.

## ALCOHOL - DRUGS (CONTROLLED SUBSTANCE)

Any student possessing drug paraphernalia, or found in possession of, under the influence of, or using alcoholic beverages or drugs on school property will immediately receive a 3-5 day out-of-school suspension which may be extended pending a board hearing. All school board members will be notified of the infraction and the student's return to school following the suspension will be pending the results of the investigation.

Any student who meets the criteria of "reasonable suspicion" will be requested to be drug tested immediately. The said request for test will be made to the student's parents and or legal guardian. The parent or legal guardian has the right to be present prior to the testing. The testing will take place at the location of the students' school through the school nurse or school administrator. Testing will be conducted through urine analysis and will be secured for appropriate laboratory testing via an outside vendor if necessary. Any refusal to take the test will be treated as a positive result.

If the student participates on any athletic team or extracurricular activity, his/her privileges shall be suspended for and during the time of his/her suspension and or expulsion from school as hereinafter set forth: In addition, the student will receive an automatic ten (10) day suspension and a potential forty-five (45) day expulsion from school. The student will also be automatically referred to the STAT Team. The student will also be required to submit to weekly urine specimens, via the school or a vendor of the parent/guardians choice for five weeks. Expenses of this assessment and the five (5) weekly drug test will be incurred by the parent/guardian.

### **Second Offense in a Four year Period**

If the student participates in any athletic teams or extracurricular activities, his/her privileges shall be suspended for and during the time of his/her suspension and or expulsion from school as hereinafter set forth: In addition, the student will receive an automatic ten (10) parents/guardian.

**Reasonable Suspicion:** Reasonable suspicion of drug and or alcohol use by students attending school facilities and/or any and all other related school activities or while on school property to include school buses and any and all school sponsored activities shall include observation by the administration or professional staff of the student exhibiting symptoms of being under the influence of alcohol or drugs. These symptoms may include but are not limited to blood shot, glassy eyes, slurred speech, and odor of an alcoholic beverage, staggered gait, loss of coordination and or balance and or motor skills, loud obnoxious behavior which is uncharacteristic of the student or which would lead a reasonable person to suspect the student had consumed alcohol or drugs and their well-being as well as the well-being of others has been compromised or endangered.

For further information, refer to page 6 of the K-12 components. Any alcohol and drug related offenses will be reported to local law enforcement authorities when appropriate (First Offense in a Four Year Period) day suspension and a potential one year expulsion from school. The student will also be automatically referred to the STAT team. The student will also be required to submit to weekly urine specimens, via the school or a vendor of the parents/guardians choice for five (5) weeks. Expenses of this assessment and the five (5) weekly drug test will be incurred by the parents/guardian.

## **POTENTIALLY DANGEROUS ACTS**

Any action that could be considered dangerous to the well-being of the student, and/or the school is prohibited. Examples include, but are not limited to, huffing, over consumption of cough medicine, use of look-a-like chemicals, etc. If a student is in possession of, or using, potentially dangerous contraband on school grounds or transportation, the following disciplinary actions will result.

**1st offense** - 3 day out-of-school suspension and parental/guardian conference.

**2nd offense** - 5 day out-of-school suspension; re-entry parental/guardian conference; recommendation for counseling and/or drug evaluation.

**3rd offense** - immediate out-of-school suspension pending a Board hearing.

## **STUDENT PARKING AND CAR REGULATION**

Student parking is reserved to the north and south parking lots in designated areas.

Parking immediately north of the kitchen area is reserved for school employees.

During football season, only those students in after-school activities should park in the first two rows of the north parking lot. The band uses the north lot for marching band practice.

At no time should cars block or be in hindrance to through traffic from either entrance to the parking lots. Always park in designated, paved parking spaces.

Students parking in areas other than those as designated above between the hours of 7:30 in the morning until 4:00 in the afternoon will be in violation of the parking regulations.

Improper parking or parking in a restricted area may result in the following consequences:

**1st offense** - warning

**2nd offense** - student not allowed to park on school grounds for one week

**3rd offense** - student not allowed to park on school grounds for two weeks

**4th offense** - review of parking privileges by administration

UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE IN A VEHICLE FOR ANY REASON AT ANY TIME WITHOUT PERMISSION FROM THE PRINCIPAL'S OFFICE. BOTH PARKING LOTS ARE "OFF LIMITS" TO ALL STUDENTS FROM 8:05 A.M. TO 3:30 P.M., UNLESS PERMISSION IS GRANTED FROM THE PRINCIPAL'S OFFICE.

No student or students will be allowed to be in or drive any vehicle during their lunch period unless the student is in Multi Occupations, and returning from or going to work, on open campus or has had permission to leave from the Principal's Office.

Students are expected to follow all traffic laws while on school grounds and keep music at levels that are inaudible outside their vehicles. Students who fail to obey traffic laws may be subject to fines by local law enforcement agencies. Students are expected to drive in a safe manner in the school parking lots. Students found to be driving across grass, wrecklessly, or at high rates speed will have their parking privileges reviewed by the administration.

### **DAMAGE AND THEFT OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS**

The theft or defacing of school property or the property of others is prohibited. Driving any motor vehicle on unauthorized areas of the school grounds is also prohibited. The cost of repair or replacement must be paid by the guilty person(s). Remember, your tax dollars pay for the building and equipment. Local law enforcement may be notified when appropriate.

A violation can result in one or more of the following consequences:

1. Detention(s)
2. Removal from class
3. Suspension
4. Possible expulsion

### **DISOBEDIENCE - VULGARITY - PROFANITY**

Any disrespectful conduct by a student can result in one, or a combination of, the following consequences:

1. Detention(s)
2. Removal from class
3. Suspension
4. Possible expulsion

### **LYING, INSUBORDINATION, INSOLENT**

Any student who refuses to obey a school rule or regulation, a reasonable request of a school official, is arrogant to an official in speech or conduct, or presents a school official with a fraudulent pass or information, is subject to one or a combination of the following consequences:

1. Detention (s)
2. Removal from class
3. Suspension
4. Possible expulsion

### **STUDENT REMOVED FROM CLASS**

**1<sup>st</sup> Offense** - one detention

**2<sup>nd</sup> Offense** - one Saturday detention, student will be put on a behavior contract

**3<sup>rd</sup> Offense** - Removed from the class with loss of credit

### **SATURDAY DETENTION**

#### **Saturday Detention**

1. Saturday sessions will be held for students that require disciplinary action which is severe enough for a suspension. The students will serve the number of Saturdays it takes to equal the length of the suspension that is given. Saturday sessions will be held from 8:00 a.m. to 11:30 a.m. This will equal 1 day of suspension.
2. The students will work on classroom assignments during each session. They will be working under the supervision of a regular classroom teacher who can provide tutoring if needed. All work and books will be brought at the beginning of the session.
3. The Saturdays will run consecutively until the suspension is completed. Exceptions - Saturdays that are included in vacation periods.

4. Supervising teachers for this program will be selected from the regular faculty on a voluntary basis.
5. One short break period will be allowed for students to go to the restrooms.
6. Students or parents will be responsible for bringing and picking students up from Saturday classes.
7. Parents will receive letters informing them of when the student is scheduled to serve the in school suspension.
8. The option will still be given to the school administrator to remove a student from the school setting if they feel it is necessary. For suspension longer than 5 days, a combination of out of school suspension and Saturday suspension may be used.
9. If a student assigned to a Saturday suspension session does not show up, the student will be required to complete the original period of suspension, plus one additional Saturday.
10. If, on a second occasion, a student misses a Saturday suspension session, the student may receive an out of school suspension, be required to complete the original period of suspension, and will receive an additional Saturday session.
11. If a student misses a Saturday suspension session on a third occasion, the student may receive a 5-day out of school suspension and a conference will be scheduled with parents, student and the associate principal before readmission is granted.

**In-School Suspension**

A student may be assigned to an in-school suspension at the discretion of administration as an alternative to an out-of-school suspension. Expectations for in-school suspension will be established at the time the suspension is assigned.

**DUE PROCESS**

Students are afforded procedural due process in all disciplinary actions. At a minimum this means the right to notice of charges against them and the right to present their side of the incident to the administration.

**SEARCHES**

Student lockers and activity lockers may be searched during the school year by a drug sniffing dog. Notice will not be given as to when the search may occur. The areas searched may also include vehicles parked on school grounds, vehicles on property subject to school regulation, or desks that are not occupied. Notice of searches will be announced once at the beginning of the school year as well as being included in this handbook.

**EXTRA CURRICULAR ACTIVITIES PROGRAM**

**SCHOOL COLORS/SONG & MASCOT**

School Colors:	Red and Black
School Mascot:	Cyclones
School Song:	“Notre Dame Victory March”
Fight Song:	“Go U Northwestern”

**FUNDRAISING**

Food or beverages shall not be used for fundraisers, with the exception of the sale of fruits or vegetables. Harlan Community High School will encourage fundraising activities that promote physical activity.

**SNACKS**

Snacks served in after-school care or enrichment programs will make a positive contribution to the children’s diet and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Any food or beverage served in these programs will meet the USDA Smart Snacks nutrition standards.

**ACTIVITIES**

It is hoped that every student in Harlan Community High School will take part in at least one of the activities listed. Make your choice wisely. When you become affiliated with an organization, do your utmost to make that organization better because you have been a

part of it. Be a working member, whether you are the last member of the football squad or the president of the Student Council. Don't become a member of too many clubs or groups. Too many outside activities will make your academic work suffer. If your grades begin to drop because of outside activities, budget your time more carefully and improve your grades or give up the activity.

## ELIGIBILITY FOR ACTIVITIES

If you are not in school on the day in which a school activity is held that night, you will not be permitted to take part in that activity without special permission from school administration.

Rules and regulations pertaining to each activity are on file with the sponsor of each of the various activities.

The "Good Conduct Rule" applies to all extra-curricular activities.

## ACADEMIC ELIGIBILITY STANDARDS

The opportunity to participate in extracurricular activities is extended as a privilege to students attending Harlan Community Schools. To retain academic eligibility for participation in the activities we offer, students must be full time students and maintain acceptable levels of performance in the classroom. Failing grades are not acceptable and will result in the following interventions.

Beginning on the Tuesday following Labor Day, each student's academic performance will be monitored on a weekly basis to determine eligibility for co-curricular participation. The office will run a report from Power School listing all students who have a failing grade in an academic class. From this report, students will fall into one of the following categories:

### **I. Student has passing grades in all classes:**

The student is academically eligible for all co-curricular activities.

### **II. Student has one failing grade:**

When a student appears on the list for the first time, parents will be notified of their student's status and a copy of the policy will be included in the mailing.

The student can maintain his/her eligibility by meeting the following criteria:

- A. The student will be assigned to study table for the week. The student must attend three (3) study tables. Study table meets on Tuesdays, Wednesdays, and Thursdays from 7:15 – 8:00 a.m. This criterion will apply to the first week and provided he/she attends three study tables, the student will maintain eligibility for the week.
- B. If at the end of one (1) week the student has not removed the "F" the student will be ineligible to compete/perform for the next week. In addition, the student will be required to attend three (3) study tables each week during his/her ineligibility. Eligibility will be reinstated once the "F" is removed and regular attendance (3 times/week) at study table has been maintained. Failure to attend required study tables will result in the student being ineligible to compete the following week.
- C. If a student's name appears on the failing list for 3 consecutive times, eligibility can be reinstated for the following week provided the student and his/her parents communicate with the administration and a plan for remediation is determined. The plan duration can't be for more than two weeks at which time all grades must be passing to maintain/reinstate eligibility. During the ineligibility period, regular attendance (3 days/week) at study table will be required. If the "F" persists at the end of the two-week plan period, the student will be ineligible to participate until all grades are passing.

### **III. Student has more than one failing grade:**

- A. The student is ineligible to compete/perform until s/he has no more than one failing grade in an academic class and meets the expectations for students who have one failing grade including regular attendance at study table.
- B. If a student has been ineligible (withheld from competition) for 2 consecutive weeks, the administration, the student, and his/her parents will communicate and determine a plan for remediation. The plan duration can't be for more than two weeks at which time all grades must be passing to reinstate eligibility. During the ineligibility period, regular attendance (3 days/week) at study table will be required. If the one or more failing grades persist at the end of the two-week plan period, the student will be ineligible until all grades are passing.

### **IV. End of a Semester**

- A. If at the end of the first semester a student has an "F" for a semester grade in an academic class, the student will be ineligible (withheld from competition) for 30 consecutive days from the sport or next sport in which the student is a participant. The ineligibility period will begin on the first day after final grades are issued. (By definition, a final grade at HCHS is the

semester grade earned at the end of each semester.) If a student is not a winter sport participant, the period of ineligibility will carry over to the next sport in which the student is a participant.

If the student failed a class and is not participating in a sport when final grades are determined, the 30 day ineligibility period will carry over to the next sport in which the student is a participant and the ineligibility period will begin with the date stated by the IHSAA and IGHSAU.

A student who drops out or is dismissed from a sport team before the end of the season is not considered a participant.

If a student elects to not participate in athletic activities for a period of time and was determined to be academically ineligible at the end of a final grading period two or more semesters removed, the look back period is one full academic year to determine academic eligibility status.

**V. To begin 2nd Semester**

A. To begin the second semester, the first eligibility report will be run on the third Monday of January.

**ACTIVITY TICKETS**

In order to allow students an opportunity to attend the various activities of the school the activity ticket plan is used. The ticket will admit students to all scheduled activities hosted by Harlan Community School. Activity tickets will not be honored for benefit programs, or state sponsored events, such as tournaments, etc. Students are required to show their Student ID/activity ticket for admission to the various activities. If you should lose your Student ID/activity ticket, a new one should be purchased in the office for \$5.00. Activity tickets are only good for activities in Harlan. Activity tickets can be purchased for \$35.00 and are good for the entire year.

**A BRIEF DESCRIPTION OF SOME OF THE CLUBS AND ORGANIZATIONS**

**KEY CLUB** – A service program for high school students offered by Kiwanis International, its parent organization. Key Club is a student-led organization that teaches leadership through serving others.

**FUTURE FARMERS OF AMERICA** - The Future Farmers of America was organized in 1928, in Kansas City, Missouri, where state delegates congregated each November for the National F.F.A. Convention. The F.F.A. is a national organization for students studying Vocational Agriculture in public high schools, administered by local school board under the provision of the National Vocational Education Arts.

The F.F.A. is an intra-curricular part of vocational education in agriculture. It constitutes one of the most effective devices for teaching through participating experiences. It is an educational non-political, non-profit, organization of members designed to develop agricultural leadership, character, thrift, scholarship, cooperation, citizenship and patriotism; by participating in FFA, members learn how to conduct parliamentary procedure, take part in meetings, to speak in public, and assume civic responsibility.

**NATIONAL HONOR SOCIETY** - The National Honor Society is a nationwide organization to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of secondary schools. At Harlan Community High School, the National Honor Society recognizes students who exemplify excellent records in scholarship, leadership, character, and service.

**STUDENT COUNCIL** - The Student Council is a representative organization of the student body.

**Purpose** - The purpose of this Council shall be: to promote better relations between students and faculty, to promote better school spirit in every phase of student life; academic and extra-curricular, to promote high standards of conduct and cooperation in the student body, to regulate school activities within the jurisdiction of this Council and to provide the student body with a means of expressing themselves in a democratic way, and therefore preparing themselves for their role as citizens.

**Membership** - The membership shall include elected representatives from the respective four high school classes as well as associate members. Members to student council will be elected by their respective class at the end of each school year or may work to belong to the organization.

Each class will select four members to represent their class on student council.

In order to qualify for student council membership, a student must meet the following qualifications:

1. Must have at least 2.00 grade point average (freshman average will be figured from their 8th grade credits).
2. Must have a record free from any serious discipline offense. (In or out of school suspensions)
3. A candidate for student council must have a petition signed by 25 of their classmates (members of their particular class).  
Student mayor will automatically become president of the student council. All other student council officers will be selected from, and by, student council membership.

**STUDENT BODY PRESIDENT (or MAYOR) QUALIFICATIONS:** The Mayor must have at least a 2.50 GPA, must have a record free of any serious disciplinary offense (In or out of school suspensions), and the candidate shall be a senior.

Each candidate for student mayor will present a 3 minute speech/video (maximum) to the entire student body prior to election. All speeches will be submitted, and cleared, by the administration prior to their presentation.

**CLASS OFFICERS AND THEIR ELECTION** - The class officers shall be president, vice-president, secretary and treasurer, all of whom shall serve in office for one academic year. Qualification: All class officers must have at least a 2.00 GPA, and officers must have a record free from any serious disciplinary offense. (In or out of school suspensions)

**INSTRUMENTAL MUSIC** - Our aim is: "To be proud and to take pride in achieving a high level of proficiency in any challenge that we may encounter during our life."

High school "Cyclone" Marching Band, Symphony Band, Jazz Band, Pep Band, Ensembles and Solos. All students must participate in the "Cyclone Marching Band" before they may participate in the Symphony Band. (Athletes are excluded when they dress for varsity games.) Students wishing to take part in Jazz Band, Pep Band, Ensembles or Solos must be a member of the Symphony Band.

**VOCAL MUSIC** - CONCERT CHOIRS are large groups that provide challenging singing opportunities for the singer. Concert Choirs will perform at four major concerts each year, at state contest, and at other special performances.

**SHOW CHOIR** is a group of singers who will specialize in popular music. The group will do choreography with most of their numbers and will perform at many school and community functions. Members are auditioned from the membership of Concert Choir and the student body.

**VOCAL ENSEMBLES** - The vocal ensembles include girls' trio, girls' quartet, girls' madrigal group, sextet, boys' quartet, boys' octet, mixed duet, mixed quartet, mixed octet. Those who participate in ensembles work independently and learn stage presence and poise by performing before community and school organizations as well as at concerts and contests.

<b>CLUB AND ORGANIZATION SPONSORS</b>
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BPA.....	Mr. Swanson/Mr. Kohorst
Cheerleaders.....	Ms. Noeth/, Ms. Ferry
Pom Pon Girls.....	Ms. Daeges/Ms. Buman
Key Club.....	Ms. Vandenberg
Future Farmers of America.....	Mr. Shughart/Ms. McCall
National Honor Society.....	To Be Determined
Individual Speech Activities.....	Ms. Hagemeyer
Student Council.....	Ms. Schaeffer
Student Yearbook "The Harpoon".....	Ms. Rauterkus
Drama/School Play.....	Ms. Weis
Vocal Music Groups.....	Mr. Shoemaker
Large Group Speech.....	Ms. Hagemeyer
Marching Band.....	Mr. Kearney
Jazz Band.....	Mr. Meyer

<b>ATHLETIC ACTIVITIES</b>
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Athletic Director.....	Mr. Osborn
Bowling.....	Mr. Tyrrel
Varsity & J.V. Football.....	Mr. Bladt*/Mr. Kohorst/Mr. T Bladt/Mr. Brummer/Mr. Murtaugh

Freshmen Football .....	Mr. Daeges/, Mr. Hastert
Wrestling.....	Mr. Murtaugh*/, Mr. Bevins/, Mr. Hoch
Boys Varsity & J.V. Basketball .....	Mr. Osborn*/Mr. Swanson
Boys Freshman Basketball.....	To Be Determined
Boys Track.....	Mr. Brummer*, Mr. Wilwerding/, Mr. Bladt
Boys Varsity and J.V. Baseball.....	Mr. Daeges*/Mr. Vandenberg
Boys/Girls Varsity & J.V. Cross Country .....	Mr. Renkly*/ Mr. Klaassen
Boys Golf .....	Mr. Swanson
Girls Golf .....	Mr. Baughman
Boys Tennis .....	Mr. Bruns
Girls Tennis.....	
Girls Varsity & J.V. Basketball .....	Mr. Klaassen*, Mr. Kohorst
Girls Freshmen Basketball .....	Mr. James
Girls Track.....	Mr. Renkly*/, Mr. T. Bladt/, Mr. Klaassen
Girls Softball .....	Ms. Schaben*/, Mr. Hastert
Girls Volleyball .....	Mr. Baughman*/Mr. Swanson
Boys Soccer .....	Mr. Voge*/Mr. Shelton
Girls Soccer.....	Mr. Boysen*/, Mr. Sandquist

\* Denotes Head Coach

<b>ATHLETICS</b>
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**You are not eligible:**

1. If you do not have a valid doctor's certificate of fitness
2. If you are twenty years of age or over.
3. If you have attended high school for more than eight (8) semesters.
4. See Good Conduct Rule.
- \*5. If you were out of school last semester.
- \*6. If you entered school this semester later than the second week of school.
7. If you have changed schools this semester (Except upon like change of residence of your parents).
- \*8. If you have ever accepted an award other than an unattached letter from your school.
9. If you have ever received any money, expense or otherwise, for your participation in any athletic activity.
10. If you have competed during the school year on a team other than your school team without the previous written consent of your Superintendent.
11. If you have trained with a college squad or have participated in a college contest.
12. If you failed to earn 20 semester hours of credit the preceding semester. (4 classes that meet 5 days per week)

*NOTE: Numbers marked \* have exceptions. Also there are additional requirements. Consult your Principal or Activities Director.*

Any boy or girl may participate in any part of the school's program of athletics provided he or she meets the eligibility rules set forth by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union. A complete and varied program is presented by the Harlan Community High School, and the majority of athletic interests of all boys and girls are provided for. Athletic teams representing this high school compete in the traditionally strong "Hawkeye 10" conference as well as in games with other outstanding schools. Athletics have been a strong and successful tradition at Harlan Community High School.

<b>HCS GOOD CONDUCT RULE</b>
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The opportunity to participate in extracurricular activities is extended as a privilege to students attending Harlan Community School.

To retain eligibility for participation in the activities we offer, students must conduct themselves as good citizens both in and out of school at all times. Students who represent our school in an activity are expected to serve as good role models to other students and to the members of our community.

For those students who have met the eligibility requirements at Harlan Community School and choose to participate in extracurricular activities, the "Good Conduct Rule" (GCR) further defines expectations for those involved.

**ACTIVITIES COVERED UNDER THE GOOD CONDUCT RULE**

The following activities are covered under this Good Conduct Rule: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming), class officer, student government officer or representative, state contests and performances for cheerleading and pom pom, or any other activity where the student represents the school outside the classroom. To be eligible for homecoming court, seniors must not have had a good conduct offense during the past 12 months from the time of the first round voting. (This is a clarification that the good conduct policy is 12 months from the 1<sup>st</sup> vote and not Homecoming date.)

## **VIOLATIONS OF THE GOOD CONDUCT RULE**

### **Category A**

- Possession, use, distribution/purchase or attempted distribution/purchase of illegal drugs or paraphernalia, or the unauthorized possession, use, distribution/purchase or attempted distribution/purchase of otherwise lawful drugs without a legal prescription
- O.W.I. and “zero tolerance” (zero tolerance includes violations that align with federal mandates – i.e. weapons on school grounds, commission of serious crimes, etc.)

### **Category B**

- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a felony, aggravated misdemeanor, or serious misdemeanor, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s)
- Use, possession, or purchase of alcoholic beverages (other than that listed in part two of Category A)
- Any action that could be considered dangerous to the well-being of the student, and/or the school is prohibited. Examples include, but are not limited to, huffing, over consumption of cough medicine, use of look-a-like chemicals, etc.

### **Category C**

- Use, possession or purchase of tobacco products, regardless of the student’s age
- Gross misconduct includes, but is not limited to: fighting, truancy, vandalism, gross insubordination, hazing or harassment of others, or any other conduct which would warrant an in or out-of-school suspension or a Saturday-in-school suspension (except for cell phone violations)..
- Whenever a student engaged in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a simple misdemeanor, the administration may impose the GCR pending their investigation.
- The administration has the discretion to categorize a violation under a higher category if the situation so warrants.
- \* Middle School Good Conduct Rule violations with ongoing consequences will be carried over to the high school.

The Activities Director shall keep records of violations of the Good Conduct Rule.

## **CONSEQUENCES**

### **Category A**

#### **1st offense:**

- Including, but not limited to, activities listed
- Suspended for 50% of current sport or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 4 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

### **Category A**

#### **2nd offense or more:**

- Including, but not limited to, activities listed

- Suspended from sport, or sports, if participating in more than one sport during a season, and other extracurricular performances/contests for the next 12 months
- Completion of the education program

**Category B**

**1st offense:**

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 2 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

**Category B:**

**2nd offense:**

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 4 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

**Category B:**

**3rd offense or more:**

- Including, but not limited to, activities listed
- Suspended from sports and other extracurricular performances/contests for the next 12 months
- Completion of the education program

**Category C:**

**1st offense:**

- Including, but not limited to, activities listed
- Suspended for the next athletic contest in which the student is involved, and which takes place within the next 12 months (if the student is involved in more than one sport during any given season, s/he will miss the next athletic contest in each sport.)
- If involved in other extracurricular activities, will miss the next upcoming performance/contest in each activity, which takes place within the next 2 weeks

**Category C:**

**2nd offense:**

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months

- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 2 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

**Category C:**

**3rd offense or more:**

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sport, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 4 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

**Suspension from Sporting Events - Regulations**

Suspension from sporting events is described below. The number of suspensions listed represents dates; not necessarily games/meets. The suspension will move to the next regularly scheduled date if the activity scheduled on one of the identified dates is postponed or cancelled. Each day of a multi-day meet or tournament is considered a date (e.g. Kueper baseball tournament is two dates). Furthermore, the suspension applies to the student's primary level of competition. Additionally, the student would be ineligible to compete in all other performances or contests at any level during the primary level suspension period.

If a sports season ends prior to completion of the suspension, there will be a “carry-over” to the next sport in which the student is participating. Also, the student will be required to complete the sport season in which participating, or the suspensions served during that season will be invalid.

During the suspension period, the student will be expected to continue practicing, but will not be able to participate in contests or performances, as outlined below:

Suspension from sporting events **including, but not limited to, the activities listed below:**

**High School Sports**

	<b><u>Timely Admission</u></b>			
	<b><u>25%</u></b>	<b><u>50%</u></b>	<b><u>25%</u></b>	<b><u>50%</u></b>
Football	2	4	1	3
Cross Country	2	4	1	3
Volleyball	3	6	2	5
Basketball	5	10	4	9
Wrestling	3	6	2	5
Tennis	3	6	2	5
Track	3	6	2	5
Golf	3	6	2	5
Bowling	3	6	2	5
Girls Soccer	4	8	3	7
Boys Soccer	3	7	2	6
Baseball	8	16	7	15
Softball	8	16	7	15
Cheerleading	Corresponds with sport in season			

Pom Pon Corresponds with sport in season, which has the highest # of events included in the suspension

**Middle School Sports**

	<b><u>25%</u></b>	<b><u>50%</u></b>	<b><u>Timely Admission</u></b>	
			<b><u>25%</u></b>	<b><u>50%</u></b>
Football	1	2	0	1
Cross Country	1	2	0	1
Volleyball	2	4	1	3
Basketball	3	6	2	5
Wrestling	2	4	1	3
Track	1	3	0	2
Cheerleading	Corresponds with sport in season			

**Education Program**

Following a violation in Category A or B, the student will complete a series of questions (short answer & essay) pertaining to drug awareness/illegal offenses, and will address issues such as: effect on self, effect on family and others, effect on other members of the team/group, knowledge of the good conduct rule and what happens on the next offense, etc. The student will remain ineligible as long as the educational component is incomplete. Satisfactory completion of the educational component will be determined by the administration.

**Honesty Clause/Timely Admission**

We want to encourage students to be honest with the school regarding violations of the Good Conduct Rule. Students who make a “timely admission” to school administration regarding a violation of the GCR, will be given the opportunity to take a one-performance/contest suspension reduction in all activities to which the suspension applies.

“Timely Admission” means: The student notifies school administration on the next day of attendance following the violation. If the violation occurs during the summer break, the student has (7) days to make a “timely admission” to school administration. This “timely admission” option is available only once and only with a first violation of either Category A or B.

**Determination and Appeal Process**

A. Determination of a violation will be based upon:

- admission by the student, or
- Conviction by a court of law, or
- an investigation by school officials and a determination that some evidence exists that a violation has occurred. This investigation may include, but is not limited to, a report from law enforcement, or interviews and/or statements from other students, staff, or members of the community.

B. The date the school is notified by the student violator, becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.

The date the school determines there is some evidence to support that a violation has occurred becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.

Violations accumulate per category, and accumulate throughout a student’s high school career. However, following a student’s first violation of the Good Conduct Rule, a 12-month “violation-free” period would allow the student to “buy back” the previous offense. This option is available only one time during a student’s high school career, and is available only if the student has made a “timely admission.”

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, the information which supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the Principal/Activities Director will make a decision regarding the alleged violation of the Good Conduct Rule. If the Principal/Activities Director, determines that the student has violated the Good Conduct Rule, the Principal/Activities Director will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference will be held with the Principal/Activities Director and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). Depending upon the timing of the offense and imposed

- consequences, a parent conference and/or call may be employed in addition to the letter. If the student or parent(s) do not wish to appeal the ineligibility decision, the Principal/Athletic Director's decision will be in effect and be considered final.
2. If the student or his/her parents(s) wish to appeal the decision of the Principal/Activities Director, they may appeal the Principal/Activities Director's decision to the Superintendent. The request for the appeal must be received by the Superintendent, in writing, within three (3) business days of the date on which the student was declared ineligible by the Principal/Activities Director. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision which will be communicated in writing to the student, parent(s), and Principal/Activities Director. The decision of the Superintendent shall be made within seven (7) business days following the date on which the appeal was received.
  3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest feasible opportunity, but no later than seven (7) business days following the date on which the appeal was received by the Board Secretary.
  4. The Board shall schedule a meeting for the purpose of conducting a formal hearing with all individuals involved. The student has the right to be represented by counsel at the hearing. At least three (3) days before the date of the hearing, the student and his/her family and/or representative will be provided with copies of any and all documents that the administration plans to present to the Board at the hearing and a list of all witnesses who may testify before the Board in support of the administration. At the hearing, the student and his/her parent(s) and the administration will have an opportunity to meet and present evidence and information in support of their position and to cross-examine each other's witnesses. The appeal will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board of Directors must be taken at an open meeting. The Board shall issue a written decision after the hearing, which includes findings of fact and the conclusions. If the Board of Directors reverses the decision of the administration, the student shall be immediately eligible and shall have any record of ineligibility period and violation deleted from the student's record.
  5. During the appeal procedure the student will be ineligible from participating in any extracurricular or co-curricular activities.

### Transfers

If a student transfers into the Harlan Community School District from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a "Good Conduct Rule" in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district. The period of ineligibility will align with the Good Conduct Rule of the previous district if applied or if the violation occurred during the summer and the Good Conduct Rule in the previous district was not applied, our Good Conduct Rule will be imposed.

### Transfers and Eligibility

As of July 1, when a high school student transfers into an Iowa High School without a contemporaneous family move or other exception allowed by law, that student is still ineligible to compete for a new high school in interscholastic athletics, but the ineligibility is limited to varsity level sports. During the 90 school days of ineligibility, the student may participate and compete at any non-varsity level- junior varsity, freshman, and/or sophomore teams. This is true of open enrollment transfers also. Determination of whether a student is immediately eligible has not changed.

### General Information

If a student is found to be in violation of the Good Conduct Rule while serving under a suspension from a previous violation, the suspension periods will run consecutively.

If a student drops out of school while serving under the Good Conduct Rule, the consequences remain in effect until the suspension period has expired.

Students may not perform at pep rallies while serving under the Good Conduct Rule. However, the pep rally does not constitute a performance/contest toward your suspension. In other words, suspension from pep rallies is in addition to any other consequences imposed by the Good Conduct Rule.

Additional rules and provisions, not in conflict with the GCR, may be communicated at the organizational meeting of the various extracurricular groups. Students are expected to be aware of and compliant with all provisions.

Because it is impossible to foresee every possible scenario, school administration may choose to consult with legal counsel, Board of Education and law enforcement, to determine whether or not the GCR will be imposed in any situation not directly covered by the rules.