



Hamlin School District 28-3

Student Handbook

2025-2026

Table of Contents

Welcome	3
Mission Statement	4
Guiding Beliefs	4
Hamlin School Song	4
Staff	5
Admissions Requirements	6
Pathways to Graduation	7
Adding/dropping classes	8
School-sponsored extra-curriculars	8
Activity bus	8
Alternative Instruction Policy	8
Announcements.....	9
Assemblies	9
Code of Conduct (Activities)	10
Rules and Disciplinary Plan (Activities).....	10
Academic Eligibility	12
Attendance	12
Care of School Property	14
Cars/Parking Lot	15
Cell phone usage	15
Church night.....	15
Complaints	15
Daily Class Schedule (MS/HS)	16
Dances/Parties	17
Doctor and Dental Appointments	17
Dress Code	18
Driving	18
Grading	19
Grade Reports	19
Guidance Counselor	19
Gum, Candy, Food and Beverages	20

Homeless Children, Rights	20
Homework Detention	21
Honor Roll	21
Insurance	21
Leaving school during school hours	21
Library.....	21
Lockers	22
Make up work	22
National Honor Society.....	22
Parents Right to Know Notification	23
Parental Involvement Policy	23
Phone/messages	24
Pop in Lockers	25
Profanity	25
Parent-Teacher conferences	25
Restraint and Seclusion Policy.....	25
Retention	25
School Buss	26
School Lunch	26
Semester Test Guidelines.....	27
Student Behavior	27
Student Class Load	27
Student of the Month	27
After Hours	27
Tobacco, Alcohol and Drugs	28
Visitors	28
Weapons	28
Master Calendar	29

Welcome to Hamlin Middle School and High School

We are excited about the many opportunities that lie ahead as you become part of the Hamlin Middle and High School community. Our dedicated teachers, support staff, and administrators are committed to student success and view each individual as the central focus of our efforts. This handbook is designed to offer guidance and support as you prepare to become lifelong learners and responsible citizens. We are here to assist you every step of the way as you work toward your goals beyond high school.

Middle and high school are unique and memorable chapters in your life, full of both challenges and opportunities. While it's easy to become distracted during these formative years, it's important to remain focused on the primary purpose of your education. At Hamlin, we are proud to provide a wide range of academic courses and extracurricular activities to support a well-rounded educational experience. Whether your interests lie in academics, athletics, the arts, or beyond, we encourage you to explore and engage. With dedication and the right mindset, you truly can "go anywhere from here."

The Hamlin School District has a long-standing tradition of excellence, and we remain steadfast in our mission to provide the highest quality education to every student. Our school's success is a direct reflection of the strength, character, and commitment of our students. In today's global and competitive world—where high-stakes testing and lifelong learning are increasingly important—our message is simple: *Study hard and learn well*. At the same time, we urge you to take advantage of the many co-curricular opportunities available to you. At Hamlin, students are recognized and valued as individuals, not solely for their academic or athletic achievements. This is the essence of what we proudly call "Charger Pride."

We encourage you to review this handbook carefully to become familiar with the policies, updates, and expectations that will help ensure a smooth and successful school year. These guidelines are designed to support your educational journey and enhance your overall experience at Hamlin.

If you have any questions or would like additional information, please don't hesitate to contact me by phone at (605) 783-3644 or via email at jeff.sheehan@k12.sd.us. We look forward to working with you in the coming year as you continue on your journey of lifelong learning.

Warm regards,

Jeff Sheehan

Middle School/High School Principal

MISSION STATEMENT OF HAMLIN SCHOOL

To prepare and equip our students to become responsible citizens and succeed
in an ever-changing world.

GUIDING BELIEFS

1. We believe that we will provide a non-threatening school environment for the well-being of all students so they will have the ability to learn and develop.
2. We believe that students should be given every opportunity to learn all that they are capable of learning in the areas of academics and extracurricular activities to make them a worthwhile citizen in society.
3. We believe that the school has the responsibility to challenge, motivate, support, encourage, and believe in the abilities of all students in its care and to enhance their social and emotional well-being.
4. We believe our staff will develop professionally so the use of the best educational practices will ensure a quality education for every student.
5. We believe that the unified school community should provide a model that they will foster in their students, which is the positive development of values, attitudes, and behaviors that make a responsible, productive citizen.

HAMLIN SCHOOL SONG

Hail, Hamlin High School
Best school in the land
Courage, speed and spirit, Chargers
That's what makes us Grand
Fight! Fight! Fight!
We'll honor our school
Hail to the Gold and Blue And
the loyalty and the spirit We
will stand united with you.
Come on Chargers, Fight! Fight! Fight!
Come on Chargers, win tonight !
Hey Go! Hey Go! Hey Go! Go! GO!

HAMLIN MIDDLE SCHOOL AND HIGH SCHOOL STAFF

Agriculture.....	Bailey Schlotterbeck
Art	Jennifer Dorn
Athletic Director/Dean of Students	Todd Neuendorf
Band	Lisa Pedersen
Choir	Lisa Pedersen
CTE.....	Dave Sheehan Doug Strande
CTE/Title Director/Principal	Courtney Haug
Drivers Education	Jamie Neuendorf
Family and Consumer Science	Donae Van Norden, Sarah Jongeling
Guidance Counselor	Shelby Popham, Alyssa Mittleider
Health/Physical Education	Dan Poppen, Timm MacDonell, James DeSalvo
Health Science.....	Morgan Krumm
Language Arts	LaWanda Fedt, Abby Schultz, Bobbi Uecker, Nathan Abraham
Librarian	Stephanie Bawdon
Mathematics	Dan Poppen, Mandy Grantham, Shelby Rang, Kathy Jensen
Reading	Bobbi Uecker, Monique Haug
Science	Janis MacDonell, Kevin Krumm, James DeSalvo, Maren Fischer
Social Studies	Shelby Rang, Jamie Neuendorf, Ashley Heinrich, Samantha Ching
Spanish/ELL	Christa Eckman
Special Education.....	Nellie Schaefer, Carissa Kellar, Amy Brandriet, Riley Seeds
Study Hall Monitors	Aimee Beld, Erin Rosenlund
Technology Instructor	Heidi Noem, Paul Jongeling
Technology Coordinator	Tim Koisti, Heidi Noem
Tutors/Aides	Shannon Lawrence, Chellie Sweeney, Jacob MacDonell, Kate Rich
MS/HS Secretary	Kerri Sheehan
MS/HS Principal.....	Jeff Sheehan

Admission Requirements – SD Board of Regents, Colleges and Universities

Students must meet at least one of the following criteria to be admitted to South Dakota higher education institutions:

- Top 60% of graduating class OR
- ACT composite score of 18 or above OR
- High School GPA of 2.6 on 4.0 scale

and at least one of the following criteria in each subject requirements:

- English ○ 4 credits/years of English
 - ACT English sub-test score of 17 or above ○ AP English score of 2 or above
- Math ○ 3 credits/years of advanced math ○ ACT math sub-test score of 17 or above ○ AP Calculus score of 2 or above
- Laboratory Science ○ 3 credits/years of laboratory science
 - ACT science reasoning sub-test score of 17 or above ○ AP science score of 2 or above
- Social Science ○ 3 credits/years of social science
 - ACT social science/reading sub-test score of 17 or above ○ AP social science score of 2 or above
- Computer science ○ ½ credit/year of computer science ○ AP computer science score of 2 or above
- Fine arts ○ ½ credit/year of fine arts
 - AP fine arts score of 2 or above

Course credits are based on ½ credit per semester. Transcripts reflect pass/fail for each semester along with the letter grade and attendance. *Rewritten/reworded*

Pathways to Graduation (Adopted 2019)

High School Diploma	Advanced Endorsement	Advanced Career Endorsement	Advanced Honors Endorsement
English (4 units) <ul style="list-style-type: none"> Writing (1 unit) Speech (.5 unit) Literature (.5 unit) American Lit (.5 unit) 	English (4 units) <ul style="list-style-type: none"> Writing (1 unit) Speech (.5 unit) Literature (.5 unit) American Lit (.5 unit) 	English (4 units) <ul style="list-style-type: none"> Writing (1 unit) Speech (.5 unit) Literature (.5 unit) American Lit (.5 unit) 	English (4 units) <ul style="list-style-type: none"> Writing (1.5 unit) Speech (.5 unit) Literature (1 unit) American Lit (.5 unit)
Math (3 units) <ul style="list-style-type: none"> Algebra I (1 unit) 	Math (3 units) <ul style="list-style-type: none"> Algebra I (1 unit) Geometry (1 unit) Algebra II (1 unit) 	Math (3 units) <ul style="list-style-type: none"> Algebra I (1 unit) 	Math (4 units) <ul style="list-style-type: none"> Algebra I (1 unit) Geometry (1 unit) Algebra II (1 unit) Advanced Math (1 unit)
Science (3 units) <ul style="list-style-type: none"> Biology (1 unit) 	Science (3 units) <ul style="list-style-type: none"> Biology (1 unit) Lab Science (2 units) 	Science (3 units) <ul style="list-style-type: none"> Biology (1 unit) 	Science (4 units) <ul style="list-style-type: none"> Biology (1 unit) Physical Science (1 unit) Chemistry or Physics (1 unit)
Social Studies (3 units) <ul style="list-style-type: none"> U.S. History (1 unit) Government (.5 unit) 	Social Studies (3 units) <ul style="list-style-type: none"> U.S. History (1 unit) Government (.5 unit) 	Social Studies (3 units) <ul style="list-style-type: none"> U.S. History (1 unit) Government (.5 unit) 	Social Studies (3 units) <ul style="list-style-type: none"> U.S. History (1 unit) Government (.5 unit) Geography (.5 unit) World History (.5 unit)
CTE or World Language (1 unit) <ul style="list-style-type: none"> 1 unit in any combination 	CTE or World Language (1 unit) <ul style="list-style-type: none"> 1 unit in any combination 	CTE (2 units) <ul style="list-style-type: none"> Any combination of the following: <ul style="list-style-type: none"> CTE units in the same career cluster Capstone Experience units 	CTE or World Language (2 units) <ul style="list-style-type: none"> Any combination of the following: <ul style="list-style-type: none"> CTE, Modern or Classical Language <ul style="list-style-type: none"> Language units must be in the same language
Personal Finance (.5 unit)	Personal Finance (.5 unit)	Personal Finance (.5 unit)	Personal Finance (.5 unit)
Fine Arts (1 unit)	Fine Arts (1 unit)	Fine Arts (1 unit)	Fine Arts (1 unit)
Physical Education (.5 unit)	Physical Education (.5 unit)	Physical Education (.5 unit)	Physical Education (.5 unit)
Health (.5 unit)	Health (.5 unit)	Health (.5 unit)	Health (.5 unit)

ADDING & DROPPING CLASSES

Any high school student may add or drop a non-required course from his/her course of study for up to two days from the beginning of each semester and will not receive a grade for the semester. Any drop-adds permitted by the principal only after this time will be entered as a withdraw-fail or withdraw-pass.

SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities provide students with an after-school activity that puts their talents to work and helps to teach them teamwork and discipline. These activities are definitely a part of the educational program. Although some think that after-school activities can be harmful and detracting from a student's education, research indicates otherwise. Most of the time activities actually help the student, keeping him or her occupied rather than involved in inappropriate activities. Time is available for a student to finish their schoolwork even when participating in more than one activity. These activities serve to bond the student to the school as a community and decrease the possibility of things such as dropping out or truancy.

All school organizations are under the control of the school. Monies earned and collected by any organization are under the control of the school office and the expenditure of the same will be by the school authority. Meeting of organizations will be held and business transactions will be made only when the advisor is present.

- Students must be in attendance at school by noon in order to compete.
- At least one teacher will be in charge of each activity.
- Students must abide by the procedures and regulations outlined for each activity.
- Students are expected to participate in each practice, rehearsal, game or performance with a cooperative attitude. Any student who refuses to cooperate will be dropped from the activity.

ACTIVITY BUS

When the school provides transportation to and from events and contests, students are **required** to travel both ways under school supervision. Although we do not encourage students to ride home from contests with their parents, we understand there may be times when it is necessary. Therefore, deviation from this policy must be at the approval of the activity advisor or coach. Parents/guardians must sign out their students with the advisor/coach to account for the student's whereabouts.

In case the case where small groups of participants must travel by car to contest centers, a coach or supervisor, or an adult approved by the administration, must assume the responsibility of driving said vehicles.

ALTERNATIVE INSTRUCTION POLICY

In order to meet individual student needs, the Hamlin School District desires to provide flexibility in the completion of prescribed courses in accordance with the law by encouraging all students to complete their high school education. The Hamlin Board of Education provides students with the opportunity to enroll in online courses that are approved by the South Dakota Department of Education under the following conditions:

1) For the purposes of grade remediation. For example, a student who receives a grade of 'D' or 'F' may choose to take an online course to demonstrate his/her improvement in the class for purposes of college admission or graduation. If approval is granted for a student to take an alternative instruction class for remediation, the grade received for the online course will be placed on the student's transcript along with the student's original course grade. The student must have approval from the Hamlin High School Principal and Counselor prior to enrollment in the course in order to take an online course for remediation. The student is responsible for any tuition and additional costs such as labs or books that may occur through enrollment in this course.

2) For the purposes of program acceleration. If a student has a strong interest in a class not required for high school graduation, which may not be offered in the Hamlin schedule, he or she may choose to take an online course through an approved delivery system. The student must have approval from the Hamlin High School Principal and Counselor prior to enrollment in the course, in order to take an alternative instruction course for this purpose. Students must have a "B" average and have no attendance violations to be considered by principal. The student is responsible for any tuition and additional costs such as labs or books that may occur through enrollment in this course.

3) Dual credit courses with a college or tech school. If a student is admitted into a Department of Education approved dual credit course, the student must have prior approval of the Hamlin High School Principal and Counselor prior to receiving credit. Students are responsible for submitting transcripts for their college course to the school district in order to have the class included on their transcript and their grades are subject to review by the High School Principal on demand. The student is responsible for any tuition and additional costs such as labs or books that may occur through enrollment in this course.

ANNOUNCEMENTS

Daily announcements will be displayed on the monitors found throughout the building and also be posted on the school web page. Announcements will also be emailed to staff, students and parents (who choose to be on the list) to ensure their widest possible distribution. Any announcements to be included in the daily announcements should be submitted to the high school office by **8:40 am**.

ASSEMBLIES

When the school presents an assembly during school hours, all students and staff members will attend and actively participate unless given special permission from the administration. Attendance is required and will be taken as part of the regularly scheduled classes.

ACTIVITIES CODE OF CONDUCT

Students participating in school activities are required to conduct themselves with respect for self and others through their actions, language, and dress. Students who choose to participate in school activities represent their community and school at public events and performances. Student activity participants are expected to demonstrate behavior that reflects positively on the individual, the school, and the community all year round.

Activity Rules

DEFINITIONS

1. **School Activities:** School Activities include, but are not limited to, athletics, cheerleading, fine arts groups, school-sponsored organizations, and any other school-sponsored activity.
2. **School Activity Event:** A public presentation, performance, competition, or trip associated with participation in a school-sponsored activity.
3. **School Administration:** School Administration shall be the superintendent, principal, and athletic director.

ACTIVITY RULES DISCIPLINE PLAN

- Student participation in school activities is a privilege, not a right. Students who choose to participate in school activities are expected to exemplify high standards of behavior and positively represent Hamlin school and the community and to bring credit rather than discredit to the school whose programs make such participation possible.
- Any middle school or high school student wishing to participate in school activities shall not possess, sell, dispense, or use tobacco; any form of electronic cigarette; a controlled mood-altering substance, such as steroids, marijuana, inhalants, alcohol, and other drugs; or commit any crime against a person or against property.
- These activity rules will be enforced the entire year, which includes the summer months, regardless of whether or not the student is participating in an activity at the time. A student who violates these regulations shall be ineligible to participate according to the activity rules listed below.
- The following activity rules apply for all students participating in school activities whether the offense occurs in a school, on school property, in district vehicles or buses, at district events, or away from district property. **The Activity Rules Discipline Plan applies to all students participating in school activities.**
 - Violations shall accumulate for four years in high school (grades 9-12). Middle school students participating in high school activities shall have violations accumulate for the number of years they participate in high school activities. Violations for middle school (grades 6-8) shall be for one year. If they are in the process of serving a one-year suspension, they must complete that year of suspension before eligibility will be restored.
 - The suspension period for an activity rules violation begins on the date of the next school activity event in which the student is involved.
 - The following consequences are minimums only. The administration shall determine the actual period of suspension in each individual case. The administration and coach/activity supervisor may enforce a more severe penalty, which may include termination from activities if the violation warrants it. If the penalty exceeds the minimum for the violation, the reason shall be stated in writing.

1. First Violation

After confirmation of the first violation, the student shall not participate in any school activity event in which the student is a participant for a minimum of 1/8 of the number of

regular season events scheduled.

Marijuana and other Drugs

Any student is ineligible to participate in any extracurricular activity for drug violations for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence.

2. Second Violation

After confirmation of the second violation, the student shall not participate in any school activity event in which the student is a participant for a minimum of 1/3 of the number of regular season events scheduled.

Marijuana and other Drugs

After confirmation of the second marijuana or other drug violation, the student shall not participate in any school activity or activity event for the rest of his or her high school career. In the event the second marijuana/other drug violation is not a conviction, adjudication, or the subject of a suspended imposition of sentence, the activity suspension may be reduced if the student and at least one parent completes a drug evaluation and completes an approved drug prevention program.

3. Third Violation

After confirmation of the third or subsequent violations, the student shall not participate in any school activity for twelve calendar months. The student will not be eligible for activity awards during the twelve-month period.

- The administration and coach/activity supervisor may require students who have committed a first or second violation of activity rules to attend practice sessions provided the student is not in-school suspended or out-of-school suspended.
- If a student is under penalty and not allowed to participate in any activity event, that student will not be allowed to dress for that activity event.
- If the violation occurs at school, at a school event, on school property, or while under the supervision of the coach/activity advisor, the District Rules of Student Conduct and Discipline shall also be applied.
- The student must complete the sport in which the suspension period is being served or the entire suspension period shall carry over to the next activity. If a student's suspension carries over to another activity, the student must complete the activity for the suspension to be fulfilled.

The following steps must be taken prior to suspending a student from an activity event:

1. The administration must inform the student of the rule, regulation, or policy that has been allegedly violated.
2. The student will be given an opportunity to answer the charges and present evidence on his or her behalf.
3. The administration shall render a decision as soon as possible after reviewing the case.

4. Upon suspending a student, if possible, the administration shall provide oral notice of the suspension to the student's parents or guardian. The administration shall also provide written notice to the parents or guardians.
5. In the event the student or parents believe the student's rights have been violated, they may appeal the decision within five days to the superintendent. The superintendent has five school days to respond to the appeal. The student will remain ineligible during the appeal process.

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Academic eligibility is based upon the fundamental principle that each student must earn passing marks in the academic curriculum in order to be eligible to participate in the activities curriculum that are sponsored at the secondary level. (SDHSAA - South Dakota High School Activities Association - handbook)

1. Students must maintain a passing grade in each individual class
2. Grades will be checked each Monday to determine eligibility.
3. Each Monday, a list of ineligible students will be emailed to ALL teachers and coaches.
4. Ineligible students are required to participate in school activities.
5. An ineligible student becomes eligible to participate in a school activity event immediately upon earning a passing grade.

Procedure for administering the academic eligibility program:

- A letter will be sent home each time a student is determined to be academically ineligible.
- The Athletic Director will contact the Head Coach concerning student-athletes who are on the ineligibility list.
- The Head Coach will contact each affected student individually and that student will be directed to the Athletic Director where the student will sign a sheet outlining the eligibility rules with the grade/eligibility report attached to it.
 - This method will be used to verify the student has been notified of the low grade.

ATTENDANCE & TARDY POLICY

Absences: The success of any effort is directly proportional to the time devoted to it and the attendance policy at Hamlin High School reflects this concept. The following policy encourages each student to be present and on time for every school day. At Hamlin Schools, we believe this policy is reasonable, workable, and ultimately beneficial to the long-range attitude and welfare of all students. Students and parents should periodically check the student portal to ensure the accuracy of attendance data so that any errors can be quickly remedied. If your child is absent please call and let the school know prior to 9:00 am the day of the absence.

Students will not be allowed any more than 10 period absences during any given semester. This is to include both excused and unexcused absences. Absences related to school activities will not

be included in their allotted 10. Parents will receive written electronic notification when their child has exceeded 10 absences for any class.

In an effort to emphasize the importance of regular attendance, the following policy has been developed:

- Over 5 absences in any class: Written notification to student and parents

If a student goes beyond 10 absences, the parent/guardian will be notified and the truancy officer will be contacted as a result of the student's attendance. Each day that the student is subsequently absent for a study hall period, will result in a detention which is commensurate with the missed time. Continued problems may result in further disciplinary action.

Absences accumulate over each semester (the student will begin with zero absences each semester).

Students will be allowed ONE consolidated absence for an **illness** per semester up to five days. Every absence after the one consolidation will be counted as one day absent. It will only count as one absence provided the student or parent provides a signed doctor's note that fully explains the reason for their absences including a timeline. If a student would like to consolidate an illness, they will have one week from the time of the sickness to do so. There will not be any consolidations the week of semester exams.

If students anticipate an absence, the make-up slip must be obtained before the absence. This way, they can find out what will be done during their classes while they are gone and complete this work before returning. This will minimize the amount of work to be done when returning after an absence.

For the purposes of these rules, students will begin each semester with zero absences.

Tardies: Tardiness is arriving for any class period after the bell rings to initiate the start of the class period.

1. Tardiness will not be reported, nor will a penalty be given, when initiated and excused by a staff member.
2. If the student shows up late for class and does not have a pass, it will automatically be an unexcused tardy. Students need to be responsible if they know they will be late for class by obtaining a pass from another instructor.
3. Students will be allowed one unexcused tardy each quarter. This repeats every nine weeks. Listed below are the penalties for subsequent tardies during any nine weeks period:
 - 1st unexcused tardy – no penalty
 - 2nd unexcused tardy – 1 detention
 - 3rd unexcused tardy – 2 detentions
 - 4th unexcused tardy – one day of in-school suspension for all classes

Unexcused Absence Policy: Students who do not have permission to be absent are considered to be unexcused.

1st unexcused absence = 1 detention

2nd unexcused absence = 1 detention for each unexcused period

3rd unexcused absence = 1 day ISS

4th unexcused absence = 3 days ISS

5th unexcused absence = long term suspension + administrative hearing

CARE OF SCHOOL PROPERTY

The building, the equipment and the supplies are furnished in order that all students may obtain the best possible education. Everyone has been given the opportunity to attend school, therefore, it is up to all individuals to take advantage of it. If a student destroys or defaces school property, that student will be required to pay for the damage along with any consequences set by the administration.

The nature of laptop computers requires them to be handled differently than other computers and keeping mind the cost of such items, damage to them is especially dangerous and costly. It is still the student's responsibility, just like textbooks and as such damage to laptop computers will be assessed to the individual that has signed out the computer unless others are determined to have damaged the laptop. Students may elect to use other computers if they feel the risk is too great. In either case, the student is responsible for all assigned work. Breaking the screen has become an all too frequent occurrence and as such to help promote student responsibility, a fine will be given to cover the cost of the replacement of the screen whether accidental or otherwise.

Due to the high cost of textbooks, it is expected that each one should last a number of years. Therefore, every student is asked to be as careful as possible with their school-provided textbooks. Students will be fined for lost or damaged textbooks.

Proof of damages to other school property will result in disciplinary action.

CARS & PARKING LOT

Students are to park their cars in the designated areas, immediately upon arrival at school and should not move or go to the cars during the time classes are in session, during lunch, or between classes without **PRIOR** permission from the principal's office. Students should utilize good, safe driving habits when driving through the parking lot and should not exceed 15 MPH. Students should operate their vehicles on the appropriate driving surfaces and should not drive across the grass or park off the edge of the pavement. Students found in violation of these rules may be subject to disciplinary action and/or legal action. Students are encouraged to park in the SOUTH and EAST parking lots to alleviate the congestion on the elementary end of the building. Students must exit and enter through the Southeast entrance, this is for the safety of all students. The west exit is for **SERVICE & SCHOOL** vehicles only.

CELL PHONES

Middle School students, cell phones and other electronic devices **may not** be used during school hours without permission from the office. These items should be left in cars or lockers and **should not** be carried during school hours. All student cell phones found by staff during

school hours will be confiscated and brought to the office. (See Discipline Handbook for further consequences). **High school students may use their phones between classes and at lunch only.** They are to be turned off and placed in the phone pouches during the class time as attendance will be taken by them.

CHURCH NIGHT

Wednesday nights have generally been reserved for church activities and, as such, no formal school events will be scheduled by students or teachers on these nights and all after school activities should be completed no later than 6:00 pm. The school is not responsible for conferences or state events sometimes scheduled on Wednesdays. Organized rehearsals and practices should not be held on Sundays without prior approval from administration.

COMPLAINT POLICY

Citizen Concerns

The School Board of Hamlin School District No. 28-3 welcomes constructive criticism of the schools through whatever medium when it is motivated by a sincere desire to improve the quality of the educational program.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints. The Board also recognizes their obligation to identify responsible and valid criticism and channel it to productive uses. The Board understands that people have a right to question their public officials and to level criticism whenever they see fit. Criticism is vital to the democratic process. The educational system, as does any other social institution, needs and is nourished by constant criticism and evaluation. Criticism of the schools, even when ill-informed and/or ill-advised, is an expression of free speech. No aspect of education can properly be hidden or put beyond the range of examination or disagreement.

If the concern or suggestion pertains to a student related classroom activity or incident, citizens are directed to first contact the teacher, or the building principal if unable to reach the teacher. Matters involving building procedures, auxiliary programs, or activity programs should be directed to the person directly responsible for the activity supervisor.

In the event that the citizen is not satisfied with the action of the teacher, supervisor, or principal, the superintendent shall be contacted next regarding the concern. An opportunity for the citizen to be heard by the school board is then available to the person if he/she so desires. Board members, when contacted by the public about problems, are requested to use the above procedure unless circumstances dictate that the concern be directed to the superintendent. The superintendent will then process the complaint using the above described process. In the event that a parent, student, employee, or district stakeholder who has a concern regarding the use of and/or funding of any federal program and is unable to solve the issue, may address the concern in writing to the district's superintendent. An opportunity for the citizen to be heard by the school board is then available to the person if he/she so desires. In the event that the citizen is not satisfied with the action of the superintendent and school board, an opportunity for the citizen to be heard by the South Dakota Department of Education is then available to the person if he/she so desires.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

DAILY CLASS SCHEDULE

High School		Middle School	
1st Period	8:20 – 9:12	1st Period	8:20 – 9:02
2nd Period	9:17 – 10:09	2nd Period	9:05 – 9:46
3rd Period	10:14 – 11:06	3rd Period	9:49 – 10:30
4th Period	11:11 – 12:03	4th Period	10:33 – 11:14
HS Lunch	12:03 – 12:29	MS Lunch	11:14 – 11:40
5th Period	12:34 – 1:26	5th Period	11:43 – 12:24
6th Period	1:31 – 2:23	6th Period	12:27 – 1:08
7th Period	2:28 – 3:20	7th Period	1:11 – 1:52
		8th Period	1:55 – 2:36
		9th Period	2:39 – 3:20

DANCE & PARTY RULES AND PROCEDURES

Dances, parties and other recreational activities are held in connection with the school for the enjoyment and benefit of the entire student body. In order that they be enjoyed by all, these activities should be well planned and follow a pattern that is consistent with any cooperative effort intended to provide wholesome recreation. To make this possible, the following regulations have been set:

1. All requests for dances and parties shall be filed in the principal's office through the use of an authorization document. The purpose of the request is not to hinder parties, but to make sure that all logistics are taken care of for the occasion.
2. All dances must be sponsored by an organization (ensure collection of all admission and makes arrangements for concessions).
3. Dances must be chaperoned by 4 adults of which one must be a staff member and one must be from each gender.
4. Attending dances is a privilege and students may be asked to leave and expected to immediately comply with the chaperones request.

5. Middle school students will not be allowed to attend high school dances and high school students will not be allowed to attend middle school dances.
6. Out of town students are allowed only if with a Hamlin student as a date or **prior arrangements** have been made with administration. Out of town students or guests must comply with all school rules.
7. Dances are school functions and as such all school rules and regulations apply.
8. Hours of operation:
 - a. JH – must end by 10:00 unless approved by administration
 - b. HS – must end by 12:00 unless approved by administration
9. Doors will lock ½ hour after the scheduled start time.
10. Students wishing to visit their vehicles must be accompanied by a chaperone.
11. Admission fees will be collected by the staff member chaperone and turned over to the business official at the beginning of the next school day.
12. Once the student leaves the dance, that student will not be allowed to return unless arrangements are made with the staff supervisor ahead of time.
13. No person over the age of 20 will be allowed to attend any school dance including prom.
14. No one who shows any signs of intoxication, signs of using or having used any alcohol, tobacco, or other drug, or have the smell of alcohol, tobacco, or other drug will be allowed to enter or remain. If any of these are suspected, the proper school authorities will be immediately contacted. The chaperones should not begin any sort of investigation or act like they suspect the student of inappropriate conduct. The sheriff will be contacted only at the request of the school official or if no administrator is available. School rules will be followed.
15. The authorization sheet must be completed and submitted to the **office one week prior to the event.**

DOCTOR AND DENTAL APPOINTMENTS

Usually, a student knows well in advance of when he/she has a doctor or dental appointment. We encourage the use of non-school days for such non-emergency related appointments whenever possible. In such cases the student should make arrangements with their teachers so that they can either hand in their work or make arrangements with the teachers for making up their work.

DRESS

Basic Principle

- Clothes must be worn in such a way that all students are covered with material this not see through.
- Students must wear clothing that securely covers the sternum, groin, rear end, midriff and upper thighs.
- Students clothing should support a school culture where all students feel comfortable, safe and respected

Students Must Wear

- Shirt/top that is secure with fabric on the front, back, and on the sides under the arms and extend past the naval with no skin showing.
- Bottoms are secure (pants, sweatpants, shorts, skirt, dress and/or leggings) extend to the leg and must be worn to the waist
- Students must wear foot apparel in school at all times.
- Shoes that are secure. Some courses may require specialized attire (such as safety equipment for lab classes and required attire and sneakers for PE classes.)

Students May Not Wear

- Hoods up on shirts, sweatshirt, etc
- Hats (with the exception of fundraisers or Friday Hat Days)
- Shirts with spaghetti straps
- Onesie pajamas, capes, blankets, slippers or sunglasses
- Violent images/language
- Images, logos or language depicting any illegal activity including use of tobacco, drugs, or alcohol
- Hate speech, profanity or pornography
- Images or language the create a hostile or intimidating environment for others
- Visible underwear (visible waistbands or straps on undergarments worn under other clothing are not a violation)
- Any item that obscures the face and ears
- Any item that violates the basic principles above
- Any item disruptive to the classroom

Dress Code Enforcement

- The primary responsibility for the dress and the grooming of a student rests with the student and their parents/guardians and all students are expected to understand and adhere to the dress code. At school, dress code expectations will be enforced consistently and fairly by the school staff and/or administration regardless of the student's gender, race or other identifying characteristics

DRIVING DURING SCHOOL HOURS

Students needing to drive during school hours must provide suitable reason to the principal or designated official along with obtaining parental authorization. Reasons that will be accepted include essential errands, attending appointments, and other approved situations. If the student needs to work on their vehicle as part of their NTHS class, they will need to obtain a **written** permission from the NTHS instructor, the parent or guardian, and administration. This documentation must be submitted to the office before permission will be granted. Each student must sign out with the office before leaving (clipboard in the MS/HS office). Students may not car pool or ride together on the way to or from multi classes. Students must also sign out with the office to drive during school hours even if granted as part of senior privileges.

GRADING SYSTEM

The four-point grading system involves five basic grades (A through F) and is used to calculate each students GPA (grade point average) which is an integral part of the procedure for acceptance to any post-secondary institution and is part of the students permanent record.

Letter	Percentage	GPA	Description
A	93-100%	4.00	Excellent
A-	90-92%	3.67	
B+	87-89%	3.33	Above Average
B	83-86%	3.00	
B-	80-82%	2.67	
C+	77-79%	2.33	Average
C	73-76%	2.00	
C-	70-72%	1.67	
D+	67-69%	1.33	Below Average
D	63-66%	1.00	
D-	60-62%	0.67	
F (failing)	Below 60%	0	Did not meet expectations of class
I (incomplete)*			

* Incomplete means that a student has not met or finished all of the requirements for credit. An incomplete must be made up within two weeks after the end of the quarter or all assignments not turned in will become a zero.

GRADE REPORTS

Report cards will be issued upon completion of each quarter or trimester to the students to take home to their parents. Report cards will contain information about attendance. If any portion of the grade report is inaccurate, please contact the principal's office as soon as possible to make a correction.

GUIDANCE COUNSELOR SERVICES

Students and/or parents may stop in the counselor's office at any open office time or may schedule an appointment. If parents would like to visit with the counselor, it is usually best to make an appointment. The school counseling program assists students with a wide range of issues, including those of academics, career exploration, personal problems, and post-high school admissions. The counselor has information available on both two and four year colleges, technical schools, careers, occupations, testing, financial aid and scholarships. Most of the informational resources can be checked out, however, some items may only be checked out for study hall. Some information on colleges and careers can be accessed through a computer on SDmylife.

GUM, CANDY, POP & FOOD

Students are not allowed to have gum, food, or candy during class without the consent of the teacher through the principal. Students may keep gum, candy, and food in their lockers. Students may have gum in classrooms where teachers permit. This is a privilege which may be revoked due to problems with hallway conditions, locker cleanliness, etc.

RIGHTS OF HOMELESS CHILDREN

Rights of Homeless Students:

Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth

Hamlin School District Board Policy

May 13, 2011

The Hamlin School District shall implement *the McKinney-Vento Homeless Education Assistance Act* to ensure that children and youth in transition are provided with equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youths in the district. Children and youths in transition shall have equal opportunity to meet state and district academic achievement standards, and are free from discrimination, segregation and harassment. By doing this, it is the intent of the Hamlin School District to ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.

The Hamlin School District's Policy is to ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured. This includes records such as academic records, medical records, proof of residency, or other documentation. It is also the policy of the Hamlin School District to keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.

The Hamlin School District's intent is to provide children or youth experiencing homelessness with services comparable to services offered to other students in the school district. Thus, services offered to other students would be offered to students experiencing homelessness. Those services would include such things as transportation services, vocational and technical education, gifted and talented programs, and school nutrition programs. It would also include educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of *the Elementary and Secondary Education Act of 1965* or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.

Information regarding this policy will be distributed to all students upon enrollment. The information will be available in the district office, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments, and other social service agencies.

HOMEWORK DETENTION

Students will be required to complete homework from time to time which cannot be completed during the class period. If a student fails to complete the homework as prescribed, the teacher will assign an informal “working detention”, before or after school (which is not accompanied by any paperwork). This informal detention is intended to provide an opportunity for the teacher and the student to work together to ensure that there is no misunderstanding. If the student fails to come to the “working detention” and still does not have their work done, they are to be given a detention which is accompanied by paperwork and is tracked through the office. Staff and students are encouraged to make every reasonable effort to alleviate these situations while still holding the student and staff to high expectations.

HONOR ROLL & HONOR STUDENTS

To be eligible for the Honor Roll of Excellency, a student’s class average (total of all subjects) must not be below an “A-“(3.67). To be eligible for the Honor Roll of Merit, a student’s class average (total of all subjects) must not be below a “B” (3.00). Students receiving a grade of “D” or below will not be eligible for either Honor Roll. Students that have obtained a GPA of 3.33 or higher by the end of the first semester of their senior year, will be considered as honor students at graduation and will be recognized as such.

INSURANCE

One insurance company will be authorized to provide student insurance and the forms will be handed out at the beginning of the school year. The school, as a service to the students and the parents/guardians, will act as a collection agency. Participation will be completely voluntary on the part of the parents but the forms must be completed and returned to the school to verify that this insurance has been offered.

LEAVING SCHOOL

Students leaving school or going to their cars during school hours must have prior permission from the principal’s office. Students leaving school must check out at the principal’s office before leaving and must check back into the principal’s office upon return.

LIBRARY RULES

Each book has a barcode number and each student has been assigned a barcode number. The entire system is networked so you will be able to access information from any computer at HEC to determine the availability of a book, any card information typically found on the previous paper catalog cards, and also the AR grade levels and point values for books which we have. REMEMBER – the use of the library and the computers are a privilege that may be revoked at any time for failure to follow rules or cooperate.

Being able to use the library, although very important to a rounded education, is a privilege and as such we have developed the following library policies:

1. All students must have a paper pass with staff member’s initials and time written on it to come to the library. If several names are on a pass, all must come to the library. If several names are on pass, all must arrive and depart at the same time. Upon arrival, place the pass or planner on the circulation counter or show it to the librarian. Ask the

librarian to write the time and their initials on it when you leave. Students must ask permission to leave the library to go to their locker or the restroom.

2. Return all books, magazines, newspapers, and chairs to where you found them.
3. Computers may not be used for games, email, chat rooms, or music CD's.
4. Magazines or newspapers may not be removed from the library nor damaged in anyway with permission from the librarian.
5. Return all books to the circulation counter by their due date.
6. Reference materials may not be taken from the library. These materials are labeled with REF on their spines. This will include items such as dictionaries and encyclopedias.
7. Materials may be checked out for 3 weeks. A one week grace period follows. After this period, overdue materials will be fined 5 cents per day. Materials that are overdue from the State Library are charged 50 cents per day and you are at risk of losing the privilege of inner-library loans. If materials are not returned and fines paid, you will not be able to check out any additional books and your school records (report cards, transcripts, etc.) will be held until these fines are paid. If you cannot find your book(s), you will be charged for their replacement.
8. Students may not have food or beverages in the library.

LOCKERS

Lockers are assigned to students at the beginning of the year but remain the property of the Hamlin School District and as such, students should not assume any rights of privacy. These lockers should remain locked at all times to prevent theft. Each student is responsible for keeping their assigned locker clean both inside and outside – remove stickers, etc. after a short period of time to prevent them from falling off and ending up on the floors and to eliminate the possibility of graffiti. Students should not write or damage their lockers in anyway because damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the principal's office immediately. Students are advised not to keep money or other valuables in their lockers and should not enter another students locker or do anything to another students locker which disables it. The school is not responsible for the loss of anything left in the lockers. The right to open and inspect lockers at any time rests solely with the administration and students may expect their lockers to be searched at any time. Locker tops are to remain clear at all times.

MAKE-UP WORK

Students should report to the office immediately upon returning from an absence and will not be admitted to their classes without a makeup slip. Students will be allowed two days to make up a test and work missed for every day of an excused absence. Example: If the student is gone one day the student needs to turn in the work within two days. If the student is gone two or more consecutive days, the first day's work is due two days after the return to school. The second day's work would be due in four days and so on.

NATIONAL HONOR SOCIETY

Hamlin High School is privileged to have a chapter of the National Honor Society. Membership in the National Honor Society is granted on the basis of faculty selection, and such

membership is conferred upon those students who have distinguished themselves by being outstanding in the following areas: Scholarship, Service, Leadership, and Character. Just as these areas are used for membership selection, behavior which is found to be in direct violation of these areas may result in the student's dismissal.

PARENT RIGHT TO KNOW NOTIFICATION

The federal education No Child Left Behind law requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. This information may include (1) whether the teacher has met the State requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction; (2) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; (3) the college major and any other degree; and (4) whether the child is provided services by paraprofessionals, and if so, their qualifications. If you are interested in this information, you may send your request to the building principal who will provide a response.

In addition, parents in the Title I schools will be provided timely notice if the parent's child has been assigned or has been taught four or more consecutive weeks by a teacher who is not highly qualified.

PARENT INVOLVEMENT PLAN—SECTION 1118

To educate a student, a 3-way partnership exists between the school, the student, and the parents. It is vital to the development of a beneficial education program in a student's life to have the parents involved as much as possible. The Middle School/High School staff recognizes this partnership and promotes it through a number of ways. An annual meeting is held in the fall of each year at Hamlin Education Center in which students, staff, parents, and other stakeholders are invited to participate in the explanation of the district, elementary, middle school and high school, school report cards under No Child Left Behind regulations. At that time, all are also invited and encouraged to give input in this Parent Involvement Plan and on the Student/Parent/Staff Compact. Both are reviewed and explained at this meeting. For those who cannot attend, these documents are available on the Hamlin School District's website, or upon request from school officials.

Because of the diversified needs, the Hamlin School District will do as much as possible to assist parents of all children served by our school in understanding educational topics, such as the South Dakota state standards, how those standards are measured, how to monitor your own child's progress and how to work with educators in order to improve the achievement of your child. This can include, but is not limited to, extra time with an educator, explanations of homework to the parent by the educator, extra communication with parents, etc.

At times, the staff at Hamlin Education Center will be educated on how better to assist parents in being more involved in their child's education. That education has/will include(d) how to better reach out to, communicate with, and work with parents as equal partners. It has/will include(d) using the Parent Resource Network, Human Service Agency, and Head Start/ICAP Agency personnel in order to educate staff and implement and coordinate parent programs in order to build ties between parents and the school. Parents have been/will continue

to be notified of any workshops, classes, and seminars that are available to parents in order to educate them on parenting issues and school-related issues.

The Hamlin School District understands the importance of communication with parents and notification of events pertaining to the educational life of students. Therefore, parents will be informed of related school and parent programs, meetings, and other activities in a way, and to the extent practicable, in a language the parents can understand. The Hamlin School District uses various means in order to communicate these events. They include, but are not limited to, Alert Now phone notifications, Hamlin School District's website, letters home with students, newsletters, pamphlets sent home, newspaper articles, radio advertisements, etc.

The Hamlin School District also feels that families need to find the school to be a place to be together and enjoy a time as a Hamlin School District family. The Title I program, along with the Parent/Teacher Organization, will host an annual Spring Family Fun Night. This is typically a night in which families can enjoy an evening of entertainment in a family-type setting at Hamlin Education Center.

Because the Hamlin School District believes that all students need to be involved, to the extent practicable, the district commits itself to provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand. That includes, but is not limited to, providing pamphlets and Alert Now phone notifications in a language the parents can understand and providing an interpreter for the family.

Assistance for parents and parental organizations in ideas for parental involvement within the school district can contact: <http://www.sdpirc.org> or phone: 1-800-219-6247.

PHONES & MESSAGES

. Messages for students (other than emergency) will be posted on the students' lockers. We strongly encourage all messages for students be kept to vital circumstances only. The staff is hired to take critical messages and not to take personal messages for the students that could be handled through emails or left until after school hours. Student employers should not be calling the school for scheduling issues.

Cell phones and other electronic devices may not be used during school hours without permission from the office. These items distract from the educational function of the school and should be left in cars or lockers and should not be carried during school hours. The phones in the offices and classrooms are for school business only and should not be used by students without approval of the office. Effort should be made to use the hallway phone to lessen the interruption to office staff that are attempting to conduct normal business. Students that are feeling ill and do not feel they can make a phone call on their own, may request assistance from the office. All technology resources (cell phones, iPads, computers.) brought into the school may be searched at the discretion of the administration or their representatives.

POP IN LOCKERS & CLASSROOMS

Students are not permitted to have pop, juice, or water in class unless approved by the instructor through the office. This helps to maintain a neat and clean classroom and supports the healthy lifestyle that the school wishes to promote. High School students may keep pop, juice or water in their lockers provided it does not contradict cleanliness or health issues. The pop, juice or water must have a cap on it, we do not want cans in the lockers. If a student needs water for health issues (heat, cold, etc.), they may request special permission from the office. Students are **NOT** allowed to sell items from their locker for personal profit.

PROFANITY

The use of profanity, or derogatory language, comments, or gestures by any student is considered unacceptable conduct and may bring about immediate removal from the classroom and can be cause for detention and/or suspension.

PARENT-TEACHER CONFERENCES

During the first and second semester of the school term, parents of the students are invited to school to visit their child's teachers. During these conferences, the student's progress is discussed. Since these conferences are for the benefit of the students, and we strongly suggest that students encourage their parents to attend. Parents are also strongly encouraged to contact their child's teachers to request a one-on-one conference at any time throughout the year.

RESTRAINT AND SECLUSION POLICY

SDCL 13-32-1 provides legal authority and a responsibility for the Hamlin School District to limit the use of restraint and seclusion in its educational programs.

A. Prohibited Restraint and Seclusion

Hamlin School District employees will not use prone restraint on students, except when doing so is necessary and reasonable and moderate in degree. (Prone restraint is defined as physical pressure applied to any part of the student's body to keep the student in a face-down position on the floor or other surface.)

Hamlin School District employees will not leave students alone, when they have been involuntarily confined to a room, unless there is a clear and present danger.

B. Notification

Following any incident requiring restraint or seclusion of a student, the Hamlin School District employee involved must notify the parent or guardian of the student who was affected.

RETENTION POLICY

The Hamlin Middle School teaches five core classes (Math, Reading, Language Arts, Social Science and Science). Student need to show that they have a base knowledge of the core content areas to move on to the next grade level. The School District understands the importance of a student getting a proper education. Parents, students, teachers and administration need to be working toward this common goal. The School District has set forth criteria for students who do

not meet a minimum standard to be retained and repeat the current grade level the following school year. The criteria are as follows:

1. Students must maintain an average grade of 60% in the five content areas for the school year..
2. Students must follow the attendance policy of not missing over 8 days per semester. The administration will be in contact with the parents if they feel that their student is falling behind. The administration will notify the parents by the end of the current school year in regards that their student will be retained for the upcoming school year.

SCHOOL BUSES

The Hamlin School District has provides a fleet of buses for students that wish to utilize them. The board has employed reliable, responsible, and trained people to drive these buses. The bus driver is an official representative of the school and has **FULL AUTHORITY TO DISCIPLINE STUDENTS OF THE BUS**. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the standard rules.

Violations of these rules could mean cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

1. All riders shall remain seated while the bus is in motion.
2. Keep head, arms, and hands inside the bus.
3. The bus driver is in complete charge and may assign seats as he/she sees fit. He/she shall be accorded the same courtesy and respect as a teacher in the classroom. Any disobedience or impudence will be regarded as a serious matter and will be treated as such.
4. No profanity or obscenity will be tolerated.
5. Riders may be held accountable for any damages to a bus.
6. Students are responsible for meeting their bus on time.
7. Look before crossing a roadway when leaving or approaching a bus.

SCHOOL LUNCH

A hot lunch program is offered for all Hamlin students. If students wish, they may bring their own lunch. **NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS DURING THE LUNCH HOUR** unless they have earned senior privileges. Seniors wishing to have open lunch and have earned their senior privileges, must have the completed forms signed by their parent or legal guardian returned to the office.

LUNCH REGULATIONS:

1. All students are required to eat in the lunchroom. (Exception with senior privileges)
2. No food is to be taken out of the lunchroom without permission from the office.
3. Return your tray and silverware upon completion of your meal.
4. Return condiment containers to the designated trays immediately after their use.

Semester Test Guidelines:

All students in grades 6-12 will take semester exams. The semester exams will be the last day and a half of each semester and will follow an alternative schedule for those days. The semester exam will count for 10% of the student's semester grade. **The tests will be taken on the day and time that they are scheduled.**

The following schedules will be used for the semester test days:

Day 1**High School**

Period 1: 8:20-9:30
Period 2 : 9:35-10:45
Period 3: 10:50-12:00
Lunch 12:05-12:35
Period 4: 12:35 – 1:45
Period 5: 1:50 – 3:00

Middle School

Period 1 – 8:20-9:15
Period 2 – 9:20 – 10:15
Period 3 – 10:20-11:15
Lunch: 11:20 – 11:50
Period 4 – 11:55 – 12:50
Period 5 – 12:55 – 1:50
Period 9 – 1:55 – 3:20

Day 2**High School**

Period 6 - 8:20-9:30
Period 7 - 9:35-10:45
Lunch - 12:00-12:30

Middle School

Period 6- 8:20-9:15
Period 7- 9:20 – 10:15
Period 8 - 10:20-11:15
Period 9: 11:20 – 12:00
Lunch – 12:00-12:30

School Dismisses at 12:30

*** Students can EARN the option to not take semester exams. We will be looking at grades, attendance and behavior/discipline as means to EARN opting out of semester exams. To EARN the option to opt out of taking semester exams the student must meet ALL of the following criteria. **If you skip the semester exam you will receive an “I” (incomplete) on your transcript until you finish the exams. A student cannot graduate with an I on their transcript.**

Grades: A student must attain a semester grade of **C (73%)** or higher in the class. **The two quarters will be averaged together prior to the semester test date.**

Attendance: Each period of the day is its own entity. A student must have four or less absences in any period per semester. If they have five or more absences, they will be taking the semester exam for that period. The school will follow the attendance policy in regards to consolidation of absences. **Consolidating absences must be completed within a week of the absences occurring.**

Behavior/Discipline: Any student who receives an In-School Suspension or Out of School Suspension will have to take semester exams. A student who has multiple referrals to the Principal or Dean of Students office may be subject to taking the semester exams at the administration's discretion.

STUDENT CLASS LOAD

All students must schedule classes for at least 6 regular periods each day. This means that no student will have more than one study hall per day (HS only). Due to the pressure that it would place on scheduling. Refer to the Student Registration Handbook for more information.

STUDENT OF THE MONTH (Charger Champion)

The following is the list of criteria that the staff will take into consideration when choosing the students of the month:

1. Participation in classroom discussion/activities
2. Character (loyalty, respect , honor, integrity)
3. Demonstrates respect for all school policies and personnel.
4. Academic progress (improvement or continued accomplishments) and demonstrated real effort and desire to learn.
5. Leadership in class or activity or school life.
6. Activity and or community service
7. Attitude towards peers, staff and learning in general
8. Friendliness and support for other students
9. Attendance and tardiness

STUDENT PASSES

Every student is assigned a place for each period of the day and is expected to be present at the time and place assigned. In the event it is necessary for the student to be at a place other than the one the student is regularly scheduled for, the teacher who desires the student's presence should give the student a pass or make a phone to the assigned teacher/supervisor.

STUDENTS IN THE SCHOOL BUILDING AFTER HOURS

The Board of Education has set a policy stating that students must not be left in the school buildings without the supervision of a teacher or adult who is affiliated with the public school and employed by the Hamlin School District. If students are requested to leave by custodians or other teachers or school employees, the student should exit immediately. The use of the HS gym and/or weight-room after school hours should be handled through the HS office or school administrator and must be supervised by an approved adult at all times.

TOBACCO, ALCOHOL, AND DRUGS

Use of tobacco (in any form), alcohol or an illegal drug is forbidden at all times in any school building or on any school grounds or at any school-sponsored event. This rule is also in effect while being transported by the school, or while under school supervision at any school function anywhere or any time. Law enforcement officials will be contacted as appropriate.

VISITORS TO THE SCHOOL

Any person that is not enrolled in classes at Hamlin High School is deemed to be a visitor. Visitors and guests are to report to the office immediately upon entering the building. All visitors, including parents and other relatives must report to the office and sign-in. Only students

that will be allowed to visit our school will be ones that are interested in attending Hamlin School in the future. This visit will be set up by the parents and the student will be assigned a student to follow for the day set by the administration. Students will only be allowed to visit the school for a half day. Administrative discretion will be used in all circumstances.

WEAPONS

Weapons such as knives, fireworks, firearms, or other weapons of any sort or items which may be used to inflict damage to other people or property, may not be possessed by any student or person on any school grounds (to include vehicles) or during any school event. Any student determined to have these items will be suspended from school and referred to the Hamlin County Sheriff Department or the appropriate authority.

HAMLIN SCHOOL DISTRICT MASTER CALENDAR 2025- 2026										"floating" in-service day
	M	T	W	TH	F	Contact	Ins	PTC		7th 1st day of fb pract; 14th 1st day of vb & xc pra
August					1					18 & 20 - In-service 8 am - 4 pm
	4	5	6	7	8	0				19 - In-service 12:30 - 4:30 Open house 5-7 pm
	11	12	13	14	15	0	1			21 - First Day of School
	18	19	20	21	22	2	3			
	25	26	27	28	29	4				29 - No School
September										1 - No School Labor Day
	1	2	3	4	5	4				
	8	9	10	11	12	5				12 Homecoming Day
	15	16	17	18	19	5				
	22	23	24	25	26	5				
	29	30				2				
October			1	2	3	3				10 - 12:30 dismissal/Teacher In-Service
	6	7	8	9	10	5				17th End of First quarter
	13	14	15	16	17	5				22 - P-T Conferences 1:30-8 pm;12:30 Dismissal
	20	21	22	23	24	4		1		24 - No School
	27	28	29	30	31	5				
November										
	3	4	5	6	7	5				14 - 12:30 dismissal/Teacher In-Service
	10	11	12	13	14	5				
	17	18	19	20	21	5				26-28 - Thanksgiving Vacation
	24	25	26	27	28	2				
December										
	1	2	3	4	5	5				
	8	9	10	11	12	5				End 1st Semester - 12:30 dismissal
	15	16	17	18	19	5				Dec 22 - 31 - No School Christmas Break
	22	23	24	25	26	0				
	29	30	31			81	4	1		
January				1	2					Jan 1 & Jan 2- No School
	5	6	7	8	9	4	1			5 - Inservice Teachers/ No School for students
	12	13	14	15	16	5				Jan 6 - Return to School
	19	20	21	22	23	4	1			19 - Inservice Teachers/ No School for students
	26	27	28	29	30	5				
February										
	2	3	4	5	6	5				11 P-T Conferences 1:30-8:00 pm;12:30 Dismissal
	9	10	11	12	13	4		1		13 - No School
	16	17	18	19	20	4				16 - No School - President's Day
	23	24	25	26	27	5				27 - 12:30 dismissal/Teacher in-service

March

2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	2
23	24	25	26	27	5
30	31				2

18-20 - Spring Break

April

		1	2	3	2
6	7	8	9	10	4
13	14	15	16	17	5
20	21	22	23	24	5
27	28	29	30		4

3 - No School Easter Break
6 - No School Easter Break
17 - 12:30 Dismissal/Teacher In-Service (Prom)

May

				1		1		
4	5	6	7	8	9			
11	12	13	14	15				
18	19	20	21	22				
25	26	27	28	29		86	2	1

May 9 - Graduation
14 - Last Day of School - 12:30 dismissal
15 - Inservice Teachers/ No School for students
25 Memorial Day

167 6 2

*If make up days are needed, they will be added after ANY days missed in the following order: Jan 5, Jan 19, May 15,then starting May 18 and calendar adjusted accordingly

25-26 SCHOOL YEAR