

# **Henry Middle and High School Student/Parent Handbook**

## HENRY SCHOOL DISTRICT PHILOSOPHY

The board of Education, the Faculty, and the Administration of the Henry School District support the philosophy that each child is entitled the opportunity to maximize their potential. Their potential would include mental and physical development, mental health, emotional maturity, social adjustment, and moral character.

## MISSION STATEMENT

Building Relationships, Empowering Learners

## PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to familiarize students and parents with the rules and regulations that govern the Henry School District.

### **A) Education Guideposts**

The purpose of the educational process is to guide and direct individuals through those experiences, which will best enable them to gain an understanding, abilities, and controls necessary for successful everyday in our society.

We believe the role of education to be social, physical, mental, emotional, and moral development of each child to the limit of his/her capacity in order that he/she may become a contributing member in our democratic way of life.

### **B) Characteristics of a good school**

- a. Pride in the school on the part of the pupils and teachers, and on the part of the community.
- b. Serves as a community center.
- c. Makes use of its community resources.
- d. Financial backing necessary to attract and hold competent personnel and to provide adequate facilities and materials.
- e. Enjoys good relationships with institutions of higher learning and other schools.
- f. Participation in policy making by those concerned with application and fulfillment of the policy.
- g. All personnel are happy in there association with one another.

- h. Learning activities should be the result of teacher/pupil planning within the limit of pupil maturity.
- i. A school that is organized and operates with maximum efficiency.
- j. A class load that makes a qualitative program possible.
- k. A planned program of pupil personnel guidance procedures.
- l. A staff who continually strives toward self-and -curriculum-improvement and who is aware of the twelve-year program of instruction.

**C) Aims of a good school**

- a. Teach boys and girls to think and to be constructively critical of self and others.
- b. Develop a knowledge, attitude, and skill, which will make each child an active participating citizen.
- c. Promote physical and mental health in each child and harmonize living with one another.
- d. Teach the fundamental processes to the limit of the individual capacity.
- e. Develop high moral ideas and the application of them to daily living.
- f. Guide the pupil through vocational plan, which will include include interests, abilities, aptitudes, necessary exploration, and job opportunities.
- g. Develop appreciation of other peoples, and their ideas and their opinions.
- h. Provide consumer education and knowledge of how to budget and spend money wisely.
- i. To develop a good relationship between school and the community.

**D) Organization of the school**

- a. It such be the policy of the board of education to review and bring up-to-date these board policies when necessary. However, most changes should not be instituted without 30 days consideration.
- b. The Henry School District will follow a K-5 plan; 6-8 Junior High, and 4 years of High School in grades 9-12.
- c. The Board of Education will determine the beginning day of school. The school term shall continue for four periods of a minimum of nine weeks.

## SCHOOL SONG/COLORS

### **Falcon School Song (Notre Dame Victory March)**

Rah Rah for FHHS  
Blue, black, and silver will be the best  
Show your spirit Falcon fans  
Get off your seat and shake the stands

We have the spirit we have the pride  
Always the best is what we will strive  
Let's go Falcons! Go Fight Win  
Onward to Victory

**School Colors:** Blue, Black, and Silver

## TELEPHONE NUMBERS

Telephone: 605-532-5364

Fax: 605-532-3795

## ATTENDANCE POLICY

Attendance is mandated by South Dakota Codified Law and will be administered in like manner.

The Henry School's mission is, "Building Relationships. Empowering Learners." The school functions when attendance is at its best. In life, the skill of punctuality is a necessity. In our mission we want each student to have opportunity to build effective relationships and learn to their highest potential. They simply cannot do that if they are not present. This program will help reinforce positive behavior and attendance within the walls of the Henry School District.

On days a student is absent we request that the parent or guardian contact the school and inform the school of the reason for the absence. In the case of a prolonged or **multiple absence**, it may be necessary to furnish medical documentation supporting the given absence.

Students who are not present the day of an activity are not eligible to participate in the activity that day. Administrative discretion will be used for students with legitimate excuses for being absent the day of an activity in order for them to remain eligible.

If a student accrues 10 absences (excused or unexcused) in one semester, truancy may be filed for the gross amount of absences. Warning letters will be sent out at 5 absences. Parents will be contacted at 8 absences via a telephone call to discuss the urgent situation. The district can withhold credit for high school courses of over 10 absences from a class in one semester.

**This means that even though the parent/guardian excuses the student, the school may not. The school reserves the right to determine when an absence shall be excused.**

If a student misses more than 3 days in one semester, they will be subjected to take the semester test. This test will be prepared and in line with the state standards for each course. This test equates a total of 10 percent of the overall semester grade. If a student has less than three absences and has an “A” in their course, they will not need to take this exam and get that testing period off the day of semester tests.

## TARDINESS

Students who are tardy exhibit a behavior that is disruptive to the members of their class. Tardiness is not acceptable and will be addressed with appropriate disciplinary action. Students will be given detention on their 3rd tardy of a semester. They will continue to receive detentions and maybe further disciplinary action if it continues

## BULLYING AND HARASSMENT

The Henry School District has adopted a Bullying Policy and it can be found in the Policy Manual under section J Students, code JFCE.

The policy states that bullying and harassment will not be tolerated.

When students bully or harass other students their actions will lead to disciplinary action which may include Friday School, detention, suspension, and in extreme cases expulsion. These actions will be taken in compliance with South Dakota Codified Law. **All incidents will be reviewed on a case by case basis by the Administration.**

## BUS CONDUCT

The Henry School District partners with Sheyenne Transportation to provide bus service for students in the Henry School District. Open enrolled students may receive busing services if busing is determined to be feasible by the school district. Utilizing the bus service to be transported to and from school is a **privilege**. Students that ride the bus must use appropriate behavior and follow the instructions of the bus driver. Failure to follow the direction of the bus driver may result in **the loss of the privilege** to ride the school bus.

# STUDENT DROP OFF/PICK UP PROCEDURES

(licensed student drivers exempt)

## **Non bus student riders:**

- 1.No student will leave the school grounds with any other individual besides a custodial parent unless pre-arranged with the Henry school district front office.
- 2.A note or a phone call from a custodial parent must be submitted before 2:00 pm of the said day of the change in normal transportation procedures of the student.

## **Bus riding students:**

- 3.No student will be allowed to get on a bus that they regularly do not ride unless the Henry school district receives a phone call or permission slip according to the regulation in item #2.
- 4.Any student who normally rides a bus route to and from school will have to ride the bus unless the custodial parent calls or sends a note to the Henry school district front office that there child is allowed to be picked up by an individual, who must identify themselves before transporting. ID's matching the name given to the office will need to be provided.

A student will be transported normally if no communication is made with the Henry school district. If a non-approved transportation provider shows up, your child will not be allowed to leave the school and it will be your responsibility to pick up your child before 4:00 pm.

It is not the Henry school districts responsibility to arrange how your child is getting transported to or from school. It is imperative that parents communicate amongst their families and the Henry school district to provide the utmost safety for all students.

## STUDENT DRIVING

Students who drive to school are expected to leave their vehicles parked during the school day. Students that attend North East Technical High School will not be able to drive unless the administrative office receives prior written and verbal notice. Safety of students has to be our first priority when addressing driving and we ask for your cooperation in this matter. Seniors that have senior privileges may drive to NTHS if they park on the west side of the school. They must sign a release to do so.

## CONDUCT FOR SCHOOL

Students are expected to **display respectful behavior, be accountable**, and, conduct themselves in a manner that is appropriate for school. When behaviors of an individual become disruptive, **disrespectful** and interrupt the educational process for other students, actions will be taken to discourage such behaviors. This includes ALL extra-curricular activities, home and away events, as well as field trips.

## DRESS CODE

Appropriate attire is difficult to define in the world we live in. In the Henry School we serve students from Pre-School through their senior year. With this in mind, we feel that appropriate attire would be clothing that covers our bodies and does not reveal skin portions of our stomach or breasts. Modesty in our approach to clothing is the policy that we will follow. Following are some suggestions that can help in understanding our expectations.

Shirts must have sleeves that conceal the underarm and that are not open more than one button in front.

V neck sweaters and shirts should not be worn if they expose the breasts of the person wearing them.

Shorts, when worn to school, should be mid-thigh in length and not be abnormally short.

Language on shirts worn to school should be free of alcohol, drug, and tobacco signage. Clothing cannot contain language that is vulgar in nature using slang or vulgarity that is inappropriate.

Caps, hats, or hoods are not to be worn during school hours. They are to be stored in your locker or not brought at all. There are exceptions when students are having a hat day or in conjunction with a class activity.

Wallet chains are not allowed in school.

## DRUGS, ALCOHOL, AND TOBACCO

These items are banned from the Henry School District. Possession of these items on school property will lead to disciplinary action and could result in permanent removal from the Henry School. E-cigarettes are considered a tobacco product and are not allowed on school property.

Law enforcement will be involved in all of these instances.

## CELL PHONES

Per school board policy, the Henry School District does not allow cell phones in school. The policy states that cell phones are to be left in students' lockers or in their vehicles. Students will also be given the option of putting the cell phone in a cell phone holder that will be placed inside each classroom. If a student does not put his or her cell phone in the holder or in his or her locker and is caught with a cell phone, the discipline procedures below will be followed. If a student is caught with a cell phone and refuses to give it to the teacher or administrator, he or she will be given Out-of-school-suspension. The student will not be allowed in school until they agree to turn the phone in with the office. Students are only allowed to have their cell phones during the lunch period and in between classes. Once a student has reached the third offense, the parent must come to the school to retrieve the phone.

1st offense- Warning-Parents will be contacted and a letter or email will be sent home.

2nd offense-Detention

3rd offense- Detention and Phone must be turned into the office for a week (Upon school arrival)

4th offense- Detention and Phone must be turned into the office for the remainder of the semester.

5th offense-Detention and Phone will be in office for the remainder of the school year.

If a student needs to contact his or her parents, they may do so by going to the secretary's office and using the school's phone. A parent who needs to contact his or her daughter during the school day may do so by calling the school at 532-5364. For more information on the school board cell phone policy, please see the policy manual section JFCK.

## HIGH SCHOOL SCHEDULING

All High school students are expected to be registered to complete at least 7 credits as a freshman and 6 credits the next three years. The graduation requirements of the district are 25 total credits. In order to meet this, students must be avid learners and work towards these results.

## DUAL CREDIT CLASSES

Dual Credit is an opportunity for high school students that meet admission requirements to enroll in public postsecondary institutions in South Dakota to earn credits simultaneously for both their high school diploma and towards a postsecondary degree. Each Dual Credit course taken by a junior or senior that meets requirements will earn 1 credit towards the high school diploma. The rate for a dual credit class is \$48.33 (Subject to change per SDBOR) per credit and is paid to the university. The Henry School District will give the student a reimbursement of the full cost of

the course if a student that is junior or senior provides a receipt of the payment and a transcript from the university or technical school indicating the student received a “B” or higher in the course. **All Dual Credit courses will be completed at The Henry School District.**

Dual credit classes will be assessed on a 5.0 GPA scale. A (5.0) B (4.0) C (3.0) D (1.0) and F (0.0). These courses will be used to help assess class rank. On a student’s transcript, both the weighted and unweighted GPA’s will be provided.

To receive more information on dual credit classes you can contact the building principal or go to <http://www.doe.sd.gov/octe/dualcredit.aspx>. Students may also see a course listing for each university at [www.sdmylife.com](http://www.sdmylife.com) and click on the dual credit class.

## ELECTRONIC COMMUNICATION DEVICES

Students are not allowed to have cell phones, music devices, tablets, or any other digital electronic media device during class time. This will be at teacher discretion. It is expected when using electronic devices that they are used correctly in an appropriate manner.

## ELIGIBILITY

Students in the Henry School are encouraged to participate in activities. Students are governed by two entities with regard to eligibility. The primary entity is the Falcon Handbook and the second entity is the SDHSAA. Students must maintain passing grades and work on pace in their classes to be eligible for activities. If a student receives an “F” at the districts weekly eligibility check, they will be given 1 week to correct their grade. The ineligibility period is Monday to Monday. If there is a Monday Holiday, eligibility will be Monday-Tuesday the following week.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Henry School District abides by this policy. Complaints with regard to violations of this policy should be submitted to the Superintendent of School for the Henry School District.



## GRADUATION REQUIREMENTS

The Henry School District has adopted its own graduation requirements. Students are required to acquire 25 credits to graduate from Henry. There are 3 paths to take towards this graduation. Thee Basic High School Diploma, The Advanced Endorsement Diploma, and the Advanced Honors Endorsement. All three can be found on our school website.

### GRADING SCALE (Traditional)

- A 92 -100
- B 84 -91
- C 76- 83
- D 68-75
- F 0 - 67

### HONOR ROLL

At the end of each quarter, an honor roll for students in grades 6-12 will be published on the school district webpage. Students earning recognition on the honor roll must have at least a 3.0 GPA. Honor Roll will be given out to students working on pace and doing mastery level work.

### REPORT CARDS

The Henry School District sends report cards home at the end of each quarter for middle and **high school school** students. All other reports are available online via Infinite Campus. To sign up for an Infinite Campus account please contact the office.

### STUDENT COUNCIL

The student council in the Henry School is encouraged to make recommendations that will benefit the student body and contribute to the positive environment in the Henry school. The student council members are elected by their class and officers are elected by the student body. The student council is the student leadership of the school and must exhibit behavior that is expected from adults in a professional work environment. This group is the voice for the students in the Henry School District and will be asked to create philanthropy opportunities for

students. This group is also asked to create ways to raise school spirit and improve the overall quality of the school.

## INCLEMENT WEATHER

In the case of inclement weather, the Henry School will notify the radio stations in Watertown, SD and local television stations. These announcements will be made as early as possible. A School Reach is also sent out to inform families that have signed up for that notification. If you want your phone number entered into the School Reach System please contact the Administrative Offices.

## INFECTIOUS DISEASES

The Henry School District will follow the South Dakota Department of Health recommendations when dealing with inclusion or exclusion from school activities due to infectious diseases.

## LOCKERS

Students in the Henry Middle School and High School are assigned a locker and a combination lock for this locker. Personal items that they want to be kept safe should be stored in their locker. It is recommended that they do not share their locker combination with other students. Items stolen or taken from an unlocked locker are not at fault of the school district. Please lock up all personal items and items of monetary value.

## LOCKER ROOMS

Locker rooms are used to change for physical education classes as well as to change before and after sporting practices and events. If you do not participate in physical education classes or are not in a sporting activity you are not to use the locker rooms. When using the locker rooms be reminded that everyone is entitled to their privacy any disturbances that take away from an individual's privacy will result in disciplinary action. **Cell phones are not to be used in the locker rooms.**

## NOON HOUR

The Henry School District operates on a closed lunch. Seniors are allowed to leave for lunch. We follow federal guidelines to provide lunch for all students in the district. Parents are required to **pre-pay** for their children's lunch. Students may bring their own lunch to school (as long as it

is tasteful in nature). Please do not bring in fast food. If there is a reason students want to bring in outside food for other students it must be cleared by administration.

## NORTHEAST TECHNICAL HIGH SCHOOL

Students that are sophomores through seniors can register for classes at Northeast Technical High School. Priority is given by grade level with seniors having highest priority. Since there are limited slots grade point average will be used as a tiebreaker.

Attendance on Friday for North East Technical High School Student is not only encouraged but is required by students who enroll at North East Technical High School.

If a student misses more than 3 times on Friday in one semester, that student will not be able to register for NTHS the upcoming semester. (There are between 16 and 18 Fridays in a semester if a student misses 4 of the 16 -18 Fridays that accounts for 23-25 % of the Friday classes) This is simply not acceptable and will not be tolerated in the Henry School District.

Students will be notified on their second Friday absence of North East Technical High School. Parents will be notified on their third Friday Absence. The Fourth Friday absence will put the student on probation from NTHS for a semester. They will be allowed to register for NTHS following probation.

## COUNSELING

The Henry School District employs a full-time counselor. If the administration sees fit and there is a situation that occurs in the school, the administration will ask the counselor to assist or have a conversation with the student in need. Our counselor will assist in social-emotional learning for our students as well as college career and readiness for our district. She will work with students in scholarships and creating paths for after graduation.

## LAPTOP COMPUTER PROTECTION AGREEMENT

The Henry School District recognizes that with the implementation of the 1 to 1 laptop initiative there is a need to protect the investment of the District and the Parent/Student. This agreement outlines what is needed for your child to be able to be 1-1 with a laptop provided by the school.

- **REPAIRING OR REPLACING YOUR LAPTOP:** Families will be responsible for replacing their child's laptop/chromebook, or iPad in the event of theft, loss. Parents are encouraged to consult with their insurance agent for details about personal coverage of school issued technology devices in case of theft, loss, accidental damage or fire. All insurance claims must be reported to the district technology coordinator or Dean of Students. Students or parents must file a police or fire report and bring a copy of the report to school before a technology device can be repaired or replaced.
- **RETURNING COMPUTERS:** The computers will be returned at the end of the school year, or before a student leaves the district. Students that do not return computers will be billed for the full price of the computer. In addition, students that fail to return computers will have their grades withheld until those computers are returned.
- **ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

• **INTENTIONAL DAMAGE:** Parent/Student is responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage or neglect of the laptops/chromebook or iPad. Technology devices and accessory damages resulting from carelessness will be assessed the fees listed below. Examples of student carelessness would be but not limited to the following; lost stylus, LCD broke screens as a result of shutting lid or objects still on keyboard, leaving technology device in areas that can be stepped on, continual loss of keys from keyboard. In cases of "student carelessness" the following fees/charges will be assessed.

○ Cord Replacement	\$30
○ Broken keyboard or missing keys	\$60
○ Broken or cracked screen w working LCD	1 <sup>st</sup> offense \$80
	○ 2 <sup>nd</sup> offense \$160
○ Technology device replacement	TBD

# ACCEPTABLE USE POLICY

## Henry Signature Page

I understand and abide by the terms and conditions listed in the student handbook for the Network/Internet use. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/ or appropriate legal action may be initiated.

USER NAME (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent (s) or guardian (s) signature required on all student Internet access accounts.

As the parent or guardian of this student I have read the terms and conditions for the Network/Internet access. I recognize it is impossible to restrict all controversial materials and I will not hold Henry School responsible for materials acquired on the network. I also understand that the Henry School will do its best to provide error free, dependable access to computing resources. However the district cannot be held liable for information that may be lost, damaged, or unavailable due to technical or other difficulties. Further, I accept full responsibility for supervision if and when my child's use is not in the school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent (s) or guardian (s) Name: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Handbook

**I have read and understood the rules/procedures of the Henry student handbook.**

\_\_\_\_\_

**Student's name**

\_\_\_\_\_

**Parent/Guardian Signature**

Please return this completed page to Mr. Lenssen or Mr. Grassel

