ALCESTER-HUDSON
JUNIOR-SENIOR HIGH SCHOOL
www.alcester-hudson.k12.sd.us
2011-2012

School Offices	Telephone Numbers	Office Hours
Business Office	605-934-1890	8:00-4:30
	FAX 605-934-1936	
Junior High/High School	605-934-1890	7:30-4:00
Toll Free	888-447-5665 (888-HI SKOOL)	
Elementary School	605-934-2171	7:45-4:00
Toll Free	888-357-5665 (888-EL SKOOL)	
	FAX 605-934-1765	
City/School Library	605-934-2601	

Mailing Address:

High School and Business Office
Alcester-Hudson School
102 E. 5th Street
PO Box 198
Alcester, SD 57001

Elementary School
Alcester Elementary School
409 East 6th Street
Alcester, SD 57001

This agenda belongs to:

Name_____

Address_____

City/Town_____Zip Code_____

Phone_____

Student No._____

id:_____ password:_____

TABLE OF CONTENTS

PHILOSOPHY, NONDISCRIMINATION, PREFACE 3
GUNS OR FIREARMS.....5
SECTION I – ACADEMIC.....6
Enrollment, Registration, Required Subjects, Correspondence Classes, Foreign Exchange Graduation, Early Graduation, Board of Regents Basic Admissions Requirements, Policy Concerning Issuance of Diplomas, Early Scholars, Promotion Guidelines for JrHi, Homework Policy, Grading, Eligibility, Semester Tests, Report Cards, Honor Roll, Class Rank, Tardiness, Attendance, Attendance Policy, Absences/Activities, Advanced Make-Up Verification, Youth Program Events, Sign Out Sheet, School Dismissal for State Competition, Medications

SECTION II - RULES AND REGULATION 17
Food in School, Class Meetings, Fire Drills/Tornado Drills, Visitors, Driving Cars, School Purchases, Rules for Sales Campaigns, Student Dress, Jr. High and School Grounds, Smoking, Alcoholic Beverages & Drugs, Laser Beams, Cell Phone Usage Policy, Electronic Communication Devices Policy, Book Bags & Coats, Student Lockers, School Padlocks, Fighting, Detention, Saturday Detention, School Suspensions, College Recruitment, Interruptions, Study Hall, Complaints, Title IX, Library Rules

SECTION III - STUDENT SERVICES 24
Student Insurance, Musical Instruments, Lunch Program, Telephone, Reimbursement, Weather, Students Riding Buses, Homecoming and Prom Voting Procedures, Junior Senior Prom

SECTION IV - CO-CURRICULAR 26
Injuries, Eligibility, Weight Room Rules, Jr High Athletic Program Philosophy, Practices, Wednesday Practices, Church Activities, School Dances, Activity Tickets, Senior Open Campus Privileges, Honors, All-State Band, Orchestra, and Chorus

SECTION V - ATHLETIC HANDBOOK.....30
General Training Rules, Penalties for Use of Intoxicating Beverages, Tobacco and Drugs, Eligibility, Awarding of Athletic Letters to Sports Participants, Special Awards, Unsupervised Athletic Practice Prohibited, Policy on Use of Alcohol, Drugs, and Controlled Substances

PHILOSOPY

OF

ALCESTER - HUDSON COMMUNITY SCHOOLS

WE BELIEVE

Students have a natural desire to learn.

Students should be treated as individuals.

Students must have opportunity to acquire basic academic, technical or life skills.

Students must learn to be responsible and to accept the consequences of their decisions.

Students learn best in a positive and supporting atmosphere.

Students must be treated with respect and treat others with respect in a setting that provides discipline and guidance.

Students must be challenged to achieve their maximum potential and learn not to accept mediocrity in their work.

NONDISCRIMINATION POLICY

Alcester-Hudson District #61-1 does not discriminate on the basis of handicap, race, color, national origin, sex or age in access to employment in, or in the provision of, any of Alcester-Hudson's programs, benefits, or activities. The following person has been designated to handle inquiries regarding this policy: LeeAnn R. Haisch, Box 198, Alcester, SD 57001, Phone 605-934-1890. Unresolved problems may be referred to: U. S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, Phone: (816) 880-4200, TDD: (816) 891-0582, Fax: (816) 891-0644

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) MODEL NOTICE OF DIRECTORY INFORMATION

The ***Family Educational Rights and Privacy Act*** (FERPA), a Federal law, requires that Alcester – Hudson School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Alcester-Hudson School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with the district procedures. The primary purpose of directory information is to allow the Alcester-Hudson School District to include this type of information from your child's education records in certain school publications. Examples include:

Playbill, showing your student's role in a drama production.
The annual yearbook
Honor roll or other recognition lists
Graduation programs, and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – name, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Alcester-Hudson School District to disclose directory information from your child's education records without your written consent, you must notify the district in writing by August 23rd, 2011. Alcester-Hudson School District has designated the following information as directory information:

Student's Name	Photograph
Address	Date and Place of birth
Telephone Listing	Major Field of study
Electronic Mail Address	Dates of attendance
Grade Level	Participating in officially -- recognized activates and sports

Weight and height of members of athletic teams
Degrees, honors, and awards received
The most recent educational agency and institution attended

PREFACE

This booklet is for the use of the students, parents, and teachers. Its primary purposes to set forth the requirements for graduation, and to acquaint students with the educational opportunities and regulations of our school program.

All students are responsible for becoming familiar with this handbook, as they will be held strictly accountable for its contents. It is suggested that each student carefully read this handbook now and keep it as a future reference to refer to from time to time. Since it is assumed that every student completely understands the policies governing our school, violating a regulation or policy out of ignorance or forgetfulness will not be an acceptable excuse. If you do not fully understand something or have a question, please feel free to ask the principal for an immediate, precise explanation.

NOTICE - SUSPENSION FOR ONE YEAR REQUIRED FOR BRINGING A GUN OR FIREARM ONTO THE SCHOOL GROUNDS

(Adopted 4-11-96)

DANGEROUS WEAPONS IN THE SCHOOL

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws, as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

If a student has intentionally brought a firearm onto school premises, or was in possession of a firearm on the school premises, the expulsion may not be for less than twelve months. These matters will be referred to law enforcement officials.

However, the superintendent of schools may recommend an increase or decrease in the length of a firearm-related expulsion on a case-by-case basis.

This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

LEGAL REF.: SDCL 13-32-4.2; 13-32-7; 22-1-2
Improving America's Schools Act of 1994, P.L. 103-382

ACADEMIC
SECTION I

ENROLLMENT - All students wishing to enroll in the Alcester - Hudson School must meet the State requirements concerning immunizations. (Students entering school for the first time or students transferring from out-of-state must present proof of required immunizations, as well as a copy of their birth certificate, before being admitted.)

A certified birth certificate is required for a new student to be admitted. If the birth certificate is not provided within ten days of registration, the student will not be able to continue attendance until the birth certificate is presented to the school office. It is not necessary for the school to keep this certified copy of the birth certificate. We will copy the certificate for our files and return the original to you.

South Dakota State Law 13-27-3.1 through 13-27-3.3 requires the parent or guardian to present a certified copy of a child's birth certificate upon the child's initial enrollment in a South Dakota School. If a certified copy is not obtainable, the parent may submit an affidavit in lieu of birth certificate as issued by the Department of Health.

If you need to obtain a copy of the certificate, the County Register of Deeds may be helpful to you. If you have any questions or need any further information, please contact the school office.

REGISTRATION - Most of you have already selected your classes for this year so registration will be just a matter of filling in a schedule. Keep these points in mind when filling your schedule cards:

1. Have you met the requirements of your present grade? If you are behind in any required subject or in the customary number of earned credits, you should discuss your problem with the counselor and the principal. You should have a definite plan for making up all back work preparatory to your graduation at the expected time.

2. Each student must have no less than 6 academic classes per 2 day block.

3. Make certain that your selection of subjects includes all requirements for graduation.

4. Changes in your schedule can only be made with the permission of the guidance counselor and the teachers involved the parent's consent and the principal. Forms for a request for a class change can be picked up in the guidance office. A student may not drop a class after 10 school days of the 1st and 3rd 9-weeks without a failing grade at the time of withdrawal being recorded and used for G.P.A. and Honor Roll.

REQUIRED SUBJECTS - We will continue to follow the previous State recommendations for the minimum number of units necessary to graduate from High School. The chart on the next page reflects these requirements.

***In addition to the classes listed in the chart, Alcester-Hudson requires each student have .5 credits in computer studies regardless of which tier of education they may choose for classes of 2013 and 2012.**

New South Dakota High School Graduation Requirements Adopted by State Board of Education – Effective Fall 2006

STANDARD

Graduation Requirements

(meets the requirements established for the **basic** high school program under SDCL 13-33-19)

English/Reading Communication Art (4 credits)
(1.5 Writing and 1.5 Literature including .5 American Literature and .5 Speech)

Social Studies (3 credits)
(1 U.S. History; and 1 U.S. Government; and .5 Geography; and .5 World History)

Mathematics – (must include Algebra 1) (3 credits)

Science (min. of 2 credits of lab science) (2 credits)

Fine Arts (1 credit)

Health or Physical Education (.5 credit)

Economics or Personal Finance (.5 credit)

Required Offerings: students must select (2 credits)
With any combination of)

a. World Language, or
b. Computer Studies; or
c. Approved Career and Technical Education courses; or
d. Mathematics courses in addition to meeting the math requirements above; or
e. Science courses in addition to meeting the science requirements above.

Electives (6 credits)
TOTAL CREDITS (22 credits)

******Starting Class 2010 must choose between Standard or Advanced Graduation Requirements***

ADVANCED

Graduation Requirements

(meets the requirements established for the **recommended** high school program under SDCL 13-33-19)

English/Reading and Communication Arts (4 credits)
(1.5 Writing and 1.5 Literature including .5 American Literature and .5 Speech)

Social Studies (3 credits)
(1 U.S. History and 1 U.S Government; and .5 Geography and .5 World History)

Mathematics (3 credits)
(must include Algebra I, II, and Geometry)

Science (min of 3 credits of lab science) (3 credits)
(must include Biology and Chemistry or Physics)

Fine Arts (1 credit)

Health or Physical Education (.5 credit)

Economics or Personal Finance (.5 credit)

Required Offerings: students must select (2 credits)
With any combination of)

a. World Language, or
b. Computer Studies; or
c. Approved Career and Technical Education courses; or
d. Mathematics courses in addition to meeting the math requirements above, or
e. Science courses in addition to meeting the science requirement above.

Electives (5 credits)

TOTAL CREDITS (22 credits)

DISTINGUISHED

Graduation Requirements

* denotes offerings required to meet the South Dakota Opportunities Scholarship

English/Reading and Communication Arts (4 credits)
* (1.5 Writing and 1.5 Literature including .5 American Literature and .5 Speech)

Social Studies (3 credits)
* (1 U.S. History and 1 U.S. Government and .5 Geography and .5 World History)

Mathematics (4 credits)
* (must include Algebra I, Algebra II, and Geometry)

Science (min. of 3 credits of lab science) (4 credits)
* (must include Biology and Chemistry or Physics)

*Fine Arts (1 credit)

Health or Physical Education (.5 credit)

Economics or Personal Finance (.5 credit)

*World Language (2 years same Language) (2 credits)

*Computer Studies (.5 credit)

Electives (2.5 credits)

TOTAL CREDITS (22 credits)

******All current students and those in future classes of AHHS must take the Distinguished Graduation Requirements to be considered for the South Dakota Opportunities Scholarship.***

High School Graduation Requirements

Except where otherwise noted, these requirements begin with students entering 9th grade in the 2010-11 school year.

A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

1. Four Units of Language Arts-must include:
   a. Writing-1.5 units
   b. Literature-1.5 units(must include .5 unit of American Literature)
   c. Speech or Debate-.5 unit
   d. Language Arts elective-.5 unit
2. Three units of Mathematics-must include:
   a. Algebra I-1 unit
   b. *Algebra II-1 unit
   c. *Geometry-1 unit
3. Three units of Lab Science-must include:
   a. Biology-1 unit
   b. Any Physical Science-1 unit
   c. *Chemistry or Physics-1 unit
4. Three units of Social Studies-must include:
   a. U.S. History-1 unit
   b. U.S. Government-.5 unit (AHHS requires 1 unit)
   c. World History-.5 unit
   d. Geography-.5 unit
5. One Unit of the following-any combination:
   a. Approved Career & Technical Education
   b. Capstone Experience or Service Learning
   c. World Language
6. One unit of Fine Arts
7. One-half unit of Personal Finance or Economics
8. One-half unit of Physical Education
9. One-half unit of Health or Health Integration

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

Required beginning Sept. 1, 2013.

Correspondence Classes – Correspondence Classes will be accepted but no more than 3 credits can be used to meet the credits required for graduation. The Alcester-Hudson discourages early graduation.

Foreign Exchange Students Graduation and Activities Participation: Foreign exchange students may participate in commencement exercises but they will not receive a diploma from the Alcester-Hudson school. They will receive a certificate of attendance. Foreign exchange students may participate in extra curricular activities sponsored by the SDHSAA if their sponsoring agency is recognized by the CSIET, which sanctions each group that brings foreign exchange students into the state.

Early Graduation Policy - Students who have met the graduation requirements by the end of the first semester may graduate; however, the school will only hold one commencement exercise and that will be held in May. Any student wishing to participate in school

activities such as prom, senior class trip, and band/chorus trip must be enrolled as a full time student the semester of the event(s).

Graduation is the exception to the rule. Students who graduate at the end of first semester and want to attend the commencement exercises must attend commencement rehearsals.

Students who plan to attend any South Dakota state university must meet the following:

Board of Regents Basic* Admissions Requirements

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

4 years of English
- OR ACT English sub-test score of 17 or above
- OR AP English score of 2 or above

3 years of Advanced** Mathematics
- OR ACT Math sub-test score of 17 or above
- OR AP Calculus score of 2 or above

3 years of Laboratory Science ***
- OR ACT Science Reasoning sub-test score of 17 or above
- OR AP science score of 2 or above

3 years of Social Studies
- OR ACT Social Studies/Read sub-test score of 17 or above
- OR AP social studies score of 2 or above

1/2 year of Computer Science

1/2 year of Fine Arts

*Basic requirements for traditional age, resident, non-transfer, baccalaureate enrollments.

**Algebra or above.

***Biology, chemistry or physics, or, approved physical science or earth science.

POLICY CONCERNING ISSUANCE OF DIPLOMAS

All students who complete graduation requirements shall be eligible to receive a diploma during commencement exercises. The standard courses offered may be modified by an Individual Educational Program (IEP) so that a handicapped person may complete a program geared to his/her own capabilities and will meet graduation requirements and receive a standard diploma.

All diplomas will be inscribed so as to direct the reader's attention to the transcript which will contain all information pertinent to the student's educational program. Early graduation (end of 6th or 7th semester) is possible but there will only be a ceremony in May.

A Regents' Scholar Diploma will be awarded to any student who has completed four units each of English, Mathematics, and Science, two

units of Foreign Language or Native American Language, and three units of Social Science. As a Regents' Scholar, this high school graduate has the privilege of admittance to any South Dakota public institution of higher learning. (This is subject to change each year by the State)

Any student who has completed four years of high school but has not acquired the necessary credits for graduation will not be eligible to participate in commencement exercises if at the end of the first semester of their senior year they are not enrolled in enough classes to meet the graduation requirements. If at the end of the year eligible students don't meet the requirements, they will still be allowed to participate in the Commencement exercises and will be issued a certificate of attendance. A regular diploma will be issued upon the student's completion of the necessary requirements.

A composite picture of all students who have received a diploma will be displayed permanently at the elementary commons.

PROMOTION GUIDELINES FOR STUDENTS IN GRADES 7 & 8: It is the policy of the Alcester-Hudson School to prepare our students for the real world and to be an asset to society. As a learning institution, we must be accountable for the students that enter the real world from our school. If more time is needed to prepare an individual student, then it may become necessary to retain that student.

When the work of any child has been below the minimum level of achievement commonly accepted for promotion, the case must be recommended to the administration by the student's teacher.

The administration, the teacher, the parent, and the student will then meet to discuss the deficiencies that have been identified.

This group will decide whether the student's deficiencies are significant to require the student to be retained.

HOMEWORK POLICY: Homework is regularly assigned in all classes and is the responsibility of the students.

Because of the number of activities that the students are involved in both at school and at church no evening is excluded from homework.

The homework policy for students on Individualized Education Plans may be modified in accordance with the I.E.P.

GRADING: The grading system which will be employed by the Alcester-Hudson School System is the one, which is most widely used among the schools of our nation. Letter markings of A, B, C, D, F, or I will be used. The last mark listed, "I", indicates only that work is incomplete and that no mark is awarded at least until the work is completed. Incomplete grades will become "F's" at the end of the semester.

It is necessary to assign numerical values to marks so they may be averaged. In our school, numerical values of various marks are as

follows: A-4, B-3, C-2, D-1, F-0. Grade point average is based upon semester grades.

Unified Grading Scale

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

ELIGIBILITY: Eligibility rules and regulations will be distributed at the beginning of the school year.

Home School Student may participate in extra curricular activities provided they attend & pass 2 classes at Alcester – Hudson School, provide proof of academic progress in 2 home school classes, and meet the extra curricular eligibility requirements of Alcester – Hudson School with the policy to be reviewed annually.

SEMESTER TESTS: Semester tests should count no more than 1/5th of the semester grade. Semester tests are a part of the learning situation and will be given in all classes.

REPORT CARDS: Report Cards will be mailed out at the end of each quarter. Mid-term reports will be sent home with each student at mid-term of each nine-week period.

HONOR ROLL: The Honor Roll will be as follows:

Straight "A" Honor Roll all A's

"A" Honor Roll "A" average (GPA 3.65)

"B" Honor Roll "B" average (GPA 2.75)

Drivers' Education is not averaged in for Honor Roll.

CLASS RANK: Class rank will be determined by 4.0 scale.

TARDINESS:

1. Each semester of the school year, a student is allowed to accumulate 3 tardies without punishment.
2. Upon receiving a 4th tardy, a letter will be sent home to the parent's outlining the tardy policy and to inform the parents that their son/daughter will serve a Saturday detention for the offense.
3. If a student receives a 5th tardy, he or she will be given 2 consecutive Saturday detentions. This letter home will also explain that receiving another tardy will result in in-school suspension
4. The 6th tardy will result in one day of in-school suspension.
5. The 7th tardy will result in one day out-of-school suspension.

6. The 8th tardy will result in two days of out-of-school suspension and a meeting with the student and parents explaining the possibility of additional suspension or expulsion.
7. Students arriving at school after 1st hour begins and until 8:45 will be given a tardy. After 8:45 they will be marked absent.

STUDENT ATTENDANCE: The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefits for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations and student-teacher interaction can never be made up for an individual student who has missed them. This is the essence of schooling. One period is counted as ¼ of a day absent; two periods is considered a ½ day absent; three periods or over will be counted as a full day absent. A student's contribution to and achievement in class are directly related to attendance.

It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from class. Furthermore, South Dakota statutes require the local Board of Education to enforce definite standards of attendance, with few valid excuses for absence.

Absences will be grouped under two main categories:

1. Excused: The Alcester-Hudson School will excuse any absence that the student's parent is aware of and approves. However, after the sixth absence per semester, all absences (excused or unexcused) will have to be made up. This means the student must make up the time and work missed before we will calculate the student's grades, grade point average, qualify them for honor roll, etc.

2. Truant: Absent from school without knowledge of parents or the school for an invalid reason. It may also include an absence involving parental neglect. Student is required to make up all work and make up time missed after school.

An absence note from the student's parents should include (1) date of absence, (2) reason for absence, and (3) signature of writer. THE PENALTY FOR A "FAKE" CALL OR A FALSIFIED ABSENCE NOTE IS AN AUTOMATIC IN SCHOOL SUSPENSION.

ATTENDANCE POLICY: 7-12 After a student has been absent from school for six days during a semester, he or she will have to make up the work and the time missed for any portion of the day missed after six days**. Students who are hospitalized for a long period of time will have their stay in the hospital count as only**

one day. If a student is not making progress towards making up the time, he or she will be assigned times to make up the time by the Principal.

This can be before school, after school, or during Saturday detention.

If a student has not made up his or her hours by the end of the semester, the following will happen:

1. *No credit will be given for any class for that semester*
2. *Your GPA will not be figured.*
3. *You will not be on any Honor Roll.*
4. *You will not receive open campus privileges during semester tests.*

It is your responsibility to:

1. Make sure you know where to report each day.
2. Be on time. If you are not on time, you need not report.
3. Get the teacher's approval at the end of the make up period.

Rules concerning make up time:

1. Normal make up time is scheduled for either 7:30-8:12 a.m. or 3:15-4:00 p.m. If you wish to stay at a time other than this, you may make arrangements with your teachers or Mrs. Haisch.
2. Make up time will be scheduled with the staff during the school term. If you desire make up time with a teacher other than the one assigned, you must talk to Mrs. Haisch.
3. You must be working on academic subjects during the make up time.
4. You may make up time during Saturday Detention if there is Saturday Detention scheduled. If you do this, you need to notify the Saturday Detention Supervisor.

Extenuating Circumstances:

1. Any absence for a medical reason would not be counted in the six days as long as the student brought an appointment notice or brought something from the doctor that says he/she was seen that day.
2. Time that a student spends in the hospital would not count in the six days as long as notification was received by the attending physician.
3. Time that a student must spend at home for convalescence. This would have to be doctor ordered with the time specified.

ABSENCES AND ACTIVITIES: Students missing school any part of the day of an activity may not participate or play in that activity unless special permission is received from the principal or superintendent.

Each student is responsible for observing this regulation. A student who is unable to come to school because of illness should not be well enough to attend an evening activity at the school.

STUDENT EXCUSED TO ATTEND YOUTH PROGRAM EVENTS: A secondary pupil shall be eligible to be counted for school attendance up to five days in a school term when an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value.

STUDENT SIGN OUT SHEET: You must notify office personnel before you sign out. Students who fail to do this will be given Saturday Detention. Students who leave school during the school day (except for school activities) must sign out on the check list on the bulletin board in the office (first and last name). BE SURE TO SIGN FIRST AND LAST NAME AND THE TIME. Signing out on the sheet does not replace an excuse slip or a make-up slip for it is our means of locating you in emergency, telephone or for any other reason.

POLICY FOR DISMISSAL OF SCHOOL FOR STATE COMPETITION: If a high school varsity team from Football, Girls Volleyball, Girls Basketball, or Boys Basketball qualifies for State competition school will be dismissed for those days of competition. Dismissal of school for any other team that qualifies for State competition will be reviewed on an individual basis. Calendar days scheduled for Spring Break will be used for attending this competition once school is dismissed. If other days are needed, they will be added to the end of the school year.

MEDICATIONS: This school policy will be strictly followed to insure safety for all students in the Alcester-Hudson Schools.

Guidelines for Administration of Medications – According to guidelines recommended by the State Department of Health, the following procedures were implemented on November 9, 1998 concerning prescription medications, which need to be given during school hours.

1. An order for the prescription medication signed by the physician must be provided at the time the medication is brought to school.
2. A form signed by a parent/guardian consenting to the administration of all medications during the school day must be on file at the respective school. This form consists of the following:

a. Student's name
b. Date
c. Diagnosis of student's illness or condition, if known
d. Name of medication to be administered
15
e. Amount of medication and the time of administration
f. Method of administration
g. Duration of treatment
h. Precautions/reactions to observe or report

3. A parent/guardian or designated responsible adult should deliver to the school all medications to be administered by school personnel. If this medication is to be delivered to the school by another adult, the school must be notified by the parent ahead of time.

4. No more than a thirty (30) school day supply of medications should be stored at the school.

5. Medication provided to school employee by parent/guardian must be in the original container from the pharmacy.

In order to insure the safety of all of our students, we ask that you cooperate with us in these new guidelines.

Over the Counter Medications: A student in grades 7-12 may bring enough non-prescription medication to school for one day. This medication does not need to be brought into the office but must be kept on their person (not in their locker or in an unattended book bag or coat). The student may use the medication as needed. Students are not to provide medications to another person without the permission of the school nurse or a school administrator.

Penalty for having any prescription medication in school that has not been presented to the school office by an adult may include suspension or expulsion.

Students in grades K-6: All medications, prescription and non-prescription, must be brought to school by a parent/guardian and kept in the school office.

RULES AND REGULATIONS
SECTION II

FOOD, DRINK AND GUM will be allowed in the school but will be the discretion of each individual classroom teacher to allow them in classrooms.

Sunflower seeds will not be allowed in school.

CLASS MEETINGS - No class or organization meetings can be held without the presence of the advisor and a majority of the membership. No money shall be taken from any class or organization treasury to give directly to or to purchase a gift or gift certificate for any students, faculty member, or other person. The exception would be the scholarship fund set up by the National Honor Society. Class treasury money may not be spent without the prior approval of the class at a meeting at which a majority of the members are present.

FIRE DRILLS/TORNADO DRILLS: At least two fire drills will be held each semester. Exit routes will be posted shortly after the school term begins. File out quickly in an orderly fashion and assemble on the blacktop east of the school for roll call. Tornado drills will be held in the fall and spring with instructions given at that time. Fire and tornado drills will always be announced.

VISITORS: Classroom visitors should be admitted only with a card of introduction from the principal. Class visitation is a privilege and may be revoked.

DRIVING CARS: Students may not drive; ride in or on any car or motor vehicles anytime during the school day (8:12-3:15) without permission from the Superintendent or Principal. This policy also is in effect when a student is participating in a school activity away from school.

SCHOOL PURCHASES BY STUDENTS: Students may make school purchases only with permission of faculty advisor of the particular activity. The faculty member must approve the purchase and the student will be expected to sign the sales ticket and take the duplicate to the advisor.

Purchases by students will be kept to an absolute minimum. Unauthorized bills will not be paid but will be the responsibility of the purchaser.

GENERAL RULES FOR SALES CAMPAIGNS: Class treasurers are not allowed to write checks on class accounts. The Bank will treat this as a "NO ACCOUNT" check.

All tickets must be numbered in sequence and all must be accounted for, either sold or unsold. Each student is to check out a given number of tickets and a record of the ticket numbers they check out is to be kept by the advisor. Each students is to record the name of the buyer of each numbered ticket. This list is to be turned in to the advisor at the end of the campaign.

Tickets, which were lost, must be paid for by the ticket seller.

All tickets must be accounted for. Unsold tickets are to be turned into the office at the end of the sales campaign. It is the responsibility of the advisor to make certain that the money turned in matches the number of tickets sold.

In the event that actual merchandise is being sold, a record must be kept in the same manner of all merchandise which is checked out and all merchandise is to be accounted for in the same manner. All sales campaigns must have a definite starting and ending time.

Make sure each sales person knows how to keep records. Good record keeping will insure that money is not misplaced and that each customer receives the merchandise they ordered.

All sales campaigns or money-making ventures must have prior approval of the Superintendent or Principal one week in advance with a purpose for the fund raiser. All fund raisers must be for a class or school organization. No individuals will be allowed to sell things for personal profit.

For any transaction involving $5.00 or more, only checks or money orders made out to the school will be accepted.

STUDENT'S DRESS AND APPEARANCE: The following will be our student dress and appearance policy (A committee will review this policy during the school year:

1. Some type of foot apparel and shirt must be worn.
2. Students will not be allowed to wear any articles of clothing which convey any message of harassment, of drugs or alcohol, are sexually suggestive, display racial slurs, or gang related.
3. No hats, caps or hoods are to be worn during the school day except during special "hat days". (If you wear one to school, leave it in your locker.)
4. Half shirts that expose bare skin and any clothing that is excessively revealing are not to be worn by either males or females.
5. Student's manner of dress should not be disruptive to the classroom.
6. No clothing (torn or not) that exposes a student's underwear will be allowed.

Good taste and self-respect should be exemplified in the appearance of all Alcester-Hudson students.

JUNIOR HIGH STUDENTS: Junior High students are not to leave the school grounds at noon without permission from the Superintendent or Principal.

SMOKING: Student use or possession of tobacco products is not allowed in any of the school buildings or on school premises at any time. This rule applies at any school function whether it be a home

event or away event.
Possession or use of tobacco will result in suspension and notification of the police.

ALCOHOLIC BEVERAGES AND DRUGS: See complete policy on pages 37 through 40 of this handbook.

LASER BEAMS: Laser pens, key chains, or anything that can project a laser beam are not to be brought to school or to any school activity because of the potential eye injury. Students who do bring a laser-producing item to school or to an activity will have the pens confiscated and appropriate disciplinary action will be taken.

ELECTRONIC COMMUNICATION DEVICES POLICY: Alcester-Hudson Schools recognizes the need for communication between parents and children throughout the school day and during the extended hours of extra-curricular activities. However, to maintain classroom integrity and to minimize classroom disruption, electronic communication devices will not be allowed in the classroom for any reason. If a student is caught in the classroom, it will immediately be taken away.

*****Please refer to the cell phone policy for more details. *****

BOOK BAGS AND COATS: Students will not be allowed to bring book bags or coats into any of the classrooms. Students are to leave these items in their locker.

STUDENT LOCKERS: A locker will be furnished for students to keep books, notebooks, paper and other school materials. Students will be assigned lockers and are not to change lockers without the permission of the principal. The school is not responsible for any lost or stolen items or clothing out of a locker. Locks will be provided for all student lockers. Locks for locker room lockers can be purchased in the office.

Only school owned locks may be placed on the lockers. *Lockers should be kept clean and will be searched periodically and without notice.* The inside and outside of all lockers are in effect bulletin boards. Therefore, all posted materials must be approved by the principal. The school is not responsible for any article missing or stolen from students' lockers. All lockers have padlocks.

It is the student's responsibility to keep the combination a secret and to keep the locker locked. Padlocks are available for the safekeeping of the lockers.

SCHOOL PADLOCKS: Padlocks may be rented from the school Business Office. Only authorized locks may be used in the locker rooms.

FIGHTING ON SCHOOL PREMISES: There will be absolutely no fighting on school premises. Punching and hitting other students whether done in fun or not shall be considered to be fighting and will not be allowed.

Whatever disciplinary action necessary to correct this behavior will be taken. Fighting off the school property will be reported to the police.

DETENTION: It is hoped that no student will have to stay after school this year. In case that other methods of discipline fail, students who are disrespectful, disobedient or continually disorderly will be given detention slips and required to stay after school on the following school day. The purpose of the detention slip is to inform the parents of the incident and so that arrangements, if necessary, can be made for the student's transportation home.

The student is to obtain his/her parents signature to show they are aware of the detention and return the form to the principal's office by 8:22 on the school day after the form was received. Students who do not return the signed form will not be allowed to attend classes until the parents make special arrangements.

Detention will normally be from 3:15 to 4:00; however, school personnel will set up another time for the student. This time will be on the detention notice that is sent home to the parent.

Failure to report for assigned detention:

a) 1st offense - Warning (1 per school year)
b) 2nd offense - Saturday Detention

Other detentions will be served in the detention room. NO MUSIC WILL BE ALLOWED.

SATURDAY DETENTION: All detention is assigned by the Principal and will be served on Saturday morning. Students' assigned detention must be there for the entire three hour period. Hours are 8:00 a.m. to 11:00 a.m.

Basic rules:

- the student must read or study - no comics.
- no talking at any time
- no leaving
- no food or beverages
- no other time set up as an alternative
- failure to comply with any of these rules will result in a dismissal from detention for that day and the detention time will be doubled.

How assigned - must be assigned by the Principal's Office

- teacher refers student to the Principal for detention
- unexcused absences: (Skipping School)
  - 1 or 3 periods - one Saturday
  - 3 or more periods - two Saturdays
- talking back to teacher, administrator or support staff
- calling teacher, administrator an inappropriate name either in school or out of school may also

result in ISS or OSS.

-no cell phones allowed in the classrooms.

-using the "F" word, using a string of vulgarity or a word that the teacher has classified as unacceptable in his or her classroom

-failure to obey a teacher

-continually disrupting class after being warned

-destruction of property (Must also pay for repairs or replacement)

-stealing from lockers, coats, clothing in locker room, etc.

-fighting

-discipline problems on the bus (assigned by superintendent)

-other problems of a serious nature

Consequences of skipping an assigned Saturday Detention

-one warning per school year

-second miss - Saturday Detention plus one day In-School Suspension

-third miss - Saturday Detention plus three days In-School Suspension

-fourth miss - brought before the school board for long term suspension or expulsion

Parents will always be notified when the student is assigned Saturday Detention or is in violation of the Saturday Detention rules.

Students have two weeks to serve the detention. The week it is assigned and the following week. This allows for plans that were made prior to the detention being assigned.

SCHOOL SUSPENSIONS:

I. IN SCHOOL SUSPENSION - Students placed on In-School Suspension will follow this procedure: Report to assigned area or to Principal's Office at 8:15 A.M. each morning. Remain in assigned area at all times and do not talk to other students.

If you need to go to the restroom or any other area, you must ask permission from the supervisor (at no time should you be out of your area unless you have permission). All class work will have to be made up to the satisfaction of each teacher.

Lunch: You are still under suspension at this time. You are to go to lunch when the supervisor takes you to lunch. After you have eaten or if you don't eat, you are to remain in the gym. You are to sit on the bleachers and you are not to talk to the other students.

(AT NO TIME ARE YOU ALLOWED TO LEAVE THE BUILDING DURING THE DAY EVEN DURING NOON.)

You are to return to your area when your supervisor takes you there.

You remain in the gym until this time.

II. OUT OF SCHOOL SUSPENSION - After the suspension ends, you must make up all the school time that you missed by staying on detention. Arrangements may be made to stay two hours each night to speed up the make-up process. All class work will have to be made up to the satisfaction of each teacher.

Students placed on Suspension (whether in-school or out-of-school) may not attend school functions or participate in school/class related activities without permission from the principal.

POLICY ON ATHLETIC RECRUITMENT BY COLLEGES: In order for college recruiters to talk to high school students during school time, the following policy will be followed:

(1) The recruiter must notify the Principal or Superintendent far enough in advance so that the parent can give permission for the visit.

(2) Parental permission may be required depending upon the nature of the visit.

(3) In cases of recruitment of athletes, the athletic coach and athletic director are to be contacted in advance concerning the visit.

(4) The student must have advanced make up for any classes, which are missed.

POLICY ON SCHOOL INTERRUPTIONS: In order to avoid interrupting the proper order or management of the school and keep parents informed on student's legal affairs, it shall be the policy of the Alcester-Hudson Schools to not allow insurance agents, investigators, or salesmen to talk with students during school time unless the parent or guardian is present or has given written permission.

Police or Social Workers are by state law exempt from the above rule. They may talk to the child at any time while they are acting in their official capacity. It will be up to the discretion of the administration whether or not the parents are notified.

STUDY HALL ATTENDANCE AND RULES: It is the purpose of the study hall to provide a learning atmosphere for all students that is conducive to studying and doing research work. Rules and regulations are established and administered to protect this learning environment.

1. All students must report to the assigned study hall area.
2. All students must have the permission of the study hall supervisor before signing out. Signing out without permission will be considered to be unexcused and will result in loss of study hall privileges for at least one week.
3. Students are to remain seated for the first ten (10) minutes of study hall. This will give the supervisor time

to check attendance.

4. There will be a seating arrangement set up by each study hall supervisor.
5. Speaking privileges may be obtained from the supervising teacher. A maximum of two students may have speaking privileges at one time, and they must stand.
6. Only one person may sign out of the study hall for the following reasons: bathroom, locker, office, and phone.
7. Students wishing to go to see a teacher of the Guidance Counselor must get a pass prior to coming to study hall. If they do not, the supervisor will call the office to check to make sure the teacher/counselor is there and if he or she is available. If they are, the supervisor will write the pass.
8. Students may not add their names to a pass issued by a teacher.
9. There will be no food or drink in the study hall.
10. A student may sign out to the library only ONCE per day unless they are working on a research paper and then they must have a pass from the teacher and work only on the paper while there.
11. No sitting or lying on the floor during study hall.

COMPLAINTS: A copy of the adopted complaint policy can be found in the Policy Handbook located in each administrative office or is available from each administrator. Written complaints from persons under the age of 18 years must be signed by the parent or guardian of the person submitting the complaint.

TITLE IX: A grievance procedure for sex discrimination is on file in the superintendent's or principal's office. You may obtain it at any time.

LIBRARY RULES

1. Students may sign out of the study hall to go to the library for study or research. A maximum of 16 will be allowed to check out at any one time.
2. There will be no speaking privileges and no studying together in the library.
3. No cell phones will be allowed in the library.
4. The library may be reserved by teachers for individual class projects a week in advance. In this case, there will be no library check-outs from the study hall during that period.
5. Students who misbehave in the library will be sent back to the Study Hall and lose their library privileges and/or serve detention.
6. Students sent from the Library for discipline reasons will not

be allowed back in until they get permission from the Librarian.

7. A maximum of 16 students from the HS study hall will be allowed to check out at one time. If there are two HS study halls, 8 students from each study hall may check out. A maximum of 10 students from Junior High study hall may check out.
   If there are 2 junior high study halls, 5 from each study hall will be allowed to check
   out. During chorus study hall only 5 students from each study hall may check out.
8. No High School students to Library during Chorus Study Hall.
9. Students caught playing on library computers during the school day; they will be off of the library computers for a nine-week time span. Unless working on an assignment with a teacher present.

STUDENT SERVICES
SECTION III

STUDENT INSURANCE: Student insurance will be available to all students through the office. All students participating in the athletic program must be covered by accident insurance, with their own or this policy.

MUSICAL INSTRUMENTS: The school owns some musical instruments and will rent these to students for a fee as set annually by the School Board. The students must pay for the instrument rental in advance. The money is to be paid in the office and a receipt will be given to the student. Instruments may then be picked up by showing the receipt to the music teacher.

Students must pay for any damage other than normal wear and tear on the musical instrument.

LUNCH PROGRAM: Menus for the hot lunch program will be published monthly in the SCHOOL NEWSLETTER and will also be posted on the bulletin board.

A lunch count will be taken at the start of the first period.

Only enough food will be prepared for those who indicated they will be eating at the lunchroom that day.

Lunch tickets need to be paid for in advance. When a student's account no longer has a positive balance, we will allow him/her to eat a maximum of three times. After that, there will need to be additional lunch money deposited in their account or we will not be able to serve lunch to him/her. If a student's ticket is lost or forgotten, the policy which we will follow in grades 7-12 is: a student will be allowed to

eat a maximum of three times per month without a lunch ticket.
After that the student will not be allowed to eat unless they pay the full cash price of the single meal or purchase another lunch card.
Due to State regulations concerning free and reduced meals, there cannot be any trading, loaning or borrowing of lunch tickets, except between brothers and sisters.
Each student will need to have his/her own ticket or the cash to purchase each meal. In case a student loses his/her ticket, arrangements will need to be made through the office for that day's meal.

TELEPHONE: If a student is ill he/she may be allowed to use the phone in the office. Parents are requested to call students at times when their students are not in class.
Students may use the phone in the office to call home in cases where activities or practices are canceled and parents need to know.

REIMBURSEMENT FOR MEALS: The School District may pay for the travel expenses for students for some state events. If you have questions, contact your advisor or principal.

WEATHER ANNOUNCEMENTS: ALL BUS operations will be set by WNAX radio time. "NO SCHOOL" ANNOUNCEMENTS will always be given over KELO-TV, radio station WNAX, internet www.keloland.com – weather – closeline. An automated Notification System will also be used to call individual homes.

STUDENTS RIDING BUSES: All students riding player or spectator buses to an activity are to ride that same bus back to Alcester. The only exception is students who are given permission by their coach or administrator to ride home with their parents, brother or sister or adult relative or adult neighbor.
In this case, a written note from the parent complying with this rule or the parent's communication with the supervisor is necessary. Anyone not complying with this rule may lose the privilege of riding any activity or player bus for the remainder of that season.

Students will not be given permission to ride home with boyfriends or girlfriends. All cheerleaders are expected to ride to and from the out-of-town games with the squad or on school-provided transportation. Cheerleaders must follow the same penalties/rules/exceptions as listed above.

The penalties for the first offense may be modified at the discretion of the Superintendent of Schools. If a second infraction occurs, the student would lose the privilege of riding the player or spectator bus for the balance of the year.

HOMECOMING AND PROM VOTING PROCEDURES: *(HOMECOMING)* Each student in grades 9-11 will vote by secret ballot with no nominations for two (2) boys and two (2) girls from their respective classes. The boy and girl who receive the most votes

will be the Homecoming attendants. (Previous attendants are not eligible.) Each student in grades 9-12 will vote by secret ballot with nominations for 3 boys and 3 girls from the senior class. The three boys and three girls receiving the most votes will be the candidates. If there are only 4 of one gender in the senior class, 4 queen and king candidates will be chosen. All students in grades 9-12 will then vote for one boy and one girl from the list of candidates.

No student may ride on a Homecoming Float without written permission from the Principal.

(PROM) The voting procedure for Prom will be determined during the school year. The school board will decide based on recommendations from the Student Council.

JUNIOR/SENIOR PROM: The Junior Class is responsible for hosting the Junior/Senior Prom for the Senior Class. Funding for this event will be taken from the Junior Class fund; magazine sales being the primary source of income. If further fund raising is necessary, Junior class advisors will be responsible. All Juniors are required to sell a minimum number of magazines. This number will be voted on by the Junior Class. Juniors NOT selling the required amount of magazines will be required to pay the amount voted on by the class (not less than $40.00) to be admitted to any portion of the Prom. The Sophomore Class will be responsible for the takedown and recycling of the prom decorations.

CO-CURRICULAR
SECTION IV

INJURIES: The participation in athletics could lead to serious injury. There is a possibility of broken bones, cuts and even paralysis or death due to an injury sustained while participating or practicing for these activities.

ELIGIBILITY: Junior High and High School eligibility rules and regulations will be distributed at the beginning of the school year.

WEIGHT ROOM RULES: No one is to use the weight room without supervision. If students are out for a sport, then the coach is responsible for supervision. Other supervision will be arranged through the athletic director or school administration.

The weight room will be left clean with all weights put away upon leaving. Supervisor is responsible for securing the weight room upon leaving. Students/Athletes will conduct themselves in a manner that creates a safe and controlled workout area. Repairs needed to equipment should be reported to supervisor or athletic director.

JUNIOR HIGH ATHLETIC PROGRAM PHILOSOPHY: It is the philosophy of the Alcester-Hudson Schools that the athletic activities which are provided for the Junior High students shall be of

an exploratory nature. The emphasis shall be on all students participating so that they all develop their skills in each of the sports. There shall not be any "cutting" of a student from the team allowed, either formally or informally by discouraging a student from remaining out for the sport.

PRACTICES: Practice will be held after school on each weekday during the season, starting as soon after school as possible and ending at 5:30 so that the students are showered and are out of the school no later than 6:00. Practice on Saturday or during scheduled school vacations shall only be held when they are approved in advance by the High School Principal. There shall not be any special practices for any special or elite team. Whenever a practice is held, it shall be for all members who are out for that sport and each student shall be informed as to when practices will be held. The coach shall be in the locker room or in the immediate area at the start and end of practice in order to make certain that the students are adequately supervised at all times and that no initiation or other unacceptable behavior takes place.

The coach shall make sure all students are out of the building before he/she leaves at the end of the practice.

In the event there are two coaches for an athletic season, each coach shall work as equally as possible with all the students, rather than one coach taking the "good" athletes and the other taking the "poor" ones.

BAD WEATHER PRACTICE: If school needs to be dismissed early because of weather conditions, no practices will be allowed unless approved in advance by the Superintendent.

CHURCH NIGHT ACTIVITIES: No school activities for students, either mandatory or voluntary, may be held on Sundays. Exceptions are allowed when students need to attend a state or national event. School activities are not scheduled for any students on Wednesday after 6:00 P.M. Exceptions are allowed only when high school students need to participate in an activity over which our school has no control in the scheduling but we are obligated to participate. Practice or rehearsal prior to 6:00 P.M. is allowed for grades 6-12 on Wednesday. Students in grades 6-8 who have obligated church activities immediately after school on Wednesday will not be required to attend practices.

SCHOOL DANCES: Whenever students attend school dances they will be expected to remain in the building until they wish to leave for the remainder of the event. If a student leaves the building, he will not be readmitted. Dances will normally start at 9:00. No one will be admitted after 10:30.

Junior High students will not be admitted to school dances. Student's, who wish to invite dates from out of town, are to register them in the office before the dance.

Dances scheduled by individual classes or organizations must have three faculty supervisors. At least four parent chaperones will be necessary if punch and crackers are going to be served.
The names of these faculty members must be given to the principal before the dance can be scheduled or advertised.

ACTIVITY TICKETS: Activity tickets for grades 7-12 for the year will be available on registration day. They include admission to all school sponsored activities excluding tournaments and high school musicals.

SENIOR OPEN CAMPUS: The rules of Senior Open Campus will be explained to the Seniors at the beginning of the year and at the beginning of the second semester.

HONORS ACADEMIC HONOR AWARD: Students with a semester grade point average of 3.25 or higher will earn an Academic Honor Award. The first time a student earns the award they will be presented with an "Honor Student" pin, a "star" and a certificate. Each additional semester that a student qualifies for the award they will receive an additional "star". A student may "letter" in academics by earning the semester Academic Honor Award during two consecutive semesters. These two semesters do not need to be in the same school year. When a student "letters" they will receive a chenille award.

NATIONAL HONOR SOCIETY: This is an organization composed of students in grades 11 and 12 who have achieved and maintained a 3.0 cumulative grade point average during high school. Grades are averaged at the end of the second semester of the sophomore year and at the end of each semester thereafter, if a 3.00 grade point average is attained, the student becomes eligible to join the National Honor Society. These grades are averaged at the end of each semester thereafter and should the grade point average drop below 3.00, they will be placed on probation for one semester. If grade point average does not reach 3.0 at end of probation period, they are dropped from membership and will not be eligible again.
For seniors this determination will be made at mid-term of the third quarter. These students have achieved and maintained a 3.00 grade point average during high school. These students will be recognized at the Commencement Exercises in the following ways.

Honor Students: They will wear a gold honor cord to signify that they have maintained at least a 3.0 grade point average during high school. These students will be recognized at the Commencement Exercises in the following ways.
Honor Students: They will wear a gold honor cord to signify that they have maintained at least a 3.00 grade point average during high school.
IN ADDITION, these awards will be given during Commencement

Exercises:

HIGH HONORS: These students are those who have been able to maintain a 3.7 grade point average or higher during high school. They will be awarded a blue and white ribbon with a Silver medal that distinguishes them for this achievement.

HIGHEST HONORS: Any student who has a 4.00 grade point average during high school will be awarded a blue and gold ribbon with a Gold medal that distinguishes them for this achievement.

ALL-STATE BAND & ORCHESTRA: Students who are interested in auditioning for these groups must meet the guidelines set forth by the SDHSAA. Students will audition at the sites predetermined by region as set by the SDHSAA, in accordance with their regulations and policies. The school pays registration fee for these students.

ALL-STATE CHORUS: Any student, grades 9-12 that is involved with the high school chorus program may try out for All-State Chorus. Tryouts will be judged by a team of music educators from other
schools in the area. Students are asked to try out in the following way:

1. Prepared solo: during this solo rank pitch, tone quality, rhythmic accuracy, etc.
2. Vocal range
3. Aural Accuracy
4. Sightsinging

All areas are given a point value and those with the top point value will be selected for All-State Chorus. Alternates are chosen in the event that any All-State member cannot attend.

SECTION V: ATHLETIC HANDBOOK
GENERAL TRAINING RULES
ALCESTER
HUDSON ATHLETIC DEPARTMENT

We believe athletes can only do justice to themselves and their fellow teammates if they are willing to give of themselves and to their sport and observe training rules.

1. No member of the athletic teams shall indulge in the use of intoxicating beverages, use of tobacco or drugs in any form.

2. We feel regular hours should be kept by all athletes. The parents have the greatest responsibility in seeing that the athletes keep regular hours. The hours should be 10:00 P.M. on school nights and 12:00 or possibly 1:00 (depending on the events

scheduled) on weekends.

If the coaches feel that an athlete is violating hours, the athlete will be called in and informed of the abuse. If the abuse continues, appropriate action will be taken by the coaching staff.

The coaches will reserve the right to set more severe curfews and hours for special occasions that may arise.

PENALTIES FOR USE OF INTOXICATING BEVERAGES, TOBACCO AND DRUGS:

1. First Offense the student will be dismissed from the team for ten (10) school days (Saturday and Sunday do not count) from the date that the offense is brought to the attention of the coaching staff. The student will be allowed to participate in practice sessions during that time.
2. This suspension time will be only one week if the student reports his or her offense to the coach. Second offense the student will be dismissed from the team for the remainder of the season and lose all awards gained during that sport.
3. A student may be suspended from an athletic squad for insubordination, excessive unexcused misses of practice, or for behavior affecting team morale (example: someone who is always negative, or picks on kids or pouts, etc. which lowers team spirit.)
4. While under suspension, the student may not dress for a game or ride to and from the game with the team.
5. All members of athletic teams shall dress presentably for all athletic events... (example: boy's basketball slacks, tie, coat (no blue jeans). Each sport is different.
6. If fellow teammates find it necessary to report any violations, do so immediately.
7. Procedure for Dismissal of Athletes from the Team
   In the event it becomes necessary to drop an athlete from an athletic team, the following procedure will be followed:
   a. Advise the athlete orally or in writing of the violation.
   b. Allow the athlete to explain his/her position.
   e. Notify the parent of the problems and explain the reason for dismissal.
   f. A conference will be held if the parents or athlete requests it. Included in the

conference may be the coaches, athletic director, principal, superintendent, athlete, parents and witnesses.

ELIGIBILITY: Junior High & High School eligibility rules and regulations will be distributed at the beginning of the school year.

AWARDING OF ATHLETIC LETTERS TO SPORTS PARTICIPANTS: The following rules will be observed with regard to awarding of letters to Alcester High School athletes:

1. No letter will be awarded any athlete who is:
   a. Dismissed from the squad for the season.
   b. Any athlete who is under suspension when the season ends (season ends for football last game, girls' basketball last tournament game, boys' basketball last tournament game, track regional track meet except for state tract participants, wrestling regionals except for state qualifiers, cross country regional except for state qualifiers, volleyball last tournament).
   c. Athlete who quits before end of season.
2. **RULES FOR LETTER AWARDS:**

   BASKETBALL: Participants shall play in at least twenty-five (25) quarters during the season.

   CROSS COUNTRY: The top four (4) runners and two (2) pushers will letter if there are seven (7) participants out for the sport. If less than seven (7) participate, the top four would letter.

   If there isn't a full team, then the members must place in 1/4 of the major meets.

   (Participant must take part in half of regularly scheduled events.) All those representing the team in State will letter.

   FOOTBALL: Player shall average two (2) quarters per game for the season. Example: If the team plays eight (8) games you must play at least sixteen (16) quarters or be in games totaling sixteen (16) quarters. Being in a quarter for one (1) play constitutes one quarter of play.

   GOLF: A golfer must compete in a minimum of two varsity matches and 25% of the total matches for the year.

   Golfers who do this will receive a Gold Letter (one only), a golf pine (one only) and a bar (each year they letter). Any golfer lettering in golf for four years will be awarded a “Blue Letter.”

There will be a Most Valuable Player named for the boy's team and the girl's team. These golfers will receive a plaque at the Student Recognition Banquet. Golfers who compete in four State Tournaments will also receive a plaque at the Student Recognition Banquet.

TRACK: (Girls and Boys) Participants shall score at least seven (7) points for the season. (Dual meets or junior high meets do not count.) Relay points are counted for each participant by taking the number of points the team wins and giving each participant 1/2 of those points.

STUDENT MANAGER: Must be a student manager in the same sport for two years.

VOLLEYBALL: Player shall play in 30 games for the season. A match consists of the best 3 out of 5 games.

WRESTLING: A wrestler will letter when participant has earned fifteen (15) points during competition. Forfeit points will count one (1) point, not to exceed six (6) points.

4. Player shall receive but one letter (award) regardless of how many times player letters. The player shall get the actual letter the first time he/she letters.

The first time the player letters in the same sport, the player shall receive a pin denoting the sport lettered in and a bar denoting one year. The second time the player letters in the same sport, the player shall receive a bar for each time lettered. The fourth time the player letters in the same sport or is named to an All-Conference team, the player shall receive a blue letter. All other letter winners will receive gold letters.

5. Athletes who have not met the above requirements may be recommended for a letter by that coach if the coach feels a player deserves a letter.

The recommendation must be submitted to the other coaches in the school system for discussion and then a vote of the coaches will be taken. A majority of the coaches must vote to give the letter; otherwise the letter may not be given.

SPECIAL AWARDS

I. BLUE LETTER WINNERS

A. Lettering four years in any one sport (must meet the lettering requirements before he/she is awarded the blue letter).

B. Football Basketball: All Conference or All State

C. Cross Country: Top 8 in Conference, first 12 in Regional Cross Country meet, place in State (top 25).

D. Wrestling: First in Conference, first in District, first or second in the Region or place in State.

E. Track: First in Conference, first in Regional or place in State.

F. Volleyball: Individual All Conference All State.

G. Golf: First in Conference, first in Regional or place in state.

II. At the end of each season, there will be an Awards Assembly (7-12) to present the letters and special awards won.

III. ALL ACADEMIC TEAMS

A. Each sports team will have an All Academic Team

B. To be on the All Academic Team the student must be on the B honor roll 2 of the first 3 quarters.

Unsupervised Athletic Practice Prohibited:

All athletes (Grades 6-12) need to be under the supervision of their coach during practices. Cheerleaders also need to be under the supervision of their supervisor when they are using the school facilities for practice.

Cheerleader Guidelines and Constitution will be posted on the Bulletin Board and distributed to the Cheerleaders.

ALCESTER-HUDSON SCHOOL
POLICY STATEMENT
USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY STUDENTS

The board recognizes its share of the responsibility for the health, welfare and good of the students who attend the district's schools. Alcohol and other drug use is wrong and harmful and can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well being of an individual. The school community recognizes alcohol and/or other drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to choose a drug free lifestyle and to seek help should a problem arise.

As educators, we recognize that chemical use (alcohol and other

drugs) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug free program and be addressed locally in a helpful and supportive, rather than punitive way. One of our goals is to prevent all use by students. Accomplishing this goal, we realize will entail training teachers, counselors, and other staff members to educate themselves and the community about the impact of drug use. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems with alcohol and/or other drug use is a school and community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

The following document outlines policy on student use of alcohol and other drugs in the school district.

This policy is in effect on premises owned, leased, or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs, which affect the educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs:

A. First Offense - (for other than distribution)

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference;
2. The administration may suspend the student for ten (10) days in compliance with student due process procedures;
3. The administration will send a notification to the

parent(s)/guardian(s) by first class mail at last known address, of the suspension within thirty-six (36) hours; and,

4. The administration may notify available law enforcement authorities.

The school district recommends that students with alcohol and other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be assessed may be commuted to three (3) days.

The administration will provide a list of agencies/professionals that can do the assessment and provide treatment.

Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

B. Second and Subsequent Offenses - (for other than distribution)

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference;

2. The administration may notify available law enforcement authorities;

3. The administration may suspend for ten (10) days in compliance with student due process procedures;

4. Within thirty-six (36) hours, the administration will send a notification to the parent(s)/guardian(s) by first class mail at last known address of the suspension;

5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:

a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;

b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

C. Supplying/Distributing or Selling Alcohol and Other Drugs

or Material Represented to be a Controlled Substance - (all occurrences)

1. Within thirty-six (36) hours, the administration will send a notification to parent(s)/guardian(s) by first class mail at last known address, of the suspension;
2. Supplying or selling chemicals may result in a ten (10) day suspension;
3. The administration will refer the case to available law enforcement authorities;
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

D. Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator. The building administrator and/or "first-responder" medical personnel will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

E. A Biennial Review of the School Districts Program Will be made

1. To determine the program's effectiveness and implement changes to the programs if they are needed; and,
2. To insure that disciplinary sanctions are consistently enforced.

Legal Reference: Public Law 101-226

SCHOOL SONG

Alcester-Hudson High
Stand for all to see
Let's all shout it
Sing and yell it
For that name means VICTORY
Go C-U-B-S,
School we love the best
So let our colors fly
For Alcester-Hudson High

Our team is the best
Put us to the test
Now we're in it
We must win it
Do our best Cubs, every time
All together now
We will win and how
We'll fight, fight, do or die
For Alcester-Hudson High