

**Howard School District 48-3
2018-2019
JH/HS Handbook**



INTRODUCTION

This handbook is more than just rules and regulations. It is a guide to help you move through Jr. and Sr. High School with ease while making the most of your time here. Hopefully, this will help to mold consistent positive social behaviors, positive academic behaviors, and build self-esteem in every individual. It is important for both you as students and your parents to read what is covered in this handbook. If you and your parents are familiar with this handbook, very few questions will be unresolved. There are, however, some gray areas. They have been intentionally left in where rules do not fit all situations. Those particular cases will call for judgments on the part of school officials. A good partnership between students, parents, and school will instill a productive learning environment in which all parties can perform to the best of their abilities.

HOWARD SCHOOL DISTRICT #48-3 EDUCATIONAL PHILOSOPHY

Believing that the guardianship of public education is a trust and an obligation, the Howard School District is committed to a philosophy of educational opportunity and service. We desire to help each child develop as a mature individual and as a contributing member of society. This can best be accomplished through the development of a school program with the scope to encompass the intellectual, physical, civic, social and aesthetic needs of children in a democratic society.

An effective public school program must consider the unique differences and needs of individual children and also be directed toward the common needs of all children.

MISSION STATEMENT

The mission of the Howard School District is to provide each student with the educational foundation on which to build a successful life in a global society.

GOALS

1. To provide each student with the opportunity, through academic study and related activities, to live and develop as a worthy-contributing member of a democratic society.
2. To help each student attain knowledge, establish habits, and develop competence in the use of the tools of learning which will further his/her physical, mental, and emotional health.
3. To help each student gain an appreciation for the arts which enrich life both in creative expression and understanding.
4. To provide each student with a learning experience which will promote development of his/her individual abilities, needs, interests, and appreciation of accomplishments.
5. To guide each student in developing an understanding of family life and his/her part as a contributing member of a family.
6. To aid each student in making wholesome adjustments in all human relationships and to practice tolerance of others.
7. To help each student participate effectively in citizenship projects concerning the school, the community, state, nation, and the world.
8. To help each student in developing values which are basic to sound, moral, and ethical behavior.
9. To give each student the opportunity to acquire knowledge, understanding, and an appreciation of their own and other societies.
10. To assist each student in developing interests and skills which may lead to a satisfying, enjoyable, and constructive use of leisure time.

HOWARD SCHOOL DISTRICT POLICY

It is the policy of the Howard School District #48-3 that all educational programs or activities and employment opportunities will be offered without regard to sex, race, color, national origin, or handicap and that no student, parent, employee, or any other person will be subject to discrimination. Any person with a question or complaint should contact the designated coordinator for Title IX and Section 504 Compliance Activities, Superintendent Todd Lee, Howard School District #48-3, 500 N. Section Line, Howard, SD, 57349, telephone (605) 772-5515, or Regional Director, Department of Education, Office for Civil Rights, 1961 Stout Street, Denver, CO, 80294.

Howard School District #48-3

Junior & Senior High School

Mr. Todd Lee

Superintendent/Principal

Dr. Christopher Noid

Assistant Superintendent/Elementary Principal

Dr. Marie Lohsandt

Dean of Students

Mrs. Marcia Sherman

Business Official

Samuel T. Olajide

Technology Coordinator

Mr. Pat Ruml

Athletic Director

Mrs. Dianne Sherman

Secondary Administrative Assistant

Mrs. Teresa Poppen

Secondary Administrative Assistant/DDN Spanish

**HOWARD JR. – SR. HIGH SCHOOL HANDBOOK
2018-2019**

TABLE OF CONTENTS

ATTENDANCE POLICY	5
PROCEDURES IN THE EVENT OF AN ABSENCE	6
TARDY POLICY	6
RELEASE OF STUDENTS FROM SCHOOL.....	7
TRUANCY & UNEXCUSED ABSENCES.....	7
CONDUCT.....	7
CITIZENSHIP AND CARE OF SCHOOL PROPERTY	7
WELLNESS POLICY	7
GRADUATION REQUIREMENTS	8
12-POINT GRADE SCALE	10
EARLY GRADUATION	11
HOWARD SENIOR PRIVILEGES/OPEN CAMPUS POLICY.....	11
SOUTH DAKOTA BOARD OF REGENTS SCHOLARS.....	12
DISTANCE LEARNING MISSION STATEMENT	12
HOWARD HIGH SCHOOL CHAPTER OF NATIONAL HONOR SOCIETY.....	13
ADMISSION REQUIREMENTS FOR SD TECHNICAL INSTITUTES	14
SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP	14
DISCIPLINARY ACTION	14
DETENTION RULES	14
SUSPENSION –OUT OF SCHOOL & IN SCHOOL	15
PROGRESSIVE DISCIPLINE PLAN.....	15
CHEATING	22
PROFANITY	22
SEXUAL HARASSMENT POLICY	22
ANTI-BULLYING/HARASSMENT OF STUDENTS	23
HAZING.....	24
APPEARANCE AND DRESS CODE	24
CELL PHONE POLICY	25
TABLET/LAPTOP POLICY, PROCEDURES AND INFORMATION	25
STUDENT ACTIVITIES HANDBOOK	25
ACTIVITY INFORMATION.....	25
ANNOUNCEMENTS.....	25
BRIGHTARROW	26
PARKING REGULATIONS	26
CHURCH/FAMILY NIGHT	26
RULES GOVERNING BUSES	26
STUDENT CONDUCT POLICY FOR BUS STUDENTS	27
ACTIVITIES TRANSPORTATION.....	27
CLASS INTERRUPTIONS.....	27
EMERGENCY EVACUATION DRILLS	27
FUNDRAISING	28
GUIDANCE SERVICES.....	28
LUNCHROOM	28
STUDY HALL REGULATIONS	28
LOST AND FOUND	28
LOCKERS	28
AGENCY FUND AND TICKETS	28
PURCHASE ORDER	28

ACTIVITY TRIPS	29
SCHOOL OUTINGS	29
SCHOOL PARTIES AND DANCES	29
HOMECOMING ROYALTY GUIDELINES	29
USE OF THE SCHOOL BUILDINGS	29
USE OF GYM AND STAGE AREA	29
ALCOHOL AND OTHER DRUG USE BY STUDENTS	29
PROHIBITION OF STUDENT, STAFF, AND VISITOR SMOKING.....	31
POSSESSION OF FIREARMS	31
PUBLIC COMPLAINT POLICY	31
GRIEVANCE PROCEDURE POLICY	32
ADMINISTERING MEDICATION TO STUDENTS	32
STUDENT COMMUNICABLE DISEASES	33
STUDENT COMMUNICABLE DISEASE GUIDELINES	33
ADMISSIONS OF FOREIGN EXCHANGE STUDENTS	35
ACCEPTING NON-RESIDENT STUDENTS IN NEED OF SPECIAL EDUCATION	35
PHYSICAL FORCE	36
STUDENT INSURANCE PROGRAM.....	36
STUDENT RECORDS	36
PRIVACY RIGHTS	37
CLASS MEETING.....	37
HIGH SCHOOL STUDENT COUNCIL ELECTED OFFICERS	38
STUDENT COUNCIL REPRESENTATIVES.....	38
HIGH SCHOOL CLASS OFFICERS	38
JH CLASS OFFICERS.....	38
CHEERLEADERS	38
SCHOOL BOARD.....	39
2018-2019 CLASS ADVISORS.....	39
ACTIVITY ADVISORS	39
JUNIOR & SENIOR HIGH SCHOOL FACULTY.....	40
JH/HS OFFICE STAFF	40
HOWARD ELEMENTARY SCHOOL FACULTY	41
SHANNON COLONY SCHOOL.....	41
ELEMENTARY OFFICE STAFF	41
SCHOOL CALENDAR	42
DISTRICT SCHEDULE.....	43
CLASS SCHEDULE	44

Howard School District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

Howard School District provides equal opportunities with services to all individuals, including those individuals with disabilities.

The Howard School District #48-3 is making every effort to comply with Title IX and does not discriminate against students, male or female.

The Howard School District complies with Free Appropriate Public Education (FAPE) for all children with disabilities between the ages of 3-21 including those who have been suspended or expelled from school. There are limitations noted regarding those students who are incarcerated in adult correctional facilities.

ATTENDANCE POLICY

Adopted 7-13-09 Revised August 2017

The entire process of education requires continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefits for each student. 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 state statutes require the local Board of Education to enforce definite standards of attendance with few valid excuses for absences.

Any student, grades 7-12 with more than 10 absences (excused or unexcused), in a class per semester shall not gain credit for the class. (Illness, doctor appointments and work at home, etc will be counted as part of the 10 absences.) ** Absenteeism beyond 10 days due to lengthy illness, death in the immediate family, or family emergencies will be given consideration by the Administration. In the event of an extended illness/injury lasting 3 or more consecutive days, a medical provider's note must be submitted to the office. Those days will not count against the 10 day absence as long as documentation has been received.

When a student reaches the 8th absence in a class per semester, the parent/guardian will be sent an official absence report and a request for a meeting with the building principal. After the meeting, the student will have the opportunity to make up work and/or time missed by scheduling time with the building principal or classroom teacher. Any makeup time will be accomplished outside the regular education day or during study hall time. If the student does not attend or does not make satisfactory progress toward the makeup work, credit for the class will not be issued.

If a student comes to school after 8:40 a.m., the student will be counted absent for the 1st period class. If a student comes after 8:20 a.m., but before 8:40 a.m., the student will be counted tardy to the 1st period class. Unless the late arrival is for a medical appointment the student will only be counted tardy unless they have a signed note from the facility they were at in which case they will be counted absent.

Absences will be grouped into the following categories:

- A. Howard JH/HS will exempt (not count toward the 10 absences) for the following reasons:
 1. Bereavement for immediate family (father, mother, sibling, grandparents)
 2. School sponsored activities.
- B. Howard School District recognizes that students may be gone from school. The following absences will be excused but count toward the 10 absences allowed per semester.
 1. Personal Illness
 2. Funerals
 3. Court dates
 4. College visits
 5. Medical/dental appointments that cannot be done Saturdays or after school
 6. Family vacations

However, after the 10th 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 personnel will calculate the student's grades, GPA's or Honor Roll.

- C. Unexcused Absences or Truancy are those absences which are not excused by the school. Such absences might be the outright skipping of a class, skipping one class to work on another class. **This means that even though the parents/guardians excuse the student, the school may not.** The Howard School District reserves the right to determine when an absence shall be excused.

Special circumstances:

Time spent at home for convalescence or time spent in a hospital as a patient will not count toward the 10 day absence as long as there is a note presented to the school from the attending physician stating the amount of time ordered for the student to remain at home or the expected stay in the hospital.

Additional Attendance Guidelines:

1. A student who becomes ill during school hours will report to the office and an attempt will be made to contact the parents/guardians **before** allowing the student to go home.
2. Students who plan to participate or attend a school sponsored activity which takes place after regular school hours must be in attendance the day of event for ½ day. Special arrangements can be made at the building principals' discretion.
3. No student is allowed to leave the school building without permission from the office or building principal. Failure to comply with this rule will constitute an unexcused absence. Exception: Senior privileges.

4. There may be reasons for a student to be absent from school for short periods of time that do not mean missing a class. A note must be sent from home with the student and a pass obtained from the office prior to leaving. The pass from the office must be returned to the office at the time the student returns from the appointment.
5. Students will not be dismissed from school to go to work unless it is work requested by the parent/guardian. This practice is discouraged and requests will be addressed on an individual basis by the building principal.
6. Student visitors are not allowed due to the disruption of the learning process. Student visitors may come for lunch provided the office is notified by 8:30 a.m. on the day of the visit.

PROCEDURES IN THE EVENT OF AN ABSENCE

The school encourages parents/guardians to contact 772-5515 between the hours of 8:00 a.m.-9:00 a.m. to report the absence of their student. If no call is received, the school may call the home and contact a person to verify the absence. The parent's call to school on the morning of the absence will suffice as the excuse for re-admittance upon the student's return to classes. The student will report to the office for an admit slip upon returning to classes. If the school was not notified on the day of the absence, a written note or phone call from a parent/guardian is required to obtain a makeup slip. A call from the office may be done to verify that the note is authentic.

Student's grades 7 – 12 must get a make-up slip from the office after an absence or prior to a prescheduled absence. One day for every day missed will be allowed to complete missed assignments. Failure to complete the work in the allotted time may result in not receiving credit for work missed. Extra time will be granted in extenuating circumstances, if deemed necessary by the classroom teacher.

Students, who represent the school, as in cases of music groups, athletics, etc., are responsible for the work they miss. It is the responsibility of students in this category to get assignments from teachers well in advance of the absence and to have all make up work completed before the absence. Students who are absent from school due to a school activity are not marked absent on the school attendance record.

TARDY POLICY

(7/11/11)

It is very important that students form good habits for adult life. Being on time is one good habit which every student can and must form. Tardies will be processed in the following manner: Students arriving up to 20 minutes after the class period begins will be counted as tardy. Students arriving more than 20 minutes after the class period begins will be counted absent.

A student shall be considered tardy if they are not in their assigned location at the assigned time. Any student unjustifiably late for class will be counted tardy and the classroom teacher will issue the tardy via DDN Campus. If a student is tardy between classes because of a teacher conference, the teacher shall provide a written pass. When students leave school for a medical appointment, arrival back to school shall not result in a tardy. School administration may request a note or phone call from the medical provider to verify medical appointment. Tardiness due to other circumstances of an unforeseen event will be at the discretion of the administration and must be accompanied by a note or phone call by the parent/guardian.

Unexcused Tardy Consequences:

Student will be allowed 1 unexcused tardy per class or study hall each semester.

2nd unexcused tardy in same class or study hall

(1) 30 minute detention shall be assigned

3rd unexcused tardy in same class or study hall

(1) 30 minute detention shall be assigned – Seniors will lose open campus for 1 week

4th unexcused tardy in same class or study hall

(2) 30 minute detentions shall be assigned – Seniors would lose open campus for 2 weeks

5th unexcused tardy in same class or study hall

(3) 30 minute detentions shall be assigned – Seniors would lose open campus for 3 weeks or until the new 9 weeks period whichever is longer

6th unexcused tardy in same class or study hall

1 day of In-School-Suspension (ISS) and a student/parent/teacher meeting will be required.

(Seniors would have already lost their open campus for the 9 weeks)

Each additional unexcused tardy in same class or study hall

Additional unexcused tardies may result in multiple 30 minute detentions or additional ISS at the discretion of the school administrator.

RELEASE OF STUDENTS FROM SCHOOL

Students will be released from school only to their parents and under the following circumstances:

1. Prior notification from a parent/guardian by phone or a written permission slip.
2. Students will be released to a law enforcement office only if a warrant is issued or if the student violates school policy in a violent, threatening way.
3. In cases of family dissension (divorce, step-parents, grandparents of separated parents, etc.) a request often comes to prohibit one parent/guardian or another from taking the student from school. Such requests will be honored only if legal status has been established and the school has been notified.
4. Students will only be sent home from school with permission from the legal parent/guardian or with an authorized person designated by the legal parent in the absence of the parent.
5. Students who are asked to participate in funerals playing taps or music during services will be allowed to attend those functions without being counted absent. Parent permission is required.

TRUANCY & UNEXCUSED ABSENCES

Absence from school without the authorization/notification of the parents/guardians or permission from the building principal is an unexcused absence and shall be considered truancy. The building principal has the final say as to whether an absence is excused or unexcused.

No credit will be given for unexcused absences. Parents/guardians will be notified for each infraction.

CONDUCT

All students are expected to show proper respect and courtesy for all teachers and all school employees. Addressing adults as Mr., Mrs., Ms., or Coach is the proper etiquette. Any student showing gross disrespect by assault, words, or deeds shall be subject to disciplinary action. Conduct that causes a health or safety hazard or threatens to disrupt the learning process will not be tolerated.

Honesty is a virtue we must work hard to attain. Lying, stealing, cheating are unacceptable behaviors.

Visitors to our school are to be treated with utmost respect and courtesy. A friendly smile or word of greeting to a stranger is a good way to make them feel welcome. At assemblies and programs, students are to refrain from applauding entertainment by using yells, whistling, or stamping of the feet. This is embarrassing to an entertainer and is in bad taste. Talking with your neighbor during a program also shows bad manners. Do not be guilty of embarrassing someone who is here to entertain.

CITIZENSHIP AND CARE OF SCHOOL PROPERTY

We have a beautiful school with fine equipment and furniture. When school property is damaged, the cost of repair or replacement must be borne by the taxpayers of the district. Anyone intentionally damaging such property may be held responsible for payment of damages and/or suspension from school. Please respect your school as you would your own home or other personal property. As responsible students, help encourage others to exercise good care of our school and its equipment.

WELLNESS POLICY

Our Wellness Policy is available in each building's administrative office and on the Howard School Website.

<https://howard.k12.sd.us//PDF/WellnessPolicy.pdf>

GRADUATION REQUIREMENTS

(7/11/11)

To graduate from Howard High School students must have twenty four (24) credits for graduation. All classes that meet the State requirement for credit will receive a unit of credit each year. Students 9 -11 will be required to be enrolled in seven class periods out of an eight period day. Seniors are required to be enrolled in six class periods out of an eight period day.

Graduation Requirements: Howard School District requires 24 credit hours to graduate.

The Howard School Board reserves the right to require additional course credits above the state recommendations.

Adopted by State Board of Education Nov. 2, 2009

<p>(1) Four units of Language Arts – Must include:</p> <ul style="list-style-type: none"> a. Writing – 1.5 Units b. Literature – 1.5 Units Includes .5 unit of American Literature c. Speech or Debate - .5 unit d. Language Arts elective - .5 unit 	<p>(4) Three units of Social Studies – must include:</p> <ul style="list-style-type: none"> a. U.S. History – 1 unit b. U.S. Government – .5 unit c. World History - .5 unit d. Geography - .5 unit
<p>(2) Three units of Mathematics – must include:</p> <ul style="list-style-type: none"> a. Algebra – 1 unit b. *Algebra II – 1 unit c. *Geometry – 1 unit 	<p>(5) One unit of the following – any combination</p> <ul style="list-style-type: none"> a. Approved CTE b. Capstone Experience or Service Learning c. World Language
<p>(3) Three units of Lab Science – must include:</p> <ul style="list-style-type: none"> a. Biology – 1 unit b. Any Physical Science – 1 unit c. *Chemistry or Physics – 1 unit 	<p>(6) One unit of Fine Arts</p> <p>(7) One-half unit of Personal Finance or Economics</p> <p>(8) One-half unit of Physical Education</p> <p>(9) One-half unit of Health or Health Integration.</p>

The South Dakota Board of Education is proposing changing the graduation requirements to the list below. At the time of this printing a decision had not yet been made, check with your advisors or the Dean of Students to verify which system is currently in place. The proposed policy is below.

South Dakota Graduation Requirements – Proposed**South Dakota High School Diploma Requirements**

Subject	Within Units Required, Must Include:	Total Units Required
English	1 unit Writing .5 unit Speech 1 unit Literature (including .5 unit American Literature)	4
Mathematics	1 unit Algebra I	3
Science*	1 unit Biology	3
Social Studies	1 unit U.S. History .5 unit U.S. Government	3
Fine Arts		1
Physical Education		.5
Health/Health Integration		.5
Personal Finance or Economics		.5
Approved CTE –OR– World Language –OR– Capstone Experience		1
Electives		5.5
Total		22

A student may earn one or more advanced endorsements that are in alignment with the student's personal learning plan. See *Advanced Endorsements* section.

NOTES:

- * A state-approved advanced computer science course (with a list of approved courses provided) may be substituted for 1 unit of science (not including Biology).
- Credit for an approved CTE course may count for core content coursework if the district applies through SD DOE's *CTE for Core Content* program. See <http://doe.sd.gov/octe/corecontentcredit.aspx> for more information.
- Students may earn advanced endorsements with their high school diploma. See the *Advanced Endorsements* section for specific endorsements.

* 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.

One-half credit is equal to passing a class for a semester. One credit is equal to passing a class for two semesters.

GRADUATION

The Graduation Ceremony is a program designed to give public recognition to those students who have completed all requirements for graduation. In order to participate in the graduation program, all required work must be completed before the time of the graduation program. A student who has not completed the work, through no fault of their own (such as illness or accident or death in their family) may ask for permission to participate and a decision will be rendered by a committee consisting of the Superintendent, the High School Principal, and the President of the School Board.

Students in an approved special program who have completed their program will be allowed to participate in the graduation program.

Students will pre-register in the spring of each year. Great care in planning should be taken in pre-registering as this is used in setting up the class schedule for the next year.

Course changes must be made before each semester begins. Changes will be allowed with consent of the principal. Dropping a subject later in the semester can result in a failure on the permanent record.

The school year is divided in four grading periods of nine weeks each. Students will be issued report cards during the week following the end of each grading period. Academic honor rolls will be compiled after every nine-week grading period and shall consist of an "A" and "B" honor roll. To be on the "A" honor roll, a student must earn a grade point average of 3.665 or higher on the 4.0-point scale.

To be on the "B" honor roll, a student must earn a grade point average of 2.995 – 3.664 on the 4.0-point scale. Grades earned in all courses including those failed will be included into the grade point average.

All classes retaken for no credit will not be figured into the grade point average. Grades received in music are included in determining grade point average. Class rank will be determined on the same basis. A student graduating with honors must have at least a 3.33 grade point average on the 4.0 scale. Honor graduates and class rank for seniors will be based on their first seven semester's grade point average.

To be academically eligible a student can only be failing one (1) course at any time. Academic eligibility will be determined each Wednesday of the week. If a student is ineligible, (i.e. failing more than one class) that student will be notified by an administrator and must meet with the teacher in order to improve the grade. When the student has received a passing grade, the teacher will notify the coach/advisor that an acceptable grade has been attained. Until that notification occurs the student remains ineligible.

12-POINT GRADE SCALE

		<u>Normal</u>	<u>Weighted</u>			<u>Normal</u>	<u>Weighted</u>
A	94.5%-100%	4	4.33	C	78.5%-81.49%	2.0	2.33
A-	92.5%-94.49%	3.67	4.0	C-	76.5%-78.49%	1.67	2.0
B+	89.5%-92.49%	3.33	3.67	D+	73.5%-76.49%	1.33	1.67
B	86.5%-89.49%	3	3.33	D	71.5%-73.49%	1	1.33
B-	84.5%-86.49%	2.67	3.0	D-	69.5%-71.49%	0.67	1
C+	81.5%-84.49%	2.33	2.67	F	below 69.49%	0	0

Teachers are encouraged to use a percentage grade through the grading period. This grade must be converted to a letter grade at the end of a grading period. The grade point system will be used to determine the honor rolls. It is the responsibility of the teacher to make sure the students understand their grading system.

Weighting has been adopted for more rigorous classes that will provide 1 grade point level more than a normal class on a 12-point grading scale. These classes include Physics, Pre-Calculus, Trigonometry, Calculus, Advanced Chemistry, Advanced Biology, and all Advanced Placement Classes.

Class Requirements for students entering high school AFTER to July 2010

- 4 units of English
- 3 units of Social Studies
- 4 units of Math
- 4 units of Science
- 1 unit of Fine Arts
- 2 units of either of the following or a combination of the two:

Approved CTE Courses

- Modern or Classical Language
- ½ unit of Personal Finance or Economics
- ½ unit of Physical Education
- ½ unit of Health Integration

EARLY GRADUATION

Students who will meet the graduation requirements by the end of their first semester senior year or final semester of the junior year must submit a letter of application to the principal not later than the end of the first semester of the junior year. This letter must be signed by the student's parents/guardians and have the approval of the Dean of Students, at least one classroom teacher and the principal. The student may graduate early at the discretion of the school board. The student will be allowed to participate in the spring graduation ceremony.

HOWARD SENIOR PRIVILEGES/OPEN CAMPUS POLICY

Privileges are granted to a student who exhibits academic responsibility and good school citizenship. A student that meets the following criteria will be allowed to leave the building during lunch or any study halls he/she may have. Students must be enrolled in six (6) classes per day. Open Campus is a privilege, not a right.

1. Students that are proficient or advanced in 2 of the 3 areas on the Smarter Balance Test will receive open campus after Labor Day as long as all grades in their current classes are at C- or better. Grade checks will be done on a weekly basis to verify weekly eligibility for senior privileges.
2. Students that are proficient or advanced in 1 of the 3 areas on the Smarter Balance Test will receive open campus after Christmas as long as all grades in their current classes are at C- or better. Grade checks will be done on a weekly basis to verify weekly eligibility for senior privileges.
3. Students that are proficient or advanced in 0 of the 3 areas on the Smarter Balance Test will receive open campus at the start of 4th 9 weeks as long as all grades in their current classes are at C- or better. Grade checks will be done on a weekly basis to verify weekly eligibility for senior privileges.
4. Modifications to Senior Privileges Policy may be written into a student's IEP on a case by case basis.

Students Must Also Meet the Following Conditions:

1. Each senior must obtain the signature of each of his/her teachers that he/she is doing satisfactory work.
2. Approval of the office as conduct, disciplinary action, make-up work, unpaid bills, notes, etc.
3. The student may not have more than 2 absences (principal's discretion). No more than 2 tardies a 9 weeks. Absences and tardies will be grounds for losing the privilege.
4. No detentions.
5. Any misconduct of a student while on open campus reported by legal or school authorities, downtown merchants, or private citizens, upon investigation and consideration by school authorities will be grounds for losing the privilege.
6. Any student, who receives an incomplete on his /her report card, will lose privileges until the Incomplete becomes a passing grade.
7. Actions related to school activities and events will be tied to privileges. Students are expected to continually prove to the community that they deserve the privileges. The Privilege Package is EARNED through performance.
8. While in the building, during free periods, seniors may use the library and other school facilities, BUT SHALL NOT CAUSE A DISTRUBANCE THAT WOULD DISTRACT CLASSES OF STUDY HALLS THAT ARE BEING HELD. Lunchroom use must be in accordance with times in effect earlier in the year. Senior may not disrupt the lunch line of underclassmen or in any other way disrupt the normal routine. Stay out of the halls during class time.
9. It is the senior's responsibility to return to school on time when using this privilege. Also, taking any underclassman off campus without permission is a serious offense and will result in suspension, individual loss of open campus privileges, and possible forfeiture of open campus privileges for the entire senior class.
10. Teacher discretion, if any teacher says a student shouldn't have Open Campus, privileges may be taken away.
11. No teacher may grant Open Campus for seniors without making arrangements with the Principal.
12. No driving outside of school district boundaries during Open Campus or lunch, without administrative approval.
13. Student must fill out the Open Campus Permission form.

Adopted 2012/ Revised 2016

SOUTH DAKOTA BOARD OF REGENTS SCHOLARS

In 1988, the South Dakota Board of Regents identified the Regents' Scholar Curriculum which is designed to provide students with a solid foundation in their high school coursework providing the necessary skills for college and career readiness. This curriculum includes coursework in six content areas including:

- **4 units of English:** Courses with major emphasis upon grammar, composition, or literary analysis; one year of debate instruction may be included to meet this requirement.
- **4 units of algebra or higher mathematics:** Algebra, geometry, trigonometry or other advanced mathematics including accelerated or honors mathematics (algebra) provided at the 8th grade level; not included are arithmetic, business, consumer or general mathematics or other similar courses.
- **4 units of science including 3 units of approved laboratory science:** Courses in biology, chemistry, or physics in which at least one (1) regular laboratory period is scheduled each week. Qualifying physical science or earth science courses (with lab) shall be decided on a case by case basis.
- **3 units of social studies:** History, economics, sociology, geography, government--including U.S. and South Dakota, American Problems, and similar courses.
- **2 units of a modern or classical language (includes American Sign Language):** The two units must be in the same language.
- **1 unit of fine arts:** Coursework in art, theatre or music. Such credit may be in appreciation, analysis, or performance.

Effective in 2001, the Regents' Scholar Diploma program was established as an academic letter that school districts use to recognize graduating high school seniors who have demonstrated academic excellence through the completion of coursework in the six content areas. Additionally, high school graduates designated as Regents' Scholars automatically are admitted to all six public universities. For students to be nominated as a recipients of the Regents' Scholar Diploma, they must have 1) graduated from a South Dakota high school; 2) completed the coursework identified in the six areas outlined above; 3) receive a "C" (2.0 on a 4.0 scale) or higher on all required coursework; and 4) maintained an unweighted cumulative grade point average of a "B" (3.0 on a 4.0 scale) throughout high school.

Traditionally, school districts present Regents' Scholar Diplomas to eligible seniors during graduation or academic award ceremonies each year. To receive the Regents' Scholar Diploma, high school administrators must submit the names of all eligible students to the South Dakota Board of Regents. Data files should include the name of each eligible graduating senior, the student's SIMS ID number, and the anticipated high school graduation date. An Excel template can be found at the link posted below. Upon receipt of the school district list, the Board of Regents will print Regents' Scholar Diploma certificates that can then be presented to students

DISTANCE LEARNING MISSION STATEMENT

The Howard School District recognizes the significance of online education and how organized and well-coordinated programs strengthen the school's image as an innovative and technologically sound institution. This policy will be continually changing as technology changes; new methods will be introduced and old ones removed. Howard School District has the right to deny a student's application to take a course via the South Dakota Virtual High School.

1. **Courses:** This policy follows established online course structures from various sites, follows state standards, and aligned state guidelines.
2. **Credits:** Students are able to take online classes offering high school credits, dual credits and college credits.
3. **Registration:** All registration must be handled through the Howard School Principal.
4. **Grading:** The contract between the E-learning provider and the Howard School District will work in conjunction when establishing grades and coursework alignment. The provider will give the number/grade and the district will give the credit.

DISTANCE LEARNING CLASSES

South Dakota Virtual High School

<https://sdvs.k12.sd.us/>

The South Dakota Virtual High School is a clearinghouse of distance courses offered by approved providers. Courses are available online or via the Digital Dakota Network. All course offerings and providers are approved by the South Dakota Department of Education. The goal of the Virtual High School is to provide choice, flexibility and quality for all students across the state. Any high school student enrolled in a South Dakota school can take courses via the Virtual High School. Students must register through their home school district. **Virtual High School used for credit recovery or expanded curriculum opportunities are at the expense of the parent/guardian in all cases and payable prior to enrollment in any class.**

E-learning Center, NSU

<http://www.northern.edu/academics/csel/Pages/information.aspx>

Northern State University's Center for Statewide E-learning provides distance delivery of DDN and Internet-based college-prep and AP high school courses. E-Learning Center courses are provided free to schools according to priority ratings established by the Department of Education. Priority is given to small, rural schools.

Learning Power (SD Online AP Incentive Program)

<https://sdvs.k12.sd.us/Students/CoursesAP.aspx>

Courses are offered free of charge (schools will cover cost of books). Courses are rigorous; students need to be properly prepared. Students must have the permission of their school to participate. Courses are taught by qualified instructors. The Learning Power AP coursework will be challenging so a solid academic background in the identified content area will be essential. Students must pass the exam with a score of 3 or higher to gain college credit for the class. Not all out-of-state universities accept the credits from the AP classes. Registration is through the South Dakota Virtual School.

Additional Providers

<https://sdvs.k12.sd.us/Students/Providers.aspx>

Dual Credit

Dual Credit Courses: Most University Required General Education Courses qualify as Dual Credits. For a list of courses and institutions offering these classes visit: <http://www.sdmylife.com/students/advanced-education-opportunities>

Credits: The credit will be recorded on your high school transcript as a weighted class after a copy of the official grade report from the respective university/technical institute is received by the local high school. College credit will be stored online. Each college class counts as .5 high school credits. There will be a grade posted on the student's transcript regardless of the grade.

HOWARD HIGH SCHOOL CHAPTER OF NATIONAL HONOR SOCIETY

Application Information is on the Howard School Website

<https://howard.k12.sd.us//Co-Curricular/nhs.html>

ADMISSION REQUIREMENTS FOR SD TECHNICAL INSTITUTES

The state supported post-secondary technical institutes in South Dakota are:

Lake Area Technical Institute in Watertown

Mitchell Technical Institute in Mitchell

Southeast Technical Institute in Sioux Falls

Western Dakota Technical Institute in Rapid City

Post-secondary technical institute admission is based on individual program requirements. All applicants must submit a high school transcript and standardized test scores. Students who plan on pursuing technical education are advised to enroll in academically challenging subjects at the high school level, especially math, science, and computers. Technical courses are strongly encouraged. Post-secondary credits may be earned at the high school level through articulated credit.

** Technical Institutes and their programs can be extremely competitive. It is best to apply your junior year.

SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP

The South Dakota Opportunity Scholarship offers the potential of \$6,500 awarded over four years to high school graduates from South Dakota who complete a challenging high school curriculum and maintain certain academic standards. It was established in 2003 to help the state's brightest students get a quality and more affordable education at one of

South Dakota's accredited institutions of higher education. In order to qualify for this scholarship, you must graduate from South Dakota high school with a minimum GPA of 3.0, have earned at least 24 on the ACT and have completed what is commonly called the "Regents Scholar" curriculum. A student may not have a grade below C- in this curriculum.

More information and the application can be found online at: <https://sdos.sdbor.edu/require/>

DISCIPLINARY ACTION

The majority of students at Howard High School have always conducted themselves in a manner to bring credit upon themselves and their school. However, there is sometimes a small minority who at one time or another, seem to get themselves into difficulty. It is because of this small group that we must make mention of disciplinary action.

Students under disciplinary action will be handled on an individual basis depending upon the cause for the disciplinary action and the number of times a student deviates from an acceptable standard of conduct.

Students are to conduct themselves as ladies and gentlemen in the classroom and at activities. If the conduct of student is such which interferes with the work of the teacher or with that of other members of the class and does not improve after a warning, the student will be dismissed from the classroom. Any student dismissed from class will report directly to the principal. No student will be readmitted to class until an admit slip has been issued by the principal. This may be preceded by a visit with the parents of the student and the superintendent. School authorities reserve the right granted to them by state law to suspend students who in their judgment are not amenable to correction or who in some rare cases deliberately tend to disrupt the educational process. Students, who conduct themselves properly, need have no fear of getting into serious trouble. If at any time, you as a student have a serious complaint or feel an injustice has been done, ask to see the principal, dean of students, or superintendent. We believe a discussion while minds are rational can usually do much to prevent a small problem before disciplinary action is required.

DETENTION RULES

1. Detention may be served the same day or the following day of a tardy. 24 hour notice will be provided to parent/guardian.
2. Students that are more than 5 minutes late to detention will be required to serve an additional 30 minutes of detention. Skipping a detention may result in additional detentions or a day of ISS.
3. Student must bring work and/or reading material to stay busy the whole 30 minutes.
4. Also, a student may not talk, sleep, or lay their head on the desk during detention.
5. Students may not use cell phones or any other electronic device other than calculators during detention. A computer may be used to complete school work.
 - a. Not following detention rules may result in additional detentions or a day of ISS.

SUSPENSION –OUT OF SCHOOL & IN SCHOOL

If a student's behavior should warrant an out of school suspension, the following criteria will be used for academic purposes:

1. First offense – work will be allowed to be made up in the allotted time and graded. This time will not count towards absences in the classroom
2. Any subsequent offense – schoolwork missed will be zeroed out.
(During the same academic year)

PROGRESSIVE DISCIPLINE PLAN

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HOWARD PROGRESSIVE DISCIPLINE PLAN

adopted July 25, 2007

CLASS ONE OFFENSES: (PER SEMESTER)	Level 1	Level 2	Level 3	Habitual Disobedience (Level 4)
<p>ATTENDANCE: Students are allowed up to 10 days absence per semester. When a student reached his/her 8th absence the building principal will request a hearing before the attendance committee to determine if the student will receive zero's for all makeup work after the 8th absence. Upon the 10th absence a student may receive no credit for semester in the course or courses in which they have a 10th absence. Extenuating circumstances may adjust this guideline. Please refer to the student handbook for clarification or contact the building administrator. In the event of an absence a makeup slip is required and may be obtained in the office.</p>	<p>Up to 8 absences allowed per semester.</p>	<p>8th absence in a semester will cause a hearing with attendance committee. Zeros will be assigned for all makeup work between the 8th and 10th absence in classes where attendance is an issue.</p>	<p>10th absence - credit for those classes effected will be forfeited. ^{**} Extenuating circumstances may adjust this guideline.</p>	
<p>CELL PHONES / PAGERS: Cell phones and pagers will be allowed in the building as long as they are turned off and remain in your locker the entire day. Cell phones are a privacy risk, are disruptive to the orderly educational environment and present possible safety hazards for students and staff. All phone calls must be made in the school office. The district takes no responsibility for the damage, loss, or theft of these items. Please keep your locker and vehicle locked at all times.</p>	<p>Confiscated and turned into the office until the end of the day</p>	<p>Confiscated, turned into the office and parent will be notified to pick up the phone</p>	<p>Confiscated, turned into the office, parent will be notified and asked to meet with the administrator at which time the phone will be returned to the parent</p>	

<p>TARDY POLICY: Students arriving up to 20 minutes after the class period begins will be counted tardy. Students arriving more than 20 minutes after the class period begins will be counted absent. If a student is tardy between classes because of a teacher conference, the teacher shall provide a written excuse. Any student unjustifiably late for class will be counted tardy. Medical appointments will be at the discretion of the administration.</p>	<p>Refer to policy on pages 9 and 10</p>			
<p>DRESS: wearing or displaying clothing including hats, caps, or other types of head coverings that may include words or visuals or are lewd, obscene, disruptive, abusive, discriminatory, or that advertise or promote the use of drugs, alcohol, or tobacco. Hats, caps, and head-coverings must be kept in the student's locker.</p>	<p>First offense warning issued. Student will change clothes or make necessary accommodations to remain in classes.</p>	<p>Teacher assigned detention. 1/2 hour after school with 24 hour parental notification.</p>	<p>Office referral. 1 hour after school detention with 24 hour parental notification.</p>	<p>1-3 days ISS. Parent conference required.</p>
<p>INTERFERENCE, DISRUPTION, OR OBSTRUCTION: any action taken to prevent staff member or student from exercising their assigned duties, including but not limited to, talking, sleeping, not paying attention, or coming to class without necessary materials, or interference or distraction from an electronic device, including pagers, radios, headsets, and telephones. All electronic devices must be kept in the student's locker.</p>	<p>Teacher assigned detention. 1/2 hour after school with 24 hour parent notification.</p>	<p>Office referral. 1 hour after school detention with 24 hour parent notification.</p>	<p>1 -3 days ISS. 24 hour parent notification required.</p>	<p>3 - 10 days ISS. Parent conference required.</p>
<p>FORGERY/ MISREPRESENTATION: oral or written – falsifying signatures or data, or giving false information to a staff member.</p>	<p>Teacher assigned detention. 1/2 hour after school with 24 hour parent notification.</p>	<p>Office referral. 1 hour after school detention with 24 hour parent notification.</p>	<p>1-3 days ISS. 24 hour parent notification required.</p>	<p>3-10 days ISS. Parent conference required.</p>
<p>LEAVING SCHOOL BUILDING WITHOUT PERMISSION.</p>	<p>Office referral. 1 hour after school detention with 24 hour parental notification</p>	<p>1-3 days ISS. 24 hour parent notification required.</p>	<p>3-5 days ISS. Parent conference required.</p>	<p>5-10 days ISS. Parent conference required.</p>

<p>RELATIONSHIPS: Public displays of affection are inappropriate at school or school functions/activities.</p>	<p>Offenses will be brought to the attention of people involved. Severe or repeated offenses will warrant a meeting with students, parents, and teachers, where appropriate consequences will be decided.</p>			
<p>CLASS TWO OFFENSES: (PER SEMESTER)</p>	<p>Level 1</p>	<p>Level 2</p>	<p>Level 3</p>	<p>Habitual Disobedience (Level 4)</p>
<p>ABUSE: verbal, written or otherwise expressed – arousing alarm in others through the use of language that is discriminatory, abusive, threatening, or obscene.</p>	<p>Office referral. 1 hour after school detention with 24 hour parental notification</p>	<p>1-3 days ISS. 24 hour parent notification required.</p>	<p>3-5 days ISS. Parent conference required.</p>	<p>5-10 days ISS. Parent conference required.</p>
<p>PROFANITY: Obscene language is not acceptable behavior and will not be tolerated. There are 2 levels of obscene language. The first is the use of obscene language not directed at another individual. The second level is obscene language that is offensive in nature and directed at any individual.</p>	<p>Level 1 : First offense: Verbal warning & documentation Level 2 1st offense: 1 day ISS & documentation including Parent conference</p>	<p>Level 1: Second Offense: 30 minutes detention & documentation. Level 2: Second Offense 3 days ISS & Documentation Parent Conference required and meeting with parent, teacher, school board policy committee.</p>	<p>Level 1: Third Offense: 1 day ISS & documentation. Parent conference.</p>	
<p>INSUBORDINATION: willful refusal to follow an appropriate direction given by a staff member, or acting in a disrespectful manner toward staff.</p>	<p>Office referral. 1 hour after school detention with 24 hour parental notification</p>	<p>1-3 days ISS. 24 hour parent notification required.</p>	<p>3-5 days ISS. Parent conference required.</p>	<p>5-10 days ISS. Parent conference required.</p>
<p>MISSED DETENTION: not attending assigned detention.</p>	<p>Office referral. 1 hour after school detention with 24 hour parental notification</p>	<p>1-3 days ISS. 24 hour parent notification required.</p>	<p>3-5 days ISS. Parent conference required.</p>	<p>5-10 days ISS. Parent conference required.</p>
<p>PLAGIARISM OR CHEATING: stealing or using the words, ideas, or work of another in daily work, tests, assignments, and other schoolwork</p>	<p>Office referral. 1 hour after school detention with 24 hour parental notification</p>	<p>1-3 days ISS. 24 hour parent notification required.</p>	<p>3-5 days ISS. Parent conference required.</p>	<p>5-10 days ISS. Parent conference required.</p>

SKIPPING CLASS: in school or on school or district grounds but not attending class.	Office referral. 1 hour after school detention with 24 hour parental notification	1-3 days ISS. 24 hour parent notification required.	3-5 days ISS. Parent conference required.	5-10 days ISS. Parent conference required.
CLASS THREE OFFENSES: (PER SEMESTER)	Level 1	Level 2	Level 3	Habitual Disobedience (Level 4)
DAMAGE TO PROPERTY: defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others.	Pay cost of replacement. 1-3 days ISS with 24 hour parental notification	3-5 days ISS with parent conference. Referral to Law enforcement	5-7 days ISS with parent conference. Referral to Law Enforcements	7-10 days ISS with parent conference. Referral to Law Enforcement
ROBBERY OR EXTORTION – (BULLYING) obtaining property from another person without consent or where his or her consent was induced by use of force, threat of force, or under false pretenses.	5 days OSS Parent conference mandatory. Law enforcement referral possible	Long term suspension to 10 days or possible expulsion. Law enforcement referral.	Expulsion or reassignment. Law enforcement referral.	
CLASS FOUR OFFENSES: (PER SEMESTER)	Level 1	Level 2	Level 3	Habitual Disobedience (Level 4)
ALCOHOL POSSESSION OR USE / TOBACCO POSSESSION OR USE Additional penalties can be found on pages 22-23 of this student handbook. A student shall not knowingly, use, transmit, or be under the influence of any narcotic drug, tobacco, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. The products prohibited include vapor-emitting devices, with or without nicotine content. Howard School staff members, who discover any violation from the above list, must contact administration immediately. Administrators shall contact law enforcement of any illegal violations by students. If in the event an administrator cannot be contacted, staff members shall contact law enforcement. Use of any drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule.	5 days OSS Parent conference mandatory. Law enforcement referral possible. Training rules apply.	Long-term suspension to 10 days. Parent Conference. Law enforcement referral. Training rules apply.		

<p>ARSON: intentional destruction or damage to school or district buildings or property by means of fire.</p>	<p>Expulsion</p>			
<p>ASSAULT: physical or verbal - acting with intent to cause fear in another person of immediate bodily harm or death, bullying, or inflicting or attempting to inflict bodily harm upon another person.</p>	<p>10 days OSS.</p>			
<p>DRUGS: possessing, distributing, or being under the influence of any narcotic or controlled substance, or item purported or believed to be a narcotic or controlled substance, or possessing or distributing drug paraphernalia where possession or use is prohibited by state or federal law; or use of over-the-counter or prescription drugs for the purpose of mood alteration or intoxication, or inhaling the fumes of certain volatile substances for their mood-altering or intoxicating effect.</p>	<p>10 days OSS</p>	<p>Expulsion</p>		
<p>FIGHTING: adversarial physical contact (differentiated from poking, pushing, shoving, or scuffling) in which one or the other parties or both contributed to the situation by verbally instigating a fight and/or physical contact.</p>	<p>10 days OSS.</p>	<p>Expulsion</p>		
<p>HARASSMENT, INCLUDING SEXUAL AND BULLYING: participating in or conspiring with others to engage in acts that injure, degrade, intimidate, or disgrace another individual, including indecent exposure, displaying pornography, and words or actions that negatively impact an individual or group based on their racial, cultural, or religious background, their sex, any disabilities they may have, or their color, creed, or national origin.</p>	<p>10 days OSS</p>	<p>Expulsion</p>		

HAZING: committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group, or club.	10 days OSS	Expulsion		
THEFT OR KNOWINGLY POSSESSING STOLEN PROPERTY: unauthorized taking of property of another or possessing such property.	5 days ISS	10 days OSS		
CLASS FIVE OFFENSES: (PER SEMESTER)	Level 1	Level 2	Level 3	Habitual Disobedience (Level 4)
BOMB THREAT: intentionally giving a false alarm of a bomb.	Expulsion			
SERIOUS THREAT: threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another	Expulsion			
WEAPON: possessing any firearm or any device intended to look like a firearm; any knife; or any other device, instrument, or substance, which, in the manner in which it is used or intended to be used may produce severe bodily harm.	Expulsion			

CHEATING

Students caught cheating will take a zero on the work, which they have cheated, and will be assigned more similar work. The two will be averaged to determine a grade for the test, quiz, or assignment.

PROFANITY

Obscene language is not acceptable behavior and will not be tolerated in the Howard School District. There are two levels of Obscenity. The first is the use of obscene language not directed at another human being. The second is obscene language or gestures directed at another human being or language that is so obscene that it is offensive in nature. The consequences for these obscenities are as follows.

Obscene Language Not Directed at Another Human Being

1st Offense

A verbal warning will be given and the reporting teacher will receive a behavioral report via DDN Campus.

2nd Offense

30 minutes of detention and the report teacher will receive a behavioral report via DDN Campus.

3rd Offense

One day of In-School Suspension, the reporting teacher will receive a behavioral report via DDN Campus, and a parent conference will be called. This will result in the loss of privileges and participation in all school activities during the time of the suspension.

Subsequent infractions will receive elevated punishment.

Obscene Language or Gestures Directed at Another Human Being or Language that is Obscene and Offensive in Nature.

1st Offense

One day of In-School Suspension and a parent conference will be called. This will result in the loss of privileges.

2nd Offense

Three days of In-School Suspension. This will result in the loss of privileges and participation in all school activities during the time of the suspension. Within those three days, a conference will be held with the student, parents, necessary staff, administration and the school board members on the Policy Review Committee to discuss additional consequences.

Adopted Aug. 2005

SEXUAL HARASSMENT POLICY

Policy

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Definition

Any unwelcome sexual advances, solicitation, or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks or physical sexual assaults constitute sexual harassment. This conduct has the effect of reasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

Responsibility

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

Complaints

Any employee who believes that he/she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his/her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the dean of students and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he/she may utilize any applicable grievance procedure.

ANTI-BULLYING/HARASSMENT OF STUDENTS

Harassment and bullying of students is against federal, state and local policy, and is not tolerated by the Howard Board of Education. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics of the student including: race, color, creed, gender, national origin, religion, age or disability.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or assistant principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

HAZING

It is the policy of the Board of Education and school district that hazing activities of any type is inconsistent with the educational process and will be prohibited at all times. Hazing is defined as:

Doing any act or coercing another, including the victim, to do any act of initiation onto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, faculty member, or other employee of the school district will encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other employees of the school district will be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing incidents will be reported immediately to the superintendent/CEO.

APPEARANCE AND DRESS CODE

Students are expected to dress and conduct themselves as ladies and gentlemen at school and at all school functions at home and away. Individual conduct and appearance is the primary responsibility and reflection of family training. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community. All students are expected to be neat, clean, and well groomed. If administration feels you have not used good judgement, you will be expected to go change or turn your shirt inside out. The following guidelines need to be adhered to:

1. Shorts must not be shorter than the middle of the thigh/fingertip length.
2. Shorts may be worn when weather is appropriate. This is at the administrator's discretion.
3. Tops and bottoms must conceal all undergarments.
4. No half shirts worn where skin is shown.
5. No side cut t-shirts allowed in the buildings.
6. No string/spaghetti strap tank tops or dresses may be worn during the school day unless something is covering the shoulders.
7. Necklines that are excessively revealing are not acceptable.
8. No apparel or caps that promote bars or suggest alcohol, tobacco products, or drugs, are allowed in school. Apparel or articles containing or suggesting messages, lettering, markings or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be tolerated if worn in the school buildings or school functions.
9. No headgear is allowed during school hours (8:00am – 3:30pm), including caps, bandanas, skull caps, etc.
10. All students must wear footwear.

CELL PHONE POLICY

Cell phones will be allowed in the building as long as they are turned off. Cell phones are a privacy risk and are potentially disruptive to the orderly educational environment. Cell phones and all other technical devices (except school provided laptops) will not be allowed to be turned on or used during the school hours of 8:20 am to 3:30 pm. Students will not be allowed to have their phones during detention or in the library. Students will only be allowed to use their cell phones during the 25 minute lunch break, between classes, or with permission from the building office or *teacher* only. Failure to comply with this policy will result in the consequences listed below.

Level 1 Consequence

Confiscated and turned into the office until the end of the day

Level 2 Consequence

Confiscated, turned into the office and parent will be notified to pick up the phone

Level 3 Consequence

Confiscated, turned into the office, parent will be notified and asked to meet with the administrator at which time the phone will be returned to the parent.

If all consequences have been exhausted, the renewal of the privilege will begin at each semester.

Adopted 2007

Revised 2016

TABLET/LAPTOP POLICY, PROCEDURES AND INFORMATION

This policy is located on the Howard School Website

<https://howard.k12.sd.us/DistrictResouces.html>

STUDENT ACTIVITIES HANDBOOK

The Student Activities Handbook is found on the School Website.

This must be signed prior to participation.

ACTIVITY INFORMATION

All students are encouraged to participate in some of the activities and organizations of the school. We believe our school has a good variety of activities that will appeal to the interests and abilities of most students. Membership in most of the groups is open to nearly all students. In some organizations such as Student Council or National Honor Society, membership is elective. Participation in a co-curricular activity is secondary, however, to satisfactory progress in academic work. Financing of most activities is done, in large part, through the sale of the Student Activity Ticket. Students who purchase an activity ticket will be listed on an alphabetized, computer listing. Adult activity tickets are not transferable and must be in the possession of the purchaser to be honored. Following is a list of the recognized activities of the school:

Oral Interp	Football	National Honor Society
One-Act Play	Cross-Country	FCCLA
All School Play	Basketball	H-Club
Yearbook	Wrestling	All State Band
Cheerleader	Track	All State Chorus
Volleyball	Golf	Region Music Contest
Student Council	FFA	

ANNOUNCEMENTS

Daily announcements are posted near the office and e-mailed to students and staff. Students who wish to have an announcement included in the bulletin may do so provided the principal approves it. Any announcement concerning a school organization or activity must have the signature of the group faculty advisor before it will be included in the bulletin. Material for the bulletin must be submitted to the office before 8:20 in the morning on the day it is to be used. The school intercom system will be used for emergency announcements only.

BRIGHTARROW

In our effort to improve communication between parents and school, Howard School District has instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by School Reach, a company specializing in school-to-parent communications. Howard School District will also continue to report school closings due to snow or weather on these radio & TV stations only: KELO Land TV, KSFY, KJAM Radio 103.1, KMIT Radio 105.9.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers and busies will be automatically retried twice in fifteen minute intervals after the initial call. To add phone numbers to the calling system or to change phone numbers already in the system, please contact the school office.

PARKING REGULATIONS

Students who drive motor vehicles to school must park them in an orderly fashion in the main parking lot located east of the high school. No student parking will be permitted on the north or the west side of the building. Bus loading zones east of the building must also be kept free of vehicles. Students with automobiles are cautioned about entering and leaving the parking lot, especially when buses are present. Very strict caution must be exercised in order to avoid accidents. Maximum speed in the school zones is 15 miles per hour. Exhibition driving in the school zones will not be tolerated. Students may move vehicles from the parking lot during the school day only with permission from the Superintendent or Principal. Students are reminded that vehicles parked on school property are open to searches at any time deemed necessary by the administration. Students are not allowed to park at the curb on the east side of the building from 8:00-3:45.

CHURCH/FAMILY NIGHT

Wednesday night is designated as church/family night and all students and faculty members will make every effort to insure that the night is kept free of school activities. Any exceptions will be cleared in advance with the superintendent and pastors of the community churches.

RULES GOVERNING BUSES

1. The driver is in full charge of the pupils on the bus. The driver's relationship with the pupil should be on the same plan as that of the teacher in the classroom. Bus transportation for pupils is not entirely a right, but more of a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the pupils. It shall be the duty of the driver to report to the school administrator the names of any pupil who persists in violating the rules and regulations. The administrator may find it necessary to temporarily withhold the privilege of riding on the bus from pupils who fail to cooperate accordingly.
2. Pupils shall obey all instructions from the school bus driver.
3. Pupils must occupy the seat assigned them, if seats are assigned.
4. The same courteous conduct as is expected in the classroom must be observed on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
5. Pupils must refrain from unnecessary conversation with the driver, as his job requires his full attention.
6. Pupils **MUST BE ON TIME**. The bus will be at each designated stop at about the same time each day. The driver has been instructed that he will not wait beyond its regular time schedule for tardy pupils. If this should happen, **PLEASE NO COMPLAINTS**. The bus must run on schedule.
7. Pupils must not stand in the traffic lanes while waiting for the bus.
8. Pupils will assist the driver in keeping the interior of the bus clean, sanitary and in orderly condition. Pupils will not throw waste paper or rubbish on the floor or out the window of the bus.
9. Pupils will not open or close the window without permission of the bus driver.
10. Pupils will not at any time put hands, arms, or heads out of the bus windows.
11. Pupils must not move about inside the bus or try to get off while the bus is in motion.
12. Pupils will immediately report to the bus driver any damage occurring to the bus.
13. Pupils will follow the instructions of the driver when entering or leaving the bus, and when they cross the road or highway.
14. Pupils must await the signal from the driver to cross a road or highway, then cross promptly. The crossing should be made approximately 10 feet in front of the bus, in full view of the driver.
15. Pupils desiring to leave the bus at any other bus stop other than their own or at the school must present the driver with written permission from their parents.

16. Each bus has a loading and unloading zone at the school. Drivers have been instructed to load and unload at these zones only.
17. In cases where pupils will not be riding on a particular day, parents should inform their drivers, if possible. This will save time and miles traveled.

STUDENT CONDUCT POLICY FOR BUS STUDENTS

When a child is riding, boarding or leaving the bus, the bus driver has supervisory control over the student and may exercise reasonable and necessary physical restraint to maintain that control.

In view of the fact that a bus is an extension of the classroom, the Board will require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself/herself properly on a bus, the bus driver will bring such instances to the attention of the transportation supervisor. The bus driver will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior. If no resolution with the situation is determined, then the parents, bus driver, and the transportation supervisor shall meet to resolve the situation. If no resolution is met at this level, then the administration will meet with the parties involved to resolve the issue.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the child involved become responsible for seeing that their children get to and from school safely.

Use of video cameras on buses for the purpose of monitoring discipline

Camera rotation will be determined by random placement or based upon just cause.

Tapes will be stored for at least 10 days, to cover instances not reported right away.

Taping will supplement, not replace, written disciplinary report by drivers.

Logs will be maintained on the placement/rotation of the cameras.

Tapes should be used to augment a driver's complaint. All affected parties, the driver, and school administration, parents and the student can view the tape of the incident, if requested. Such requests should be made in writing. The tape remains part of the evidence. The District's Transportation Supervisor will randomly view tapes even though misconduct reports have not been submitted. This will allow the supervisor to determine if behavioral problems are occurring without being reported. The tapes can be used to improve the driver's performance in maintaining order.

ACTIVITIES TRANSPORTATION

School transportation is provided to and from activities for students. Part of the experience of the activity is the travel to and from events with peers. There are exceptions to this policy because of some necessity. They are:

1. A parent who is at the activity may bring a student home from an activity. A written authorization must be given to the director/coach of the activity before the child may leave the activity.
2. A parent may request that a student ride with another adult. This request, in writing, must be given to the coach/director or administration the day **before** the event so all parties involved have time to evaluate and communicate to all parties involved.
3. Because of the size of the district, a parent may request to have a student park their vehicle along the bus's route, with a written communication to the coach/director or administration. The bus will pick up and leave off that student.
4. All final decisions regarding transportation of students to and from activities rest with school officials.

CLASS INTERRUPTIONS

Classes in session must not be interrupted by students knocking at the door calling for the teacher or students in the class. Only in cases of emergency will this be permitted, and then only, with the permission of the principal.

EMERGENCY EVACUATION DRILLS

Fire drills will be conducted in all school buildings according to regulations established by State Law. When the alarm sounds, students are to leave their classrooms in an orderly but hasty manner and to exit the building by the designated routes. Everyone in the building will leave the building completely during a drill and will stay clear of the building until the announcement to return to the building is given. A floor plan with evacuation routes is posted in each classroom.

FUNDRAISING

All fundraising plans or programs for any school related organization must be cleared in advance by the superintendent. This is in accordance with school policy.

GUIDANCE SERVICES

The school maintains the services of a dean of students. All students are encouraged to avail themselves of the services. The dean of students maintains a file of occupations and educational information, conducts a testing program, and stands ready at all times to assist students as they make plans for their future and in meeting and dealing with the day to day problems of a student.

LUNCHROOM

All students are expected to eat their noon meal in the school lunchroom. Those who desire may bring sack lunches but these must be consumed in the lunchroom. Food served in the lunchroom is to be eaten there. No pop or carbonated beverages allowed. It is against National School Lunch Policy to bring carbonated beverages into the lunchroom during lunch periods. Juices and flavored waters are allowed.

STUDY HALL REGULATIONS

It is expected that students will utilize their study hall time for its intended purposes. No student may leave study hall without receiving a pass from the study hall teacher, or teacher requesting to work with that student. When the student does leave, they must go to where they are supposed to go, and nowhere else.

Please exercise good housekeeping in the care of your locker. Periodic locker inspections may be made. Under no circumstances will a student enter a locker assigned to another student unless permission is received from the principal. School authorities retain management and supervisory control over lockers.

LOST AND FOUND

Articles, which have been found, will be sent to the office. Pupils who have lost articles are asked to report the same to the office. Efforts will be made to help recover lost items. Articles not claimed by the end of the school year will be disposed of. The school will not assume liability for articles lost by students.

LOCKERS

All students will be assigned a locker with a built-in combination lock. Combinations are changed each year on the locks so a reasonable amount of security is available for each student's personal items needed at the school. To maintain security, do not give your combination to another student. All books and clothing must be stored in lockers when not in use. Large sums of money or articles too large to fit in your locker may be checked in at the high school office during the school day. Locker doors must never be left open or unlocked. Jamming the latch on the locker can result in damage to the locker. Students are not to decorate lockers with articles, which have to be taped or glued to locker doors. Small household type magnets work very well for holding small memo notes, etc. No names are to be taped or written on the outside of any school lockers.

AGENCY FUND AND TICKETS

Financial records of the Student Agency Fund are maintained in the office of the Superintendent and books are maintained by his/her secretary. All proceeds from school-sponsored activities are deposited in the appropriate account. The treasurer of each class or organization is the student responsible for seeing that dues and any other funds of the group are properly deposited and receipted in the Agency Fund. Under no circumstances are funds to be kept in separate accounts or in student lockers, etc.

All students are encouraged to purchase activity tickets. The activity ticket will admit the purchaser to all home athletic contests (except tournaments), plays, and other school events during the school year.

PURCHASE ORDER

Whenever you are called upon to buy or order items for a school sponsored activity, you must stop at the office of the business manager and obtain a purchase order for the transaction to be honored by the school. Failure to do this will result in the student assuming responsibility for the purchase. Generally, whenever a class or organization is working on a project where materials are necessary, one member of the class or organization should be designated to obtain requisitions from the superintendent. Students are also cautioned that contracts, such as with a band for homecoming or prom, must be signed by the superintendent or principal. Students cannot affect a valid contract without the signature of the proper official.

ACTIVITY TRIPS

Students who represent the school on activity trips or field trips of an educational nature will wear appropriate attire. It is expected that students on trips will take special care to conduct themselves as ladies and gentlemen and at no time should their conduct be of such a nature that will bring discredit upon them or their school. Never are students allowed to drive to or back from a school activity, nor are they allowed being in another's vehicle during the activity unless they are with their parents, and with the advisors permission.

SCHOOL OUTINGS

If a student breaks school rules during a school sponsored activity (co-curricular or curricular), the coach or sponsor, in concurrence with the principal, has the right not to allow the student to participate in a following activity.

SCHOOL PARTIES AND DANCES

A closed-door policy will be followed at all school parties and dances. This means that the admission door will be locked at a pre-announced time and latecomers will not be admitted. It also means that a student cannot leave the dance or party and come back in.

HOMECOMING ROYALTY GUIDELINES

In order to be on the ballot as Royalty for Homecoming, you must be a senior and a full time student at Howard High School. You must have been in attendance at Howard High School at least the second semester of your junior year, carrying a minimum of six classes.

USE OF THE SCHOOL BUILDINGS

Permission must be secured from the superintendent for the use of any of the school buildings or school equipment for any activity after school hours, which is not regularly scheduled. Classes and organizations will be held responsible for any damage at such gatherings. No use of school buildings will be made without a faculty advisor in attendance.

USE OF GYM AND STAGE AREA

The gymnasium and stage areas of the school are classrooms and are to be treated as such. Loitering in these areas is not permitted. The stage has much expensive equipment, which can be easily damaged. Please stay clear of these areas unless you are required to be there for a scheduled activity or class.

ALCOHOL AND OTHER DRUG USE 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 are 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 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 tobacco and 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, dean of students, 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 problem of tobacco, 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 tobacco, alcohol and other drugs in the school district. This policy is in effect on premises owned, 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, and attempt to neither sell, deliver, nor be under the influence of tobacco, alcohol and/or other drugs, which affect the educational process of the school. Students shall not engage in tobacco, 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 tobacco, alcohol and other drugs:

- A. First Offense
 - 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 notify the parent(s)/guardian(s) in writing of the suspension within thirty-six (36) hours; and,
 - 4. The administration may notify available law enforcement authorities.
- B. Second and Subsequent Offenses
 - 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 notify the parent(s)/guardian(s) in writing 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 of material Represented to be a Controlled Substance.
 - 1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing 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. The school board pursuant to due process rules for expulsion will conduct a hearing on the case. 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 programs' 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 Adopted: March 1, 1995

PROHIBITION OF STUDENT, STAFF, AND VISITOR SMOKING

Background

Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country.

Smoking can be hazardous to the health of both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air and the risks of developing preventable cause of mortality.

Purpose

The Howard School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The school board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students to resist tobacco use. Curriculum related to tobacco-use prevention will be developed and introduced at the primary grade levels and given greater in-depth concentration at the secondary level. The school board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years. Therefore, the board shall promote non-smoking among its staff and students.

Policy

To protect individuals from the hazards of smoking and/or other nicotine products, staff and visitors are prohibited from smoking or using nicotine products in school district buildings or vehicles. Students are prohibited from possessing, smoking or using nicotine products in school district buildings, vehicles, and on school grounds. Student violation of this policy can result in suspension. No smoking is allowed in the Armory building. Board

Approved: September 10, 1990, Amended 4/2014

POSSESSION OF FIREARMS

Possession of firearms on elementary or secondary school premises or vehicle as misdemeanor – Exceptions: Any person, other than a law enforcement officer who intentionally carries, has in his/her possession, store, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle or building or any premises, vehicle or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms or air guns at firing ranges; gun shows and supervised schools or sessions for training in the use of firearms. This section does not apply to ceremonial presence of unloaded weapons at color guard ceremonies.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with state law.

The contents of this policy will be distributed in writing to all students and school district employees following its adoption by the Board of Education. In addition, this policy will be incorporated into building, employee staff meetings or in-service programs.

LEGAL REFS: SDCL 13-8-39, 13-32-1, 13-32-2, 13-32-4, 13-32-5, 13-32-7

South Dakota Executive Order 81-08 Federal Title IX (1972 Educations Amendments)

PUBLIC COMPLAINT POLICY

Should a problem arise between your child and your child's teacher, the proper way to handle the situation is the following:

1. Begin with the teacher/staff member. Talk to them regarding the situation. If you feel that visiting with the staff member left something unexplained or unresolved, then,
2. Schedule a conference with the building principal. At this time, both the parent and the staff member will be present to discuss the issue. If the issue is still not resolved, then,
3. Schedule a conference with the Superintendent, building principal, staff member and yourself. If this does not resolve the issue, then,
4. Request a hearing with the school board. At this hearing, all parties involved will participate.

Complaints between the building principal and others should begin with step 2 above. The policy also applies to Federally administered programs. A decision by the district may be appealed to the South Dakota Department of Education (complaints about implementation of Federal Programs only).

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

(7/14/08)

GRIEVANCE PROCEDURE POLICY FOR DISCRIMINATION, HOWARD SCHOOLS

The following grievance procedure for students was adopted on July 12, 1976:

A grievance procedure is a means of inviting communication on matters of concern to the school, it's employees and students; short of their having to engage in disruptive behavior procedure meant to lessen the legal authority of the school officials to deal with disruptive students.

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices; (1) that a school is unfair, (2) that a school rule or regulation discriminates against or between students, (3) that an unfair procedure has been used in arriving at a punishment.

Grievances are addressed through three steps: (1) the dean of students; (2) the principal; (3) the superintendent, in that order. On all three levels an informal conference is to be held within five days of the date of filing the complaint so that no complaint shall consume more than 15 days time in all. The burden of proof is upon the grievant to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has occurred.

Administrative resolution of the grievance is to be in writing at the superintendent level and designed to provide the grievant with a basis for resolution of the problem as originally stated in the complaint. Whenever the decision of a hearing officer substantially affects board policy, the matter will be referred to the board of education of final resolution.

Grievance Procedure

A grievance should be presented in writing to:

Level 1: The dean of students who should schedule with the grievant for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The dean of students, 12, 13, 20, 23, 25 must hold a conference within five school days time of the date of filing.

Level 2: If a grievant is not satisfied with the resolution made at Level One, the grievant may appeal in writing to the principal for an informal conference and discussion of said grievance.

Level 3: If a grievant is not satisfied with the resolution made at Level Two, the grievant may appeal to the superintendent for an informal conference and discussion of said grievance. The grievant may be represented at the conference with the superintendent by an adult, but the grievant must be present to elaborate on the grievance at the given time and place of conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the conference provided by the school, unless extenuating circumstances make it impossible for the grievant to appear. The decision at this level is considered final unless the grievant and/or adult representative wishes to appear before the board of education.

ADMINISTERING MEDICATION TO STUDENTS

The Legislature of the State of South Dakota has declared through law (SDCL 36-9) that it is the responsibility of the Board of Nursing to safeguard life, health, and the public welfare and to protect its citizens from unauthorized, unqualified, and improper application of nursing practices.

Students will not be permitted to take medication while at school unless such medicine is given them by the school district personnel certified to dispense medication, acting under the specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and the consequences of such medications must also be presented to the personnel certified to dispense medication upon written authorization of the parent or guardian.

No medication except cough drops can be stored in a student's desk, locker, backpack, or student's coat/jacket. If a student demonstrates inappropriate behavior in assuming this responsibility, the parents, and supervising nurse will be contacted. Medications cannot be sent to the Howard Schools in envelopes, plastic bags, or other non-pharmacy labeled containers. Prescriptions and non-prescription medications will only be given if it is in the original container and a current authorization is on file at the school.

Adoption Date: August 11, 199

STUDENT COMMUNICABLE DISEASES

Students who are afflicted with a communicable contagious, and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

The board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case by case basis, under the direction of the principal/building administrator or designee.

In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision making.

The advisory committee may be composed of:

1. a representative from the State Health Department;
2. the student's physician;
3. the student's parents/guardian(s);
4. the school principal or designee;
5. the school health service's supervisor;
6. the superintendent or designee;
7. and primary teacher(s).

In making the determination, the advisory committee shall consider:

1. the behavior, developmental level, and medical condition of the student;
2. the expected type(s) of interaction with others in the school setting;
3. the impact on both the infected student and others in that setting;
4. the South Dakota Department of Health guidelines and policies;
5. and the recommendation of the County Health Officer, which may be controlling.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal:

Information will be provided, as appropriate, to school employees who have regular contact with the student as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation, and health/hygiene care performed in different sick and work areas, maintenance cleaning, and other personal hygiene measures are part of creating a healthy environment.

STUDENT COMMUNICABLE DISEASE GUIDELINES

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

<u>Disease and Incubation* Period</u>	<u>Rules for School Attendance</u>
Acquired Immune Deficiency Syndrome (AIDS) 6 months-five years	Determination will be made by the Advisory Committee as outlined in the Communicable Disease Policy.
Chicken Pox 14 – 21 days	The student may attend school after all pox are dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken by contacts with immunosuppression such as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

Fifth Disease (Erythema Infectiosum) 6 – 14 days	The student may attend school with physician's permission.
Giardiasis (Intestinal Protozoan Infection) 5 – 25 days or longer	The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex 2 – 12 days	The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.
Impetigo Variable 4 – 10 days	The student may attend school if treatment is verified and covered or dry.
Infectious Hepatitis 15 – 40 days Average 25 days	The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.
Measles (Red, Hard, Rubeola, 7-day) 8 – 14 days	The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.
Pediculosis (Lice)	The student may attend school after treatment and is nit free.
Infectious Mononucleosis (Glandular Fever) 2 – 6 weeks	The student may attend school with physician's permission. The student may need adjusted school days and activities.
Mumps 12 – 21 days	The student may attend school after swelling has disappeared.
Pediculosis (Lice, Crabs, Fleas)	The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.
Pink Eye (Conjunctivitis) 5 – 12 days	The student may attend school after the eye is clear, under treatment or with physician's written permission.
Plantar's Warts	The student may attend school. Students should not be permitted to walk barefoot.
Ring Worm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.
Rubella (3-day German measles) 14 – 21 days	The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women.
Scabies (7-year itch, Mites)	The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) 1 – 3 days	The student may attend school 24 hours after initiating oral antibiotic therapy, and clinically well.

All Communicable and chronic disease should be reported to Health Services.

*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.

ADMISSIONS OF FOREIGN EXCHANGE STUDENTS

Howard School District supports the development of relationships cultivated through the attendance of foreign exchange students. The district believes this program strengthens the understanding between cultures to help achieve the goal of world peace. It is the district's desire that the Foreign Exchange Student's American experience will be a positive one that will present a true representation of life in American and the American Education System. However, the program's value must be balanced with the financial responsibility and internal adjustments made by the school district that is necessary to accommodate these students. Therefore, the Howard School District will allow up to two (2) foreign exchange students per school year. Host families must complete the state required change of residency applications. In addition, the following guidelines will be used to select foreign exchange students:

1. All exchange students need the approval of the high school principal for acceptance.
2. Requests and documentation for enrolling students must be received by the principal on or before August 1 for the upcoming school year.
3. The HHS principal will determine the grade classification of all exchange students. Foreign exchange students will be classified as either a junior or senior.
4. The foreign exchange student must have a host family that is a resident of the Howard School District.
5. The host family must have high school age children attending Howard High School.
6. The foreign exchange student must meet all the requirements set forth by the State of South Dakota and the Federal Government.
7. The foreign exchange student will follow all the rules and regulations of the Howard High School.
8. The foreign exchange student will schedule an appointment with the dean of students or principal to register for courses at least one (1) week prior to the start of the school year.
9. The Howard School District may terminate enrollment of the foreign exchange student at any time for just reason.

ACCEPTING NON-RESIDENT STUDENTS IN NEED OF SPECIAL EDUCATION

A request to transfer a student in need of special education or special education and related services may be granted only if, after a review of all relevant student education records and direct communication with the student's parent or guardian and representatives of the resident district, the Howard School District special education administration determines that the District can provide an appropriate instructional program and facilities, including transportation, to meet the student's needs. If the request to transfer is granted, the Howard School District is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services. If the student requires transportation as a related service, the Howard School District shall provide or ensure the provision of transportation within the boundaries of the District.

A request to transfer a student in need of special education or special education and related services may be denied if the request would exceed program capacities set by the board, pursuant to SDCL 13-28-42.1 and 13-28-44 or if the Howard School District cannot provide an appropriate instructional program and facilities, including transportation, to meet the student's needs.

If the Howard School District confirms, based upon the records review and communications with the student's parent or guardian and representatives of the Howard School District, that it can provide an appropriate instructional program and facilities, including transportation, if necessary, to meet the needs of the student, it may proceed with the open enrollment process (see SDCL 13-28-421).

If the Howard School District is not able to make confirmation on an appropriate instructional program and facilities to meet the needs of the student the Howard School District shall initiate an individual education program team meeting consisting of representatives from both the resident and nonresident districts to determine whether the Howard School District can provide an appropriate instructional program, facilities, and transportation, if necessary. After the determination is made, the Howard School District will proceed accordingly with regards to accepting or declining the student for open enrollment.

If the Howard School District cannot meet the provisions of SDCL 13-28-42.1 for the child in need of special education or special education and related services, the Howard School District may deny that child's application for open enrollment. If two or more children from a family residing in the same household, one of which needs special education and/or related services and both of which are eligible for kindergarten through 12th grade, may open enroll only if pursuant to SDCL 13-28-42.1, the Howard School District can provide an appropriate instructional program and facilities, including transportation, for the child in need of special education or special education and related services.

PHYSICAL FORCE

SOUTH DAKOTA ALLOWS FOR "PHYSICAL FORCE" WHEN REASONABLE AND NECESSARY.

13-32-2. Superintendents, principals, supervisors and teachers and their aides and assistants, have authority to use the physical force that is reasonable and necessary for supervisory control over students. Like authority over students is given any person delegated to supervise children who have been authorized to attend a school function away from their school premises and to school bus drivers while students are riding, boarding or leaving the buses.

The proper use of "force" is protected by another law.

To use or attempt or offer to use force upon or toward the person of another is not unlawful when committed by a parent or the authorized agent of any parent or by any guardian, teacher or other school official, in the exercise of a lawful authority to restrain or correct the child, pupil, or ward; and if the child's restraint or correction has been rendered necessary by the misconduct of the child, pupil, or ward, or by the child's refusal to obey the lawful command of such parent, or authorized agent, guardian, teacher or other school official and the force used is reasonable in manner and moderate in degree. LEGAL REF: SDCL 13-32-2, 22-18-5

Adopted by School Board 01-10-00

STUDENT INSURANCE PROGRAM

A program of student accident insurance is made available to all students each school year. The school realizes no financial return from the program and participation by students is in no way compulsory. The school does handle the enrollment forms and all claims are handled through the building principals. It is the responsibility of the individual student who has suffered an accident to notify the principal to file a claim within the time limit established in the policy.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with law, and yet be guarded as confidential information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district.

The board wishes to make clear that all individual student records of the district are confidential (this extends to giving out individual addresses and telephone numbers). The exception is directory information. School officials will designate certain data relating to the student as "directory or public" information. The release of this data does not require the consent of students, parents or guardians. Directory information will include: The student's name, date and place of birth, participation in official activities, weight and height of members of athletic teams, date of attendance and honor roll information.

Homeschool With Regard To Extra-curricular activities and sports

South Dakota: A homeschool student can participate in public school sports subject to the approval of the school board. South Dakota Codified Laws § 13-36-7. A homeschool student also has a right to partial enrollment in public school. Id. § 13-28-51, as confirmed by an opinion of the South Dakota Attorney General. http://www.hslida.org/hs/state/sd/Attorney_Gen_opinion_SD_11-20-2015.pdf. If the student's enrollment in public school is equal to or greater than 50%, the student is required to take the same tests as public school students as prescribed in SDCL 13-3-55. A homeschool student can obtain a loan of textbooks from the public school. South Dakota Codified Laws § 13-34-23. The Howard School District requires a student to be enrolled in 7 class periods per day, not including a study hall. Adopted 3/2018

PRIVACY RIGHTS

According to Public Law 93-380, the "Family Rights and Privacy Act of 1974", public notice must be made by the school board of intent to disclose to the press, media and others authorized by the school principal, personally identifiable data designated as directory information.

The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's principal or the director of pupil services within 15 days after the notice is given.

Parents and students over 18 years of age are entitled to:

Know the records that are kept.

Inspect and review the records or materials that pertain to them or their offspring.

Receive a copy of the record.

Receive a response to a reasonable request for explanation and interpretation.

Challenge a record claimed to be inaccurate, false or misleading, or otherwise in violation of the privacy or other rights of students, and to a hearing if, after review, no changes are made.

File a written complaint with the Family Rights and Privacy Act Office, Dept. HEW, 330 Independence Ave., Washington, DC 20201, if they believe any of these rights are violated.

Students under 18 years of age are entitled to the same privileges as parents or students over 18 years of age.

The following information will be entitled directory information:

Student's name and grade level.

Participation in officially recognized activities or sports.

Weight, height, grade level of participant.

Honors, awards and degrees.

Other similar information which denotes accomplishments and achievements.

Individual and group photographs.

Dates of attendance.

Most recent previous educational agency or institution attended by student.

It is the policy of the Howard School District #48-3 of Miner County, South Dakota not to discriminate on the basis of race, color, creed, religion, sex, disability, national origin, or ancestry.

CLASS MEETING

Each class or organization recognized by the school will maintain a slate of officers elected according to its constitution. The administration will appoint a faculty advisor to each class and organization. All meetings and activities of the group must be cleared with the advisor. Meetings may be called with the permission of the advisor and should be cleared with the principal to insure that no conflict of schedule will occur.

The following guidelines have been adopted for class meetings:

1. All meetings that cause interruptions should be announced at least two days in advance.
2. Meetings that involve one grade level should be scheduled to cause as little class interruption as possible.
3. Meetings that involve all class levels should be scheduled on a rotation basis.
4. Meetings should be limited in length and advisors should adhere to that length as close as possible.
5. Whenever possible, meetings should end when a class period ends.
6. When possible, meetings should be held on Friday after school is dismissed.

A copy of the up-to-date constitution of each organization must be on file with the principal. Officers elected by each group are responsible for the conduct of meetings in accordance with proper parliamentary procedure. Records for each organization must be maintained. Secretary record books are available in the high school office. A copy of the minutes of each meeting held shall be filed in the high school office.

HIGH SCHOOL STUDENT COUNCIL ELECTED OFFICERS

President – GERALYN WIPF
 Vice-President – ANNA SCHWADER
 Secretary – AUBREY GOLDAMMER
 Treasurer – REBEKAH MENTELE

STUDENT COUNCIL REPRESENTATIVES

7 TH Grade	Keegan Schwader	Kacy Sherman
8 th grade	Luke Berger	Elizabeth Martian
9 th grade	Mia Glanzer	Emma Rudebusch
10 th grade	Saddie Palmquist	Kenedy Koepsell
11 th grade	Austyn Smit	Presley Claussen
12 th grade	Cassidee Clary	Josie Erickson

HIGH SCHOOL CLASS OFFICERS

	Seniors	Juniors	Sophomores	Freshmen
President	Aubrey Goldammer	Adyson Glanzer	Blame Mommaerts	Tanner Calmus
Vice - Pres.	Josie Erickson	Hilary Albrecht	Kenedy Koepsell	Bob Beck
Secretary	Anna Schwader	Rebekah Mentele	Abby Connor	Jeyvn Sifore
Treasurer	Tatyanna Ekanger	Rebekah Mentele	Abby Connor	Ciana Schwader

JH CLASS OFFICERS

	8 th Grade	7 th Grade
President	Rylee Rudebusch	Rebecca Feldhaus
Vice – Pres.	Trinity Palmquist	Zachary Connor
Sec.-Treas.	Harry Brok	Faith Genzlinger/Hailey Kizer

CHEERLEADERS

Football	Wrestling	Basketball
Anna Schwader	Mary Emond	Anna Schwader
Taylor Eggert	Taylor Eggert	Casidee Clary
Josie Erickson	Raylynn Laible	Lexus Haak
Rebekah Mentele		
Geralyn Wipf		
Tatyanna Ekanger		

The Howard School System is Level One Accredited by the South Dakota Division of Education. Howard High School is a member of the South Dakota High School Activities Association and belongs to the Cornbelt Conference. Members of the Cornbelt Conference are Bridgewater/Emery, Canistota, Freeman, Hanson, Howard, Menno, Menno-Marion (FB only), Mt. Vernon/ Plankington (FB only).

HOWARD SCHOOL DISTRICT #48-3

2018-2019

SCHOOL BOARD

Jill Calmus
Becky Connor
Cody Hoyer
Stacy Kampshoff
Evan Meyer
Laura Shumaker
Julie Schwader

HOWARD JUNIOR-SENIOR HIGH SCHOOL

2018-2019 CLASS ADVISORS

Grade 7Katie Brooks, Morgan Crum, Gina Wika
Grade 8..... Brett Bosn, Lyndi Hudson
Grade 9.....Amy Podhradsky, Charlene Weber
Grade 10..... Sarah L. Feldhaus, Sarah M. Feldhaus, Jean Winker
Grade 11..... David Carmon, Barry VanZee, Lisa Wiese
Grade 12.....Mark Galpin, Dawn Mentele, Pat Ruml

ACTIVITY ADVISORS

Homecoming Student Council & 8th grade
Oral Interp,..... Amy Podhradsky
School Play..... Jean Winker
Yearbook Mark Galpin
Cross-Country Laura Hoff
Football.. Pat Ruml, Troy Loudenburg, Chad Podhradsky, Pat Pardy, Justin Palmquist, Curt Neises, Adam North
Golf Alan Wiese, Lisa Wiese
Boys Basketball..... Nick Koepsell, Ryan Spader
Girls Basketball Wade Erickson, Christa Paul
Boys Track..... Keith Moe
Girls Track Keith Moe
VolleyballKatie Brooks, Morgan Crum
Wrestling..... Evan Meyer, Corbin Surat
Instrumental & Vocal Music..... Jean Winker
Student Council Lyndi Hudson
National Honor Society.....Lisa Wiese
FFA..... Charlene Weber
FFA Assistant
FCCLA..... Katie Brooks, Sarah M. Feldhaus
H-Club Pat Ruml, Coaches
Cheerleading Erin Feldhaus

JUNIOR & SENIOR HIGH SCHOOL FACULTY

2018-19

Todd Lee Superintendent/Principal
Samuel Olajide Technology Coordinator
Dr. Marie Lohsandt Dean of students
Krysta Becker Special Education Aide
Brett Bosn Social Studies, Elementary PE
Katie Brooks Jr. High/High School PE, FACS, Career Ed, Health, Athletics
David Carmon 7th Reading, Social Studies, Business
Morgan Crum Jr. High/High School Science, Athletics
Jill Dold Special Education Aide
Sarah L. Feldhaus Librarian
Sarah M. Feldhaus Special Education Director
Mark Galpin Journalism, High School English, Athletics
Pam Hiltunen Assistant Librarian, Special Education Aide, Tutor
Lyndi Hudson Jr. High/High School Art
Dawn Mentele High School Mathematics
Amy Podhradsky 8th Reading, Jr. High/High School English
Teresa Poppen Spanish Distance Learning Supervisor
Pat Ruml Athletic Director, Jr. High/High School Social Studies, Athletics
Kristi Schwader Special Education Aide
Barry VanZee Adv. Biology, Chemistry, Science
Melissa Voeltz Special Education Aide
Charlene Weber Agricultural Education
Alan Wiese Mathematics, Physics, Athletics
Lisa Wiese Computers, Athletics
Gina Wika Jr. High Math, Geometry, Accounting, Personal Finance
Jean Winker Jr. High/High School Instrumental & Vocal Music

JH/HS OFFICE STAFF

Marcia Sherman Business Official
Dianne Sherman Secondary Administrative Assistant
Teresa Poppen Part Time Administrative Assistant

**HOWARD ELEMENTARY SCHOOL FACULTY
2018-2019**

Dr. Christopher Noid..... Principal/Assistant Superintendent
 Samuel OlajideTechnology Coordinator
 Stephanie Austerman..... Second Grade
 Kim Beyer First Grade
 Brett Bosn.....PE
 Erin Feldhaus Sixth Grade
 Sarah L. Feldhaus Librarian
 Kay Genzlinger.....Instructional Aide
 Lyndi Hudson K-6 Art
 Shawna JacobsonTitle 1
 Lindsey JeffreyKindergarten
 Sharon Klinkhammer.....Special Education Preschool & Special Education
 Tamara Kuhle Sixth Grade
 Holly LitterickInstructional Aide
 Dr. Marie Lohsandt..... Dean of Students
 Donna Mathison Vocal & Instrumental Music
 Keith Moe Teacher
 Tamara Oswald Second Grade
 Christa Paul Fifth Grade
 Kerstin RoeslerInstructional Aide
 Kailee SchwaderFourth Grade
 Sandra Schwader Fifth Grade
 Jessica ShumakerInstructional Aide
 Dawn Skotvold Third Grade/Special Education
 Audrey Spader Speech Clinician
 Theresa Uthe..... First Grade
 Stacy WingenKindergarten

SHANNON COLONY SCHOOL

Joleene Spader Third Grade – Eighth Grade
 Laura Hoff..... Kindergarten – Second grade
 Karna Adler..... Special Education Aide
 Kim Klinkhammer Special Education Aide

ELEMENTARY OFFICE STAFF

Kathy YanishElementary Administrative Assistant

**HOWARD PUBLIC SCHOOLS
SCHOOL CALENDAR
2016 - 2017**

Important Dates:

August 22	Full Day In-Service
August 23	Full Day In-Service
August 24	School Starts
August 24	Spanish Classes Begin
September 1 & 2	No School – State Fair
September 5	No School – Labor Day
September 23	Mid-term 1 st Quarter
September 30	No School – In-Service Day
October 13	Parent-Teacher Conferences 3:00 – 9:00, 2:00 Dismissal
October 14	No School – PTC In-Kind
October 26	End of 1 st Quarter
November 23	Mid-term 2 nd Quarter
November 23	1:30 Dismissal
November 24 & 25	No School - Thanksgiving Vacation
December 1	Elementary Christmas Concert 6:30pm
December 1	Jr.-Sr. High Christmas Concert 7:30pm
December 22	End of 2 nd Quarter/1 st Semester
December 22	1:30 Dismissal
December 23 – Jan 3	No School - Christmas Vacation
January 4	School Resumes
January 16	No School-Martin Luther King Day
February 3	Mid-term 3 rd Quarter
February 17	No School-In-Service Day
February 20	No School
March 10	End of 3 rd Quarter
March 14 & 16	Parent-Teacher Conferences 4:00 – 7:00pm. 3:00 dismissal
March 17	No School – PTC In-Kind
March 20	No School
April 1	Prom
April 6	Elementary Spring Concert – 7:00pm
April 12	Mid-term 4 th Quarter
April 13	No School – In-Service Day
April 14	No School-Good Friday
April 17	No School-Easter Monday
April 27	Jr.-Sr. High Spring Concert and JH Awards – 7:00pm
May 15	Sr. Class Night 7:00pm
May 16	Athletic Awards Night
May 18	Last Day of School
May 19	Full Day In-Service
May 20	Graduation 2:00pm

MAKE-UP SNOW DAYS: May 19, 22, 23, 24, 25, 2017

<u>MONTH</u>	<u>TEACHER DAYS</u>	<u>STUDENT DAYS</u>	
August	8	1 st Nine Weeks	41
September	19	2 nd Nine Weeks	<u>39</u>
October	21 (1 PTC)		
November	20	1 st Semester	80
December	16		
January	19		
February	19	3 rd Nine Weeks	45
March	22 (1 PTC)	4 th Nine Weeks	<u>44</u>
April	18		
May	<u>15</u>	<u>2nd Semester</u>	<u>88</u>

Total Teacher Days 177

Total Student Days 169

DISTRICT SCHEDULE

HOWARD SCHOOL DISTRICT 2016 - 2017 SCHEDULE OF EVENTS													
	H-Home	A-Away											
Aug					8	Tu	VB-Regions	A		14	Tu	GBB/BBB-Iroquois	H
22	Mo	Full day staff In-service			11	Fr	FB-State 9B Championship			16	Th	BBB-Flandreau	A
22	Mo	Parent/AD Meeting			11-12		Augustana Band Festival			17	Fr	No School-In-Service Day	
23	Tu	Full day staff in-service			13	Su	School Play			18	Sa	WR - Regions at Beresford	
23	Tu	VB-DeSmet	A		14	Mo	School Play			18-25		National FFA Week	
24	We	School starts			14	Mo	School Board Meeting			20	Mo	No School-President's Day	
25	Th	VB-ORR	H		14	Mo	Region Oral Interp-DeSmet			20	Mo	BBB-ORR	A
26	Fr	CC-Madison Invite	A		17-19		VB State B Tournament-Huron			21	Tu	GBB-Districts	
26	Fr	FB-Parker	H		21	Mo	GBB practice starts			23	Th	GBB-Districts	
27	Sa	VB-Sioux Valley	H		23	We	Mid-Term 2nd Quarter			24-25		WR-State B/Sioux Falls	A
29	Mo	FB-JH/JV-Baltic	H		23	We	Lifetouch retakes			25	Sa	GBB-District Finals	
30	Tu	CC-MCM Invite	A		23	We	1:30 Dismissal			27	Mo	BBB-Districts	
					24-25		No School-Thanksgiving			28	Tu	BBB-Districts	
Sept					28	Mo	BBB practice starts						
1	Th	No School-State Fair			28	Mo	Honor Band-SDSU						
1	Th	VB-Freeman	H							Mar			
2	Fr	No School-State Fair								2	Th	GBB-Regions	
2	Fr	FB-Parker	H		Dec	1	Th	JH/HS Xmas Concert 7:30		3	Fr	BBB-District Finals	
5	Mo	No School-Labor Day			1	Th	Elementary Xmas Concert-6:30			7	Tu	BBB-Regions	
6	Tu	VB-Hanson	H		2-3		State Oral Interp-Harrisburg			9-11		GBB-State B Tournament	
8	Th	VB-BEC Tournament			3	Sa	WR-Flandreau Invite	A		10	Fr	End of 3rd quarter	
8	Th	CC-DeSmet Invite	A		4-5	Su	FFA State Fall CDE-Pierre			13	Mo	School Board Meeting	
9	Fr	FB-Canistota-Freeman	A		5	Mo	WR-JV Flandreau	A		13	Mo	Reg II Vocal Solo Sm Grp-SF	
9	Fr	FB-JH/JV-Freeman	A		6	Tu	WR-SV, MF, MV/P Quad @ Marion			14	Tu	3:00 Dismissal	
10	Sa	FB-JH-Canistota Jam	A		6	Tu	GBB-Arlington	A		14	Tu	P/T Conferences 4-7	
10	Sa	VB-BEC Tournament			8	Th	GBB-Sioux Valley	H		16	Th	3:00 Dismissal	
12	Mo	School Board Meeting			9	Fr	BBB-Sioux Valley	A		16	Th	P/T Conferences 4-7	
12	Mo	VB-Menno	A		10	Sa	WR-How ard Invite	H		16-18		BBB-State B Tournament	
13	Tu	CC-Arlington Invite	A		12	Mo	School Board Meeting			17	Fr	No School-PTC In-Kind	
15	Th	VB-Chester	H		13	Tu	GBB/BBB-Dbl-Hdr Chester	H		20	Mo	No School	
16	Fr	FB-Chester	A		16	Fr	GBB/BBB-Dbl-Hdr McCook	H		20	Mo	BEC Honor Band Festival	
17	Sa	FB-JH-Chester Jam	A		17	Sa	WR-Madison Invite	A		23	Th	FFA CDE-How ard	
19	Mo	FB-JH/JV-Chester	A		17	Sa	WR-JV Sioux Valley	A		23-25		All-State Band-Sioux Falls	
21	We	CC-CBC-Freeman	A		19	Mo	WR-JH Salem	A		26	Su	Variety Show	
22	Th	Marching Band-Arlington			20	Tu	GBB/BBB-Freeman	H		30	Th	BEC JH Large Group Contest	
23	Fr	FB-Burke/South Central	H		22	Th	1:30 Dismissal			31	Fr	Little I-SDSU	
23	Fr	Marching Band-Menno			22	Th	End of 2nd qtr/1st semester						
23	Fr	Mid-term 1st quarter			23-30		No School-Xmas Vacation			Apr			
24	Sa	VB-Pentagon Tourney	A		30	Fr	WR-MCM Tourney-Salem	A		1	Sa	Prom	
26	Mo	VB-Bridgewater/Emery	A							4	Tu	TR-Flandreau Quad	
26	Mo	CC-West Central	A		Jan					6	Th	K-6 Spring Concert-7:00	
27	Tu	VB-Mitchell Christian	H		1-3		No School-New Year's			7	Fr	Golf-The B Classic-Mitchell	
28	We	CC-Colman Invite	A		3	Tu	GBB-Flandreau	H		7-8		SD All State Show Choir-SF	
29	Th	VB-Flandreau	A		4	We	School Resumes			10	Mo	School Board Meeting	
30	Fr	No School In-Service			5	Th	WR-Quad at Parker	A		12	We	4th 9-weeks mid-term	
					5	Th	BBB-BEC			13	Th	No School-In-Service Day	
Oct					6	Fr	BBB-BEC			13	Th	TR-DeSmet Relays	
3	Mo	Coronation-7:30			7	Sa	BBB-BEC			14	Fr	No School-Good Friday	
3	Mo	JH/JV FB-Iroquois	A		7	Sa	WR-Miller Invite	A		17	Mo	No School-Easter Monday	
3	Mo	CC How ard Invite	H		7	Sa	WR-JV Madison	A		18	Tu	Golf-Chester Invite	
4	Tu	VB-MCM	A		9	Mo	GBB-Mitchell Christian	H		20	Th	TR-Flyer Invite-Freeman	
6	Th	VB-Canistota	A		9	Mo	School Board Meeting			22	Sa	TR-Chester Invite	
6	Th	CC-BEC at Salem	A		10	Tu	BBB-DeSmet	A		23-25		State FFA Convention	
7	Fr	FB-Menno/Marian-Homecoming			14	Sa	WR-Mitchell Invite			24	Mo	Golf-Dell Rapids Invite	
7	Fr	Homecoming Parade 1:00			14	Sa	GBB-Hanson Classic-Mitchell			25	Tu	TR-Danielson Relays-Salem	
10	Mo	JV FB-Menno/Marian	H		16	Mo	No School-MLK Day			26	We	Region II HS Lg. Grp-Harrisburg	
10	Mo	School Board Meeting			16	Mo	GBB-Hanson	A		27	Th	JH/HS Spring Concert/JH A wards	
11	Tu	VB-Iroquois	A		17	Tu	BBB-Hanson	H		28	Fr	Golf-Garretson	
12	We	CC-Regions @ How ard	H		19	Th	GBB/BBB-Dbl-Hdr Brig/Emery	H		29	Sa	TR-How ard Relays	
13	Th	2:00 Dismissal P/T Conf.			21	Sa	WR-Parkston Invite	A		29	Sa	5-8 Instr. Solo Contest-Salem	
13	Th	P/T Conferences 3:00-9:00			23	Mo	BBB-Mitchell Christian	A					
14	Fr	FB-MVP	A		23	Mo	WR-JH Sioux Valley	A		May			
14	Fr	No School-PTC In-Kind			24	Tu	GBB/BBB Dbl-Hdr Parker	A		2	Tu	TR-Baltic Relays	
14	Fr	March Band - Sioux Valley			25	We	Region One-Act Play-Huron			3	We	Golf-CBC-Freeman	
15	Sa	Oral Interp-SF Lincoln			26	Th	GBB-BEC Tournament	H		5	Fr	Golf-BEC-Dell Rapids	
17	Mo	BEC Honor Choir Festival			27	Fr	GBB-BEC Tournament	H		5-6		TR-How ard Wood	
18	Tu	VB-Baltic	H		28	Sa	GBB-BEC Tourney @ Baltic	A		6	Sa	TR-Parker Relays	
19-22		National FFA Convention			28	Sa	WR-Parker Tournament	A		8	Mo	School Board Meeting	
20	Th	FB-Hanson	A		30	Mo	BBB-Wessington Springs	A		8	Mo	Golf-How ard Invite	
21	Fr	VB-Garretson	A		30	Mo	WR-JV Brandon	A		10	We	Golf-MCM @ Salem	
22	Sa	CC-State @ Huron	A		31	Tu	WR-Quad at How ard	H		11	Th	TR-CBC @ Menno	
22	Sa	Oral Interp-DSU, Madison								12	Fr	TR-BEC @ Flandreau	
24	Mo	VB-Parker	H		Feb					12	Fr	Golf-JV @ Chester	
25	Tu	FB-1st Round Playoffs			2-4		State One-Act, NSU, Aberdeen			15	Mo	Senior Class Night	
25	Tu	Lifetouch Indiv-Sports Pictures			3	Fr	GBB-Canistota	A		15	Mo	Golf-SV Invite-Volga	
26	We	End of 1st quarter			3	Fr	Mid-term 3rd quarter			16	Tu	Athletic Awards Night	
27	Th	VB-Colman/Egan	A		4	Sa	WR-LCC/BEC Tournament	H		18	Th	TR-Regions @ Elkton	
28-29		All State Chorus-Sioux Falls			4	Sa	GBB-DSU Classic-Madison	A		18	Th	Last Day of School	
31	Mo	FB-2nd Round Playoffs			6	Mo	GBB/BBB-Menno @ Mitchell	A		19	Fr	Full Day In-Service	
					6	Mo	WR-JV Tri-Valley	A		20	Sa	Graduation - 2:00pm	
Nov					6	Mo	Region II Instrumental Contest			22	Mo	Golf-Pre-Regions-Brookings	
1	Tu	VB-Districts @ Hanson	A		7	Tu	GBB/BBB-Baltic	H		23	Tu	Golf-Regions-Brookings	
2	We	District Oral Interp-Brookings			10	Fr	GBB/BBB-Garretson	A		26-27		TR-State B-Sioux Falls	
3	Th	VB-Districts @ Hanson	A		11	Sa	WR-Holland Tourney	H					
4	Fr	VB-Districts @ Hanson	A		13	Mo	School Board Meeting			June			
5	Sa	FB-Semi-Finals			13	Mo	BBB-Canistota	A		5-6		Golf-State B-Sioux Falls	

CLASS SCHEDULE

13-19 Howard Jr/Sr High Tentative

Teacher	1st	2nd	3rd	4th	5th (Lunch)	8th	7th	8th
Boon, Brett	World History / US History	Government / Soc Studies	Prep	SH	Government / Soc Studies / Civics	Elem PE	Elem PE	Elem PE
Brooks, Katie	Weight Training / Weight Training	Prep / Health	7th/8th Focs	Sports / Ved. / Prep	Civics / Civics	PE/Health	7th PE	8th PE
Cannon, David	W Geog / W Geo	US History	SH	Prep	US History (A)	8th/9th Reading	Elem Bus Law	7th Reading, SS
Crum, Morgan	8th Science	8th Science	Biology	Biology	Prep	7th Science	Env Science	SH
Feldhaus, Sarah L.	Elementary	HS Lib	HS Lib	HS Lib	Elementary	Elementary	Elementary	Elementary
Feldhaus, Sarah M.	Resource	Resource	Resource	Resource	Resource	Resource	SH	Resource
Galpin, Mark	English IV	English III	English III	English IV	English II (A)	English II	Journalism	Prep
Hudson, Lyndi	Elementary Spanish	Elementary Spanish	7th/8th Art	8th/9th Art	Prep Spanish	Paint: Basics	Yearbook / Comp Graphics	Painting/Spiny / Advanced Art
Poggen, Teresa	Spanish 1	Spanish 2	Spanish 1	Spanish 2	Spanish 1	Spanish 2		
Montala, Dawn	Algebra II	Algebra I	Prep	Algebra II	Algebra I & 8A, 8B	Senior Math	Prep Algebra	SH
Podhradsky, Amy	8th English	SH	English I	English I	7 English (A)	SH	8th English	Prep
Rumi, Pat	AD	7 Social St	Psychology / Sociology	SH	8th Social St (A)	Prep	8th Social St	AD
VanZee, Barry	Phy Sci	Adv Chem	Chemistry	Phy Sci	8th (B)	Chem	Adv Bio	Prep
Weber, Charlene	Advanced Wildlife & Fish	Animal Science	7th/8th Exp Ag	Prep	Adv Comp / Ag I semester (A)	Adv. Ag Str. courses	Intro to Ag	Ag Metal Fab / Ag Mech
Wiese, Alan	Physics	Trig / Pre Calc	Calc	Prep				
Wiese, Lisa	Comp Prog / Tech Dev. I	Internship	7th/8th Comp	Comp Prog II / Web Dev. I	Prep	8th/9th Comp	Intro to Info Tech	Foundations of Technology
Wilka, Gina	7 Math	8th Math	Geometry	Personal Fin / Prep	8th Math (A)	Calc	Prep	Accounting
Winkler, Joan	SH	College and Learning	College and Learning	7-12 Band	HS Vocal (H)	Prep	7th Vocal	8th Vocal
Mon-Fri	8:26 - 8:38	8:41 - 8:53	10:00 - 10:10	10:50 - 11:41	11:44 - 12:57	1:00 - 1:48	1:51 - 2:08	2:49 - 3:20

Lunch will take place during 8th period. Line 'A' students will have lunch from 11:41-12:05. Classes for lunch line 'A' will be from 12:08-12:57. Classes for lunch line 'B' will be from 11:44-12:32 and 1:01-12:17-2:42. Classes resume at 1:00.

Class	Lunch
A	11:41-12:05
B	11:44-12:32 / 12:32-2:57

absence, 4, 5, 6, 7
 abuse, 9, 24
 accident, 17, 31
 activities, 4, 12, 13, 15, 19, 20, 21, 22, 23, 26, 27, 29, 31, 35
 activity tickets, 19, 21
 agency fund, 21
 alcohol, 10, 23, 24
 announcements, 20
 appearance, 16
 arson, 10
 assault, 10
 athletic, 21, 24
 attendance, 4, 7, 27
 attendance policy, 4
 blood, 26
 body fluids, 26
 bomb threat, 11
 bulletin, 33
 bullying, 10, 11
 bullying, 14
 bus, 21, 28
 caps, 8, 16
 cell phones, 7
 cheating, 9, 12, 15
 church, 20
 class interruptions, 20
 class meeting, 22
 combination lock, 20
 communicable, 26, 27
 complaint, 25
 complaints, 13
 conduct, 12, 13, 16, 21, 22, 24, 28, 29
 contagious, 26
 controlled substance, 23
 cough drops, 26
 course changes, 17
 damage, 9
 dances, 21
 dean of students, 12, 13, 20, 23, 25
 detention, 9
 disciplinary action, 12, 13, 24
 discipline, 7
 discrimination, 25
 disease, 24, 26, 28
 dispute, 25
 disrespect, 12
 disruption, 5, 8
 dress, 8, 16
 drug, 10, 23, 27
 drugs, 23
 due process, 13, 23, 24, 25
 emergency, 20
 enrollment, 25, 31
 equipment, 12, 22
 evacuation, 20
 faculty, 36
 family rights and privacy act, 31
 fighting, 10
 fire drills, 20
 firearm, 11, 24
 foreign exchange students, 30
 forgery, 8
 fundraising, 20
 funerals, 6
 gpa, 4
 grade point average, 17
 graduation, 17, 18
 graduation ceremony, 17
 graduation requirements, 17
 grievance procedure, 13, 25
 gun, 24
 gymnasium, 22
 harassment, 11
 hazing, 11, 15
 homecoming, 21
 homelessness, 25
 honor rolls, 17, 18
 infectious, 26, 28
 insubordination, 9
 insurance, 31
 internet, 18
 iss, 8, 9, 11
 leaving, 8
 locker, 7, 8, 20, 26
 lost and found, 21
 lunchroom, 20
 makeup, 4
 medication, 26
 meetings, 22, 24, 32, 33
 narcotic, 10
 national honor society, 19, 35
 nicotine, 24
 obscene language, 9, 13
 officers, 22, 32
 organizations, 19, 22, 32
 organizations, 15
 out of school suspension, 12
 parasites, 26
 parking, 21
 parties, 21, 25, 29
 plagiarism, 9
 pre-register, 17
 profanity, 9
 purchase order, 21
 release, 6
 report cards, 17
 royalty, 21
 sack lunches, 20
 school buildings, 20, 22
 school sponsored activity, 4, 21
 sexual harassment, 13
 skipping, 9
 smoking, 24
 special education, 30
 stage, 22
 student council, 19, 32
 student council, 19, 32, 35
 student records, 31
 study hall, 20
 suspension, 10, 12, 13, 23, 24
 tardy, 4, 5, 8, 28
 telephone, 35
 theft, 11
 tobacco, 8, 10, 16, 23, 24
 tobacco, 10
 transportation, 25, 28, 29
 trips, 21
 truancy, 4, 6
 video cameras on buses, 29
 weapon, 11