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

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
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTENDANCE POLICY</td>
<td>5</td>
</tr>
<tr>
<td>PROCEDURES IN THE EVENT OF AN ABSENCE</td>
<td>6</td>
</tr>
<tr>
<td>TARDY POLICY</td>
<td>6</td>
</tr>
<tr>
<td>RELEASE OF STUDENTS FROM SCHOOL</td>
<td>7</td>
</tr>
<tr>
<td>TRUANCY &amp; UNEXCUSED ABSENCES</td>
<td>7</td>
</tr>
<tr>
<td>CONDUCT</td>
<td>7</td>
</tr>
<tr>
<td>CITIZENSHIP AND CARE OF SCHOOL PROPERTY</td>
<td>7</td>
</tr>
<tr>
<td>WELLNESS POLICY</td>
<td>7</td>
</tr>
<tr>
<td>GRADUATION REQUIREMENTS</td>
<td>8</td>
</tr>
<tr>
<td>12-POINT GRADE SCALE</td>
<td>9</td>
</tr>
<tr>
<td>EARLY GRADUATION</td>
<td>9</td>
</tr>
<tr>
<td>SENIOR PRIVILEGES POLICY</td>
<td>9</td>
</tr>
<tr>
<td>SOUTH DAKOTA BOARD OF REGENTS SCHOLARS</td>
<td>10</td>
</tr>
<tr>
<td>ADVANCED PLACEMENT/DUAL CREDIT/DISTANCE LEARNING</td>
<td>10</td>
</tr>
<tr>
<td>HOWARD HIGH SCHOOL CHAPTER OF NATIONAL HONOR SOCIETY</td>
<td>10</td>
</tr>
<tr>
<td>ADMISSION REQUIREMENTS FOR SD TECHNICAL INSTITUTES</td>
<td>10</td>
</tr>
<tr>
<td>SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP</td>
<td>10</td>
</tr>
<tr>
<td>DISCIPLINARY ACTION</td>
<td>11</td>
</tr>
<tr>
<td>DETENTION RULES</td>
<td>11</td>
</tr>
<tr>
<td>SUSPENSION –OUT OF SCHOOL &amp; IN SCHOOL</td>
<td>11</td>
</tr>
<tr>
<td>PROGRESSIVE DISCIPLINE PLAN</td>
<td>11</td>
</tr>
<tr>
<td>CHEATING</td>
<td>17</td>
</tr>
<tr>
<td>PROFANITY</td>
<td>17</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT POLICY</td>
<td>17</td>
</tr>
<tr>
<td>ANTI-BULLYING/HARASSMENT OF STUDENTS</td>
<td>18</td>
</tr>
<tr>
<td>HAZING</td>
<td>19</td>
</tr>
<tr>
<td>ICU</td>
<td>19</td>
</tr>
<tr>
<td>APPEARANCE AND DRESS CODE</td>
<td>20</td>
</tr>
<tr>
<td>CELL PHONE POLICY</td>
<td>20</td>
</tr>
<tr>
<td>TABLET/LAPTOP POLICY, PROCEDURES AND INFORMATION</td>
<td>20</td>
</tr>
<tr>
<td>STUDENT ACTIVITIES HANDBOOK</td>
<td>20</td>
</tr>
<tr>
<td>ACTIVITY INFORMATION</td>
<td>21</td>
</tr>
<tr>
<td>ANNOUNCEMENTS</td>
<td>21</td>
</tr>
<tr>
<td>BRIGHTARROW</td>
<td>21</td>
</tr>
<tr>
<td>PARKING REGULATIONS</td>
<td>21</td>
</tr>
<tr>
<td>CHURCH/FAMILY NIGHT</td>
<td>21</td>
</tr>
<tr>
<td>RULES GOVERNING BUSES</td>
<td>22</td>
</tr>
<tr>
<td>STUDENT CONDUCT POLICY FOR BUS STUDENTS</td>
<td>22</td>
</tr>
<tr>
<td>ACTIVITIES TRANSPORTATION</td>
<td>23</td>
</tr>
<tr>
<td>CLASS INTERRUPTIONS</td>
<td>23</td>
</tr>
<tr>
<td>EMERGENCY EVACUATION DRILLS</td>
<td>23</td>
</tr>
<tr>
<td>FUNDRAISING</td>
<td>23</td>
</tr>
<tr>
<td>GUIDANCE SERVICES</td>
<td>23</td>
</tr>
<tr>
<td>LUNCHROOM</td>
<td>23</td>
</tr>
<tr>
<td>STUDY HALL REGULATIONS</td>
<td>23</td>
</tr>
<tr>
<td>LOST AND FOUND</td>
<td>23</td>
</tr>
<tr>
<td>LOCKERS</td>
<td>24</td>
</tr>
</tbody>
</table>
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
7-13-09

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 may 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.

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 time missed by scheduling time with the building principal. This makeup time will be accomplished outside the regular education day. If the student does not attend or does not make satisfactory progress toward the makeup work, credit for the class will not be issued. Makeup time will be arranged before or after school and must gain the approval of the building principal.

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, works, 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

<table>
<thead>
<tr>
<th>Four units of Language Arts – Must include:</th>
<th>Three units of Social Studies – must include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Writing – 1.5 Units</td>
<td>a. U.S. History – 1 unit</td>
</tr>
<tr>
<td>b. Literature – 1.5 Units</td>
<td>b. U.S. Government – .5 unit</td>
</tr>
<tr>
<td>Includes .5 unit of American Literature</td>
<td>c. World History – .5 unit</td>
</tr>
<tr>
<td>c. Speech or Debate -.5 unit</td>
<td>d. Geography – .5 unit</td>
</tr>
<tr>
<td>d. Language Arts elective -.5 unit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three units of Mathematics – must include:</th>
<th>One unit of the following – any combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Algebra – 1 unit</td>
<td>a. Approved CTE</td>
</tr>
<tr>
<td>b. *Algebra II – 1 unit</td>
<td>b. Capstone Experience or Service Learning</td>
</tr>
<tr>
<td>c. *Geometry – 1 unit</td>
<td>c. World Language</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three units of Lab Science – must include:</th>
<th>One unit of Fine Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Biology – 1 unit</td>
<td></td>
</tr>
<tr>
<td>b. Any Physical Science – 1 unit</td>
<td></td>
</tr>
<tr>
<td>c. *Chemistry or Physics – 1 unit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One-half unit of Personal Finance or Economics</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One-half unit of Physical Education</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One-half unit of Health or Health Integration.</th>
</tr>
</thead>
</table>

* 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.

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.

<table>
<thead>
<tr>
<th></th>
<th>12-POINT GRADE SCALE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Normal Weighted</td>
<td>Normal Weighted</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>94.5%-100%</td>
<td>4</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>92.5%-94.49%</td>
<td>3.67</td>
</tr>
<tr>
<td><strong>B+</strong></td>
<td>89.5%-92.49%</td>
<td>3.33</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>86.5%-89.49%</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>B-</strong></td>
<td>84.5%-86.49%</td>
<td>2.67</td>
</tr>
<tr>
<td><strong>C+</strong></td>
<td>81.5%-84.49%</td>
<td>2.33</td>
</tr>
</tbody>
</table>

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, Chemistry, Advanced Chemistry, Advanced Biology, all Advanced Placement Classes and all college courses taken over the DDN or Internet. Students entering 9th grade in 2015-2016 – the only classes which will have the weighted grade scale are Pre-Calculus, Trigonometry, Calculus, Advanced Chemistry, Advanced Biology and all AP class and all college courses taken over the DDN or Internet.

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 guidance counselor, 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.

**SENIOR PRIVILEGES POLICY**

Senior Privilege/ Open Campus Policy is on the School Website

https://howard.k12.sd.us/DistrictResources.html
SOUTH DAKOTA BOARD OF REGENTS SCHOLARS

Effective Fall 2001 for students who graduated from high school in 2001, South Dakota high school graduates completing the following high school courses with no final grade below a "C" (2.0 on a 4.0 scale) and an average grade of "B" (3.0 on a 4.0 scale) shall be designated as Regents Scholars and shall be eligible to receive a Regents Scholar Diploma upon request by a high school administrator to the Department of Education. High school graduates designated as Regents Scholars automatically are admitted to all six public universities.

- 4 units of English
- 4 units of Math – Algebra I or higher
- 4 units of Science - (including 3 units of approved laboratory science)
- 3 units of Social Studies
- 2 units of a World Language
- 1 unit of Fine Arts
- ½ unit of Computer Science

ADVANCED PLACEMENT/DUAL CREDIT/DISTANCE LEARNING
Advanced Placement/Dual Credit/Distance Learning Policy is on the School Website
https://howard.k12.sd.us/DistrictResources.html

HOWARD HIGH SCHOOL CHAPTER OF NATIONAL HONOR SOCIETY
Application Information is on the Howard School Website
https://howard.k12.sd.us///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, counselor, 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 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, iPods, or any other electronic device other than calculators during detention. A computer may be used to complete school work.
6. 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.
2. Any subsequent offense – schoolwork missed will be zeroed out.
   (During the same academic year)

PROGRESSIVE DISCIPLINE PLAN

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 are 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 gripe or feel an injustice has been done, ask to see the principal, counselor, or superintendent. We believe a discussion while minds are rational can usually do much to prevent a small problem before disciplinary action is required.
## HOWARD PROGRESSIVE DISCIPLINE PLAN
adopted July 25, 2007

<table>
<thead>
<tr>
<th>Class One Offenses: (per semester)</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Habitual Disobedience (Level 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance</strong></td>
<td>Up to 8 absences allowed per semester.</td>
<td>8(^{th}) 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.</td>
<td>10th absence - credit for those classes affected will be forfeited. ** Extenuating circumstances may adjust this guideline.</td>
<td></td>
</tr>
<tr>
<td>- 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. <strong>Please refer to the student handbook for clarification or contact the building administrator.</strong> In the event of an absence a makeup slip is required and may be obtained in the office.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cell Phones / Pagers</strong></td>
<td>Confiscated and turned into the office until the end of the day</td>
<td>Confiscated, turned into the office and parent will be notified to pick up the phone</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>- 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tardy Policy</strong> - 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.</td>
<td>Refer to policy on pages 9 and 10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Dress</strong> – 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.</td>
<td><strong>First offense warning issued.</strong> Student will change clothes or make necessary accommodations to remain in classes.</td>
<td>Teacher assigned detention. 1/2 hour after school with 24 hour parental notification.</td>
<td>Office referral. 1 hour after school detention with 24 hour parental notification.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-3 days ISS. Parent conference required.</td>
<td></td>
</tr>
<tr>
<td><strong>Interference, disruption, or obstruction</strong> – 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.</td>
<td>Teacher assigned detention. 1/2 hour after school with 24 hour parental notification.</td>
<td>Office referral. 1 hour after school detention with 24 hour parental notification.</td>
<td>1-3 days ISS. 24 hour parent notification required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 - 10 days ISS. Parent conference required.</td>
<td></td>
</tr>
<tr>
<td><strong>Forgery/ misrepresentation:</strong> oral or written – falsifying signatures or data, or giving false information to a staff member.</td>
<td>Teacher assigned detention. 1/2 hour after school with 24 hour parental notification.</td>
<td>Office referral. 1 hour after school detention with 24 hour parental notification.</td>
<td>1-3 days ISS. 24 hour parent notification required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3-10 days ISS. Parent conference required.</td>
<td></td>
</tr>
<tr>
<td><strong>Leaving school building without permission.</strong></td>
<td>Office referral. 1 hour after school detention with 24 hour parental notification</td>
<td>1-3 days ISS. 24 hour parent notification required.</td>
<td>3-5 days ISS. Parent conference required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5-10 days ISS. Parent conference required.</td>
<td></td>
</tr>
<tr>
<td>Class Two Offenses: (per Semester)</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Habitus Disobedience (Level 4)</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>Abuse:</strong> verbal, written or otherwise expressed – arousing alarm in others through the use of language that is discriminatory, abusive, threatening, or obscene.</td>
<td>Office referral. 1 hour after school detention with 24 hour parental notification</td>
<td>1-3 days ISS. 24 hour parent notification required.</td>
<td>3-5 days ISS. Parent conference required.</td>
<td>5-10 days ISS. Parent conference required.</td>
</tr>
<tr>
<td><strong>Profanity:</strong> 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.</td>
<td><strong>Level 1:</strong> First offense: Verbal warning &amp; documentation <strong>Level 2</strong> 1st offense: 1 day ISS &amp; documentation including Parent conference</td>
<td>Level 1: Second Offense: 30 minutes detention &amp; documentation. Level 2: Second Offense 3 days ISS &amp; Documentation Parent Conference required and meeting with parent, teacher, school board policy committee.</td>
<td></td>
<td>Level 1: Third Offense: 1 day ISS &amp; documentation. Parent conference.</td>
</tr>
<tr>
<td><strong>Insubordination</strong> – willful refusal to follow an appropriate direction given by a staff member, or acting in a disrespectful manner toward staff.</td>
<td>Office referral. 1 hour after school detention with 24 hour parental notification</td>
<td>1-3 days ISS. 24 hour parent notification required.</td>
<td>3-5 days ISS. Parent conference required.</td>
<td>5-10 days ISS. Parent conference required.</td>
</tr>
<tr>
<td><strong>Missed Detention</strong> – not attending assigned detention.</td>
<td>Office referral. 1 hour after school detention with 24 hour parental notification</td>
<td>1-3 days ISS. 24 hour parent notification required.</td>
<td>3-5 days ISS. Parent conference required.</td>
<td>5-10 days ISS. Parent conference required.</td>
</tr>
<tr>
<td><strong>Plagiarism or Cheating</strong> – stealing or using the words, ideas, or work of another in daily work, tests, assignments, and other schoolwork</td>
<td>Office referral. 1 hour after school detention with 24 hour parental notification</td>
<td>1-3 days ISS. 24 hour parent notification required.</td>
<td>3-5 days ISS. Parent conference required.</td>
<td>5-10 days ISS. Parent conference required.</td>
</tr>
<tr>
<td>** Skipping class** – in school or on school or district grounds but not attending class.</td>
<td>Office referral. 1 hour after school detention with 24 hour parental notification</td>
<td>1-3 days ISS. 24 hour parent notification required.</td>
<td>3-5 days ISS. Parent conference required.</td>
<td>5-10 days ISS. Parent conference required.</td>
</tr>
<tr>
<td>Class Three Offenses: (per semester)</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Habitus Disobedience (Level 4)</td>
</tr>
<tr>
<td><strong>Damage to Property</strong> – defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others.</td>
<td>Pay cost of replacement. 1-3 days ISS with 24 hour parental notification</td>
<td>3-5 days ISS with parent conference. Referral to Law enforcement</td>
<td>5-7 days ISS with parent conference. Referral to Law Enforcements</td>
<td>7-10 days ISS with parent conference. Referral to Law Enforcement</td>
</tr>
</tbody>
</table>
**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)**

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Habitual Disobedience (Level 4)</th>
</tr>
</thead>
</table>
| **Alcohol Possession or Use / Tobacco Possession or Use** – possessing or being under the influence of alcohol or using or possessing tobacco including district buildings, on district grounds, in district vehicles, or at school and state sponsored events. Additional penalties can be found on pages 22-23 of this student handbook.
- 5 days OSS
- Parent conference mandatory
- Law enforcement referral possible
- Training rules apply. |
| **Arson** – intentional destruction or damage to school or district buildings or property by means of fire.
- Expulsion |
| **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.
- 10 days OSS. |
| **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.
- 10 days OSS
- Expulsion |
| **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.
- 10 days OSS.
- Expulsion |
<table>
<thead>
<tr>
<th>Class Five Offenses: (per semester)</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Habitual Disobedience (Level 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Harassment, including sexual and Bullying</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 days OSS</td>
<td>Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hazing</strong> – 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 days OSS</td>
<td>Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Theft or knowingly possessing stolen property</strong> – unauthorized taking of property of another or possessing such property.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 days ISS</td>
<td>10 days OSS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bomb Threat</strong> – intentionally giving a false alarm of a bomb.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expulsion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Serious Threat</strong> – 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</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expulsion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weapon</strong> – 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expulsion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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 guidance counselor 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.

Adopted Aug. 2005
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.

**ICU**

**What is it?**

- ICU stands for Intensive Care Unit, just like in a hospital. ICU is a communication tool, a shared, school-wide document that tracks missing student assignments
- Student Accountability & Responsibility in Class
- ICU will help teachers fight the problem of student apathy.

Although teachers are the ones in charge of grading, apathetic students often feel powerful and in control. The ICU helps reverse this by building an army of support behind the teachers, instead of the students, and eventually even the student’s switch sides.

- One of the main jobs of the ICU program is to remind teachers and students that learning is at the heart of education.

**How will ICU work?**

- The goal is for those students who are falling behind or who just do not care to work at a healthy level, making adequate grades, and feeling better about themselves.
- If you believe it, you can do it - You CAN have EVERY student turn in EVERY assignment
- The magic bullet in our ICU system is that it disarms the student’s small army, in effect leaving them so alone that eventually the student decides to become engaged in the learning process.
- The army of support refers to teachers, parents, coaches, administrators, counselors, band directors, choir directors, and other adults joining forces. It also refers to specific interventions of “extra time” and “extra help.” If student apathy is our biggest problem, why do we treat it with a band aid? Our philosophy is to blow it up and drive it out of our schools, never allowing it to return.

**What can I do?**

- To implement the ICU plan we will be calling parents, listing students on the ICU list, and working with them after hours to help them get what they thought they couldn’t
- When we call show support by giving the school permission to have your child stay at school after school hours so someone from the ICU team can work with them to get assignments turned in.
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 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/DistrictResources.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 qualified guidance counselor. All students are encouraged to avail themselves of the guidance services. The counselor 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, counselors, and other staff members to educate themselves and the community about the impact of drug use. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the 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

POSESSION 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.

South Dakota Executive Order 81-08 Federal Title IX (1972 Educations Amendments)
PUBLIC COMPLAINT POLICY
(7/14/08)

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 liaison’s office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school’s decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

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, its 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 counselor; (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 for final resolution.

Grievance Procedure

A grievance should be presented in writing to:

Level 1: The school counselor 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 counselor 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, 1997

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.

<table>
<thead>
<tr>
<th>Disease and Incubation* Period</th>
<th>Rules for School Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired Immune Deficiency Syndrome (AIDS) 6 months-five years</td>
<td>Determination will be made by the Advisory Committee as outlined in the Communicable Disease Policy.</td>
</tr>
<tr>
<td>Chicken Pox 14 – 21 days</td>
<td>The student may attend school after all pox are dry and scabbed.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV) Salivary Gland Viruses</td>
<td>The student may attend school. Precautions should be taken by contacts with immunosupression 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.</td>
</tr>
<tr>
<td>Fifth Disease (Erythema Infectiosum) 6 – 14 days</td>
<td>The student may attend school with physician’s permission.</td>
</tr>
<tr>
<td>Giardiasis (Intestinal Protozoan Infection) 5 – 25 days or longer</td>
<td>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.</td>
</tr>
<tr>
<td>Herpes Simplex 2 – 12 days</td>
<td>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.</td>
</tr>
<tr>
<td>Impetigo Variable 4 – 10 days</td>
<td>The student may attend school if treatment is verified and covered or dry.</td>
</tr>
<tr>
<td>Infectious Hepatitis 15 – 40 days Average 25 days</td>
<td>The student may attend school with physician’s written permission and if the student has the ability to take appropriate personal hygiene precautions.</td>
</tr>
<tr>
<td>Measles (Red, Hard, Rubeola, 7-day) 8 – 14 days</td>
<td>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.</td>
</tr>
<tr>
<td>Pediculosis (Lice)</td>
<td>The student may attend school after treatment and is nit free.</td>
</tr>
<tr>
<td>Infectious Mononucleosis (Glandular Fever) 2 – 6 weeks</td>
<td>The student may attend school with physician’s permission. The student may need adjusted school days and activities.</td>
</tr>
<tr>
<td>Mumps 12 – 21 days</td>
<td>The student may attend school after swelling has disappeared.</td>
</tr>
<tr>
<td>Pediculosis (Lice, Crabs, Fleas)</td>
<td>The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.</td>
</tr>
<tr>
<td>Pink Eye (Conjunctivitis) 5 – 12 days</td>
<td>The student may attend school after the eye is clear, under treatment or with physician’s written permission.</td>
</tr>
</tbody>
</table>
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, Scarlentina, 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 counselor 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.

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 – Bailey Rudebusch
Vice-President – Katelyn Kampshoff
Secretary – Cayla Koepsell
Treasurer – Cailey Hinker

HIGH SCHOOL CLASS OFFICERS

<table>
<thead>
<tr>
<th></th>
<th>Seniors</th>
<th>Juniors</th>
<th>Sophomores</th>
<th>Freshmen</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Jenna Barnhart</td>
<td>Tate Schwader</td>
<td>Trevor Petrik</td>
<td>Paul Winker</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Michaela Wipf</td>
<td>Kiara Glanzer</td>
<td>CJ Calmus</td>
<td>Casi Eliason</td>
</tr>
<tr>
<td>Secretary</td>
<td>Bailey Rudebusch</td>
<td>Kalub Carmichael</td>
<td>Josie Erickson</td>
<td>Rebekah Mentele</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Caitlyn Palmquist</td>
<td>Kalub Carmichael</td>
<td>Josie Erickson</td>
<td>Rebekah Mentele</td>
</tr>
<tr>
<td>St. Council</td>
<td>Kamry Esser</td>
<td>Cassidy Gosmire</td>
<td>Aubrey Goldammer</td>
<td>Ben Connor</td>
</tr>
<tr>
<td></td>
<td>Connor Hamilton</td>
<td></td>
<td>Anna Schwader</td>
<td>Geralyn Wipf</td>
</tr>
</tbody>
</table>

JH CLASS OFFICERS

<table>
<thead>
<tr>
<th></th>
<th>8th Grade</th>
<th>7th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Abby Connor</td>
<td>Jevyn Sifore</td>
</tr>
<tr>
<td>Vice – Pres.</td>
<td>William Rentz</td>
<td>Cole Mentele</td>
</tr>
<tr>
<td>Sec.-Treas.</td>
<td>Raylynn Laible</td>
<td>Bob Beck</td>
</tr>
</tbody>
</table>

CHEERLEADERS

<table>
<thead>
<tr>
<th></th>
<th>Football</th>
<th>Wrestling</th>
<th>Basketball</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jenna Barnhart</td>
<td>Jenna Barnhart</td>
<td>Hanna Antrim</td>
</tr>
<tr>
<td></td>
<td>Aubrey Goldammer</td>
<td>Aubrey Goldammer</td>
<td>Casidee Clary</td>
</tr>
<tr>
<td></td>
<td>Ellen Lewis</td>
<td>Karley Litterick</td>
<td>Ellen Lewis</td>
</tr>
<tr>
<td></td>
<td>Karley Litterick</td>
<td>Michaela Wipf</td>
<td>Rebekah Mentele</td>
</tr>
<tr>
<td></td>
<td>Anna Schwader</td>
<td></td>
<td>Anna Schwader</td>
</tr>
<tr>
<td></td>
<td>Michaela Wipf</td>
<td></td>
<td>Gillian Wipf</td>
</tr>
</tbody>
</table>

The Howard School System is Level One Accredited by the South Dakota Division of Education. The High School is a member of the North Central Association of Colleges and Secondary Schools. Howard High School is a member of the South Dakota High School Activities Association and belongs to the Big East Conference and the Cornbelt Conference. Members of the Big East Conference are Baltic, Chester, Garretson, Howard, McCook/Montrose, Parker, Sioux Valley, and Flandreau; 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
2016 - 2017

SCHOOL BOARD

Rick Olson-President
Julie Schwader-Vice President
Jill Calmus
Becky Connor
Kelli Koepsell
Evan Meyer
Misty Rudebusch

HOWARD JUNIOR-SENIOR HIGH SCHOOL

2016 – 2017 CLASS ADVISORS

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

ACTIVITY ADVISORS

Homecoming .................................................................................................. Student Council & 8th grade
Oral Interp..................................................................................................... Amy Podhradsky
School Play .................................................................................................... Jean Winker
Yearbook ........................................................................................................ Mark Galpin
Cross-Country ............................................................................................... Laura Hoff
Football ......................................................................................................... Pat Rumel, Troy Loudenburg, Wyatt Walter
Golf .................................................................................................................. Alan Wiese, Lisa Wiese
Boys Basketball .............................................................................................. Brett Bosn
Girls Basketball ............................................................................................. Wade Erickson, Christa Paul
Boys Track ......................................................................................................
Girls Track ........................................................................................................
Volleyball ........................................................................................................ Katie Brooks, Morgan Crum
Wrestling ....................................................................................................... Evan Meyer, Corbin Surat
Instrumental & Vocal Music ......................................................................... Jean Winker
Student Council ............................................................................................. Lyndi Hudson
National Honor Society ................................................................................ Sarah L. Feldhaus
FFA ................................................................................................................... Charlene Weber
FFA Assistant ...............................................................................................
FCCLA ............................................................................................................. Katie Brooks
H-Club ............................................................................................................. Pat Rumel, Coaches
Cheerleading ................................................................................................. Erin Feldhaus
JUNIOR & SENIOR HIGH SCHOOL FACULTY
2016 - 2017

Todd Lee ....................................................................................................... Superintendent/Principal
Samuel Olajide .................................................................................................. Technology Coordinator

Michaela Bourn ................................................................................................. Guidance
Brett Bosn........................................................................................................... Social Studies, Elementary PE, Athletics
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 Gaplin ..................................................................................................... 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
Kandy Palmquist .............................................................................................. Special Education Aide
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
2016 - 2017

Dr. Christopher Noid................................................................. Principal/Assistant Superintendent
Samuel Olajide ........................................................................... Technology Coordinator

Stephanie Austerman .................................................................. Second Grade
Kim Beyer .................................................................................. First Grade
Brett Bosn .................................................................................... PE
Michaela Bourn .......................................................................... Guidance
Erin Feldhaus ............................................................................. Sixth Grade
Sarah L. Feldhaus ....................................................................... Librarian
Kay Genzlinger .......................................................................... Instructional Aide
Lyndi Hudson ........................................................................... K-6 Art
Shawna Jacobson ................................................................. Title 1
Lindsey Jeffrey .......................................................................... Kindergarten
Sharon Klinkhammer ............................................................... Special Education Preschool & Special Education
Tamara Kuhle ........................................................................... Sixth Grade
Holly Litterick ........................................................................ Instructional Aide
Donna Mathison ...................................................................... Vocal & Instrumental Music
Tamara Oswald .......................................................................... Second Grade
Christa Paul ............................................................................ Fifth Grade
Kailee Schwader ......................................................................... Fourth Grade
Sandra Schwader .................................................................... Fifth Grade
Jessica Shumaker .................................................................. Instructional Aide
Dawn Skotvold .......................................................................... Third Grade/Special Education
Audrey Spader .......................................................................... Speech Clinician
Theresa Utthe ........................................................................... First Grade
Stacy Wingen ........................................................................... Kindergarten
Jonea Wunder .......................................................................... Instructional Aide

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 Yanish ........................................................................ Elementary Administrative Assistant

36
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 1st 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 1st Quarter
November 23  Mid-term 2nd 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 2nd Quarter/1st 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 3rd Quarter
February 17  No School-In-Service Day
February 20  No School
March 10  End of 3rd 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 4th 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

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TEACHER DAYS</th>
<th>STUDENT DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>8</td>
<td>1st Nine Weeks 41</td>
</tr>
<tr>
<td>September</td>
<td>19</td>
<td>2nd Nine Weeks 39</td>
</tr>
<tr>
<td>October</td>
<td>21 (1 PTC)</td>
<td>1st Semester 80</td>
</tr>
<tr>
<td>November</td>
<td>20</td>
<td>3rd Nine Weeks 45</td>
</tr>
<tr>
<td>December</td>
<td>16</td>
<td>4th Nine Weeks 44</td>
</tr>
<tr>
<td>January</td>
<td>19</td>
<td>2nd Semester 88</td>
</tr>
</tbody>
</table>

Total Teacher Days 177

Total Student Days 169
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 8</td>
<td>VB-Fan Day In-service</td>
<td>H-Home</td>
</tr>
<tr>
<td>Aug 11</td>
<td>VB-St. Francis</td>
<td>A-Away</td>
</tr>
<tr>
<td>Aug 13</td>
<td>School Play</td>
<td>H-Home</td>
</tr>
<tr>
<td>Aug 14</td>
<td>School Board Meeting</td>
<td>H-Home</td>
</tr>
<tr>
<td>Aug 16</td>
<td>Regional Inter-Districts</td>
<td>A-Away</td>
</tr>
<tr>
<td>Aug 19</td>
<td>VB-Home Invites</td>
<td>H-Home</td>
</tr>
<tr>
<td>Aug 21</td>
<td>VB-Fan Day</td>
<td>H-Home</td>
</tr>
<tr>
<td>Aug 23</td>
<td>Midterm 1st quarter</td>
<td>23-30</td>
</tr>
<tr>
<td>Aug 30</td>
<td>VB-Pentagon Tourney</td>
<td>30</td>
</tr>
<tr>
<td>Aug 31</td>
<td>VB-Bridge water/Emily</td>
<td>4</td>
</tr>
<tr>
<td>Sep 1</td>
<td>VB-Freeman</td>
<td>7</td>
</tr>
<tr>
<td>Sep 6</td>
<td>VB-Espin</td>
<td>11</td>
</tr>
<tr>
<td>Sep 8</td>
<td>No School-State Fair</td>
<td>1</td>
</tr>
<tr>
<td>Sep 11</td>
<td>VB-Fan Day</td>
<td>4</td>
</tr>
<tr>
<td>Sep 14</td>
<td>VB-St. Francis</td>
<td>11</td>
</tr>
<tr>
<td>Sep 16</td>
<td>VB-Espin</td>
<td>14</td>
</tr>
<tr>
<td>Sep 18</td>
<td>VB-Home Invites</td>
<td>17</td>
</tr>
<tr>
<td>Sep 21</td>
<td>VB-Pentagon Tourney</td>
<td>20</td>
</tr>
<tr>
<td>Sep 22</td>
<td>VB-Bridge water/Emily</td>
<td>23</td>
</tr>
<tr>
<td>Sep 28</td>
<td>VB-Pentagon Tourney</td>
<td>29</td>
</tr>
<tr>
<td>Oct 3</td>
<td>VB-Fan Day</td>
<td>3</td>
</tr>
<tr>
<td>Oct 5</td>
<td>VB-Espin</td>
<td>7</td>
</tr>
<tr>
<td>Oct 8</td>
<td>VB-Home Invites</td>
<td>10</td>
</tr>
<tr>
<td>Oct 11</td>
<td>VB-Pentagon Tourney</td>
<td>13</td>
</tr>
<tr>
<td>Oct 15</td>
<td>VB-Bridge water/Emily</td>
<td>17</td>
</tr>
<tr>
<td>Oct 18</td>
<td>VB-R previously</td>
<td>20</td>
</tr>
<tr>
<td>Oct 21</td>
<td>VB-Espin</td>
<td>23</td>
</tr>
<tr>
<td>Oct 25</td>
<td>VB-Pentagon Tourney</td>
<td>27</td>
</tr>
<tr>
<td>Nov 1</td>
<td>VB-Fan Day</td>
<td>3</td>
</tr>
<tr>
<td>Nov 4</td>
<td>VB-Espin</td>
<td>7</td>
</tr>
<tr>
<td>Nov 8</td>
<td>VB-Pentagon Tourney</td>
<td>11</td>
</tr>
<tr>
<td>Nov 11</td>
<td>VB-Bridge water/Emily</td>
<td>14</td>
</tr>
<tr>
<td>Nov 15</td>
<td>VB-R previously</td>
<td>17</td>
</tr>
<tr>
<td>Nov 19</td>
<td>VB-Espin</td>
<td>20</td>
</tr>
<tr>
<td>Nov 22</td>
<td>VB-Pentagon Tourney</td>
<td>23</td>
</tr>
<tr>
<td>Dec 6</td>
<td>VB-Fan Day</td>
<td>9</td>
</tr>
<tr>
<td>Dec 9</td>
<td>VB-Espin</td>
<td>12</td>
</tr>
<tr>
<td>Dec 13</td>
<td>VB-Pentagon Tourney</td>
<td>16</td>
</tr>
<tr>
<td>Dec 16</td>
<td>VB-Bridge water/Emily</td>
<td>19</td>
</tr>
<tr>
<td>Dec 20</td>
<td>VB-Espin</td>
<td>22</td>
</tr>
<tr>
<td>Dec 23</td>
<td>VB-Pentagon Tourney</td>
<td>25</td>
</tr>
</tbody>
</table>

**Note:** The schedule includes various events such as school meetings, sporting events, and community gatherings. The dates and events are marked with their respective days of the week (Mon, Tue, Wed, etc.).
<table>
<thead>
<tr>
<th>Teacher</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bosn, Brett</td>
<td>7th Non-Band SH</td>
<td>8th Non-Band SH</td>
<td>Prep</td>
<td>Prep/Health</td>
<td>7th/8th FACS</td>
<td>Collin/Geography</td>
<td>SH</td>
<td>SH/Econ</td>
</tr>
<tr>
<td>Brooks, Katie</td>
<td>PreNet/CAN</td>
<td>Prep</td>
<td>Gov/SS</td>
<td>(B) Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
</tr>
<tr>
<td>Cameron, David</td>
<td>SH History</td>
<td>US History</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
</tr>
<tr>
<td>Crum, Morgan</td>
<td>SH</td>
<td>Biol</td>
<td>8th Geo</td>
<td>W/Geo Geo</td>
<td>W/Geo Geo</td>
<td>SH</td>
<td>SH</td>
<td>SH</td>
</tr>
<tr>
<td>Feldhaus, Sarah L</td>
<td>SH</td>
<td>Biol</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
</tr>
<tr>
<td>Galpin, Mark</td>
<td>Prep</td>
<td>Resource</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
</tr>
<tr>
<td>Hiltunen, Pam</td>
<td>Prep</td>
<td>3D Art/Ind Art</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
<td>HS Libr</td>
</tr>
<tr>
<td>Hudson, Lyndi</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep/Prep</td>
<td>Prep/Prep</td>
<td>Prep/Prep</td>
<td>Prep/Prep</td>
<td>Prep/Prep</td>
<td>Prep/Prep</td>
</tr>
<tr>
<td>Mentelle, Dawn</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
</tr>
<tr>
<td>Podhradsky, Amy</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Spanish</td>
<td>Spanish</td>
<td>Spanish</td>
<td>Spanish</td>
<td>Spanish</td>
</tr>
<tr>
<td>Poppers, Teresa</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
</tr>
<tr>
<td>Rumi, Pat</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
</tr>
<tr>
<td>VanZee, Barry</td>
<td>SH</td>
<td>SH</td>
<td>SH</td>
<td>SH</td>
<td>SH</td>
<td>SH</td>
<td>SH</td>
<td>SH</td>
</tr>
<tr>
<td>Weber, Charlene</td>
<td>Prep/Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
</tr>
<tr>
<td>Wiese, Liz</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
</tr>
<tr>
<td>Wika, Gina</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
</tr>
</tbody>
</table>

**CLASS SCHEDULE**

**2016-2017 HOWARD CLASS SCHEDULE**

<table>
<thead>
<tr>
<th>Class</th>
<th>Mon-Fri</th>
<th>Lunch</th>
<th>Class</th>
<th>Mon-Fri</th>
<th>Lunch</th>
</tr>
</thead>
</table>

Classes for lunch line "A" will be from 11:44 - 12:32 and lunch from 12:32.

Lunch will take place during 5th period. Line "*A*" students will have lunch from 11:41 - 12:06. Classes for lunch line "*B*" will be from 11:41 - 12:06 and lunch from 11:57.

Classes for lunch line "*B*" will be from 11:44 - 12:32 and lunch from 12:32.

Classes resume at 1:00.
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
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
counselor, 12, 13, 20, 23, 25
course changes, 17
damage, 9
dances, 21
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
resolution procedure, 13, 25
guidance, 13, 20
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
study hall, 20
suspension, 10, 12, 13, 23, 24
truant, 4, 5, 8, 28
telephone, 35
theft, 11
tobacco, 8, 10, 16, 23, 24
transportation, 25, 28, 29
trips, 21
truant, 4, 6
video cameras on buses, 29
weapon, 11