

**Howard School District 48-3**

*Home of the Tigers*



**STUDENT & PARENT HANDBOOK**

**Howard High School  
&  
Junior High School**

**RESPONSIBILITIES,  
RIGHTS & CODE OF CONDUCT**

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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

**Shaping Attitudes...Fostering Success!**

## **INTRODUCTION**

Welcome to an exciting year at Howard High School and Junior High. We are very much looking forward to assisting you as you navigate this school year. This handbook is our first effort as a community to guide you toward establishing positive social and academic behaviors, making good decisions, and treating all members of our community with respect. It is very important for both students and parents to be aware of the responsibilities, rights and code of conduct which we must all recognize to encourage a safe and orderly environment conducive to learning. In developing that awareness, many potentially frustrating situations can be avoided. Please keep in mind that not all situations and scenarios can be covered within a handbook such as this. In matters which are not specifically stated, school officials will do their best to resolve issues and support all students with fairness and dignity.

## **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. The Howard School System is Level One Accredited by the South Dakota Department 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.

## **TITLE IX (NOTICE OF NON-DISCRIMINATION)**

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 Dr. Marie Lohsandt, 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.

## **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**

- 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.
- 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.
- To help each student gain an appreciation for the arts which enrich life both in creative expression and understanding.
- To provide each student with a learning experience which will promote development of his/her individual abilities, needs, interests, and appreciation of accomplishments.
- To guide each student in developing an understanding of family life and his/her part as a contributing member of a family.
- To aid each student in making wholesome adjustments in all human relationships and to practice tolerance of others.
- To help each student participate effectively in citizenship projects concerning the school, the community, state, nation, and the world.
- To help each student in developing values which are basic to sound, moral, and ethical behavior.
- To give each student the opportunity to acquire knowledge, understanding, and an appreciation of their own and other societies.
- To assist each student in developing interests and skills which may lead to a satisfying, enjoyable, and constructive use of leisure time.

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**ACADEMIC ELIGIBILITY POLICY**

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.

Students should also be reminded that the South Dakota High School Activities Association has minimum requirements for participation in SDHSAA activities. A student must pass four courses in the prior semester or they will be ineligible for the entire semester that comes next.

- A student cannot be failing more than one class.
- Eligibility will begin the third week of each semester. The cumulative GPA of each class will be used to determine eligibility.
- All work must be turned in by Tuesday at 3:45 p.m. Academic eligibility will be determined at 8:20 a.m. on Wednesday of each week. The list will be emailed to the staff, coaches and advisors.
- The period of ineligibility will run from Wednesday until the following Wednesday.
- If a student is ineligible, that student will be notified by an administrator and must meet with the teacher in order to improve the grade. A parent will also be notified by administration.
- The student remains ineligible to participate in or travel with his/her team or organization until passing grades are achieved at subsequent grade checks, which are performed weekly on Wednesdays. However, if the team is leaving for the event after 3:30 or the end of the school day, the student may still travel with the team. Travel will be at the discretion of the coach/advisor or parent. If either party dictates no travel, that student does not travel.
- Academic eligibility for contests that occur after the last day of school, the fourth quarter final grades will be used to determine eligibility.
- It is the coach’s and activity advisor’s responsibility to check the eligibility list and enforce policy.

Adopted December 2015 Revised August 2016

**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.

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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.

## **ACCIDENTS**

The school assumes no responsibility for injuries incurred by any student. When a child is injured, injury is reported immediately to the principal's office. Registration information requires the name of the family physician that may be called in case a parent cannot be reached.

## **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	

## **ACTIVITY 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:

- 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.
- 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.
- Because of the size of the district, a parent may request to have a student park their vehicle along the bus' route, with a written communication to the coach/director or administration. The bus will pick up and leave off that student.
- All final decisions regarding transportation of students to and from activities rest with school officials.

## **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/guardians, and with the advisor's permission.

## **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.

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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

## **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.

For a current activity ticket fee, please contact the high school office secretary.

## **ALCOHOL/DRUG USE**

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 paragraph 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.

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## **ANNOUNCEMENTS**

Daily announcements are posted near the office and e-mailed to students, staff, and parents. Students who wish to have an announcement included in the bulletin may do so providing principal approval. Any announcement concerning a school organization or activity must have the signature/authorization 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. Announcements will be read each morning during first period over the school intercom system and posted to the school webpage.

## **ATTENDANCE POLICY**

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), per 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 this limit due to lengthy illness, death in the immediate family, or family emergencies will be given consideration by school administration. In the event of an extended illness/injury lasting 3 or more consecutive days, a medical provider's note must be submitted to the office. Those days will not count against the 10 absences as long as documentation has been received.

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

When a student reaches the 10<sup>th</sup> absence, credit for classes affected will be forfeited. Extenuating circumstances may adjust this guideline. If the guideline is adjusted, due to the 10<sup>th</sup> absence, 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.

If a student comes to school after 8:40 a.m., the student will be counted absent for the 1<sup>st</sup> 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 1<sup>st</sup> 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.
  3. Seniors: Allowed two (2) exempt absences for college visits. (Must provide proof of visit.)
  4. Juniors: Allowed one (1) exempt absence for college visit. (Must provide proof of visit.)
  
- 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 visit days beyond those provided under the exemptions in Part A, Section 3 and 4.
  5. Medical/dental appointments that cannot be done Saturdays or after school
  6. Family vacations

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- 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 **or** 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 absences 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 Expectations:

- 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. Students are not to use cell phones to contact parents to request dismissal from school due to illness. Students must report to the office for review with office staff. Students who become ill during school hours and are dismissed from attendance will not be allowed to participate in activities for the remainder of the day.
- 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.
- 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.
- 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.
- 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.
- 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.

Adopted July 13<sup>th</sup>, 2009

Revised August 2017

Revised August 2021

## **ATTENDANCE PROCEDURES**

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, unless the school has received previous written approval. If no phone call is received, the school secretaries or building principal will 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.

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 marked "absent exempt" on the school attendance record.

## **BIRTH CERTIFICATE LAW**

It is a requirement that schools have on file a copy of a certified birth certificate for each newly enrolled student. A certified copy of a birth record may be obtained from the South Dakota Department of Health, Vital Records Office, 523 East Capitol, Pierre, SD 57501. Birth records of children born out-of-state must be obtained from that state. Contact information for out-of-state documentation can be found by calling the Vital Records Office at 605-773-4961. The certified copy of the birth record must be presented on or before the date of enrollment in school. (SDCL 13-27-3.1)

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## **BRIGHTARROW NOTIFICATION SYSTEM**

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.

## **BUILDING HOURS/SCHOOL START TIME**

Regular building hours are 7:50 am – 4:00 pm. Classes begin at 8:20 am and conclude at 3:30 pm. There should be no expectation of supervision for students who attend earlier or stay later than designated building hours.

## **BULLYING/HARASSMENT OF STUDENTS**

Harassment and bullying of students are 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;

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- 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.

The district will provide students a means to anonymously report acts of bullying through the school webpage and other resources.

SDCL 13-32-16

## **BUSING – RULES AND REGULATIONS**

It is of great importance that bus drivers, parents and students recognize the significance of student safety while a school bus is in use. Students and parents must be aware of and employ the following expectations:

- 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.
- Pupils shall obey all instructions from the school bus driver.
- Pupils must occupy the seat assigned them, if seats are assigned.
- 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.
- Pupils must refrain from unnecessary conversation with the driver, as his job requires his full attention.
- 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.

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- Pupils must not stand in the traffic lanes while waiting for the bus.
- Pupils will assist the driver in keeping the interior of the bus clean, sanitary and in orderly condition. Pupils will not throw wastepaper or rubbish on the floor or out the window of the bus.
- Pupils will not open or close the window without permission of the bus driver.
- Pupils will not at any time put hands, arms, or heads out of the bus windows.
- Pupils must not move about inside the bus or try to get off while the bus is in motion.
- Pupils will immediately report to the bus driver any damage occurring to the bus.
- Pupils will follow the instructions of the driver when entering or leaving the bus, and when they cross the road or highway.
- 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.
- 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.
- Each bus has a loading and unloading zone at the school. Drivers have been instructed to load and unload at these zones only.
- 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.

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.

Buses are equipped with video cameras to provide another resource to enhance student safety. Video camera use is defined as follows:

- 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 supplant, 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 student referral or concern. 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.

## **CANCELLATION OF SCHOOL**

In the case of school being called off because of emergencies related to weather or other, the announcement will be given over local television, radio, school website and possibly other notification systems. If parents/guardians wish to make provisions for early dismissal during a day of anticipated weather, please call the school to make arrangements. Please remember that school telephones will be in great use during these situations. Please listen to local television, radio, and consult the school webpage at [www.howard.k12.sd.us](http://www.howard.k12.sd.us) for details.

## **CANDY, POP & FOOD**

Students are not to bring food and beverages which are not a part of a sack lunch into the school building either before or during the school day. Food and beverages of this nature will result in confiscation and possibly further disciplinary action.

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Confiscated items will be held in the school office and returned to the student at the end of the school day. Failure to collect items will result in items being discarded. Any request regarding celebrations or special occasions must be approved by the office.

Adopted August 2019

Students are encouraged to carry a water bottle throughout the day. Water bottles are required to be clear plastic and to contain only water. Additives and flavor packets are not allowed.

### **CELL PHONE/ELECTRONIC DEVICES**

Cell phones are to be silenced at the start and for the duration of the school day (8:20 – 3:30). Students may possess their cell phones throughout the school day, but are required to limit use to pass time, lunch period or by instructor approval for academic purposes. Phones must be silent and out of sight at all other times inclusive of the classroom, study hall, library, bathrooms and locker rooms. If a student is in violation of this rule, the cell phone will be considered a nuisance object and will be confiscated by staff. Students in violation may be subject to detention or further disciplinary action. Any use of the cell phone which violates other school rules will be dealt with according to established school policy. During any time on campus or during a school function, students are not allowed to record either through video or audio without permission of the person being recorded (SDCL 22-21-4). All other electronic devices, such as iPods, MP3 players, CD/DVD players, cameras, etc. are prohibited unless used at the permission of school staff.

Adopted 2007, Revised August 2019

### **CHEATING**

Students caught cheating, both giver and receiver, have earned a zero on the work for which they have cheated. Further disciplinary action may result as in accordance with the Progressive Discipline Plan.

### **CHURCH/FAMILY NIGHT**

Wednesday night is designated as church/family night and all students and faculty members will make every effort to ensure that the night is kept free of school activities. The school will attempt not to schedule activities after 6:00 p.m. on Wednesday nights, thus leaving the students free to participate in activities held by their respective churches. There are a few state controlled activities held on Wednesday night over which we have no control and must ask the cooperation of all involved.

There will be no school related activities or practices held on Sundays, unless first approved by the Superintendent.

Any exceptions will be cleared in advance with the superintendent and pastors of the community churches.

### **CITIZENSHIP AND CARE OF SCHOOL PROPERTY (DAMAGE AND FINES)**

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.

### **CLASSIFICATION OF STUDENTS**

In order to assist students in planning their academic careers and to keep students on track for a timely graduation, students will be classified as follows:

- Freshman/9<sup>th</sup> Grade: Fewer than Six (6) Credits
- Sophomore/10<sup>th</sup> Grade: Minimum of Six (6) Credits
- Junior/11<sup>th</sup> Grade: Minimum of Eleven (11) Credits
- Senior/12<sup>th</sup> Grade: Minimum of Sixteen (16) Credits

Adopted August 2019

### **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.

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## **CLASS MEETINGS**

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:

- All meetings that cause interruptions should be announced at least two days in advance.
- Meetings that involve one grade level should be scheduled to cause as little class interruption as possible.
- Meetings that involve all class levels should be scheduled on a rotation basis.
- Meetings should be limited in length and advisors should adhere to that length as close as possible.
- Whenever possible, meetings should end when a class period ends.
- The adult advisor must be in attendance.

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.

Revised August 2019

## **CLOSED CAMPUS**

No student will be allowed to leave the school without permission of school office personnel. Permission will not be given unless there is a verbal or written statement from the parent/guardian requesting that the student be given permission to leave school or school grounds. All students must sign out of the principal's office when leaving school. All students must sign in when they return.

Revised August 2019

## **CONDUCT AT SCHOOL AND AT SCHOOL ACTIVITIES**

All students are expected to show proper respect and courtesy for all teachers and all school employees. Addressing adults as Dr., 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.

At athletic events, spectators must conduct themselves with behavior consistent with good sportsmanship. Citizens of the Howard School District must share the responsibility, individually and as a group, of appropriate school spirit. Disruptive behavior by students at an extra-curricular event will result in the student being sent home along with the potential for further disciplinary actions.

## **CURRICULUM GUIDE/PLAN OF STUDIES**

The importance of curriculum alignment is to improve student achievement by ensuring all students receive a coherent, rigorous, and relevant learning experience. A curriculum alignment process allows teachers to identify and fill gaps, eliminate unnecessary repetition, and ensure instruction is appropriately focused on key concepts and skills. Curriculum alignment also allows teachers to make better choices on what to teach and how much time to spend on a topic.

Accredited schools must teach to the state content standards as approved by the Board of Education. A current list of standards can be found at: <http://doe.sd.gov/ContentStandards/index.aspx>.

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## **DETENTION RULES**

The Howard School District uses a detention system in which students are encouraged to complete schoolwork or serve penalty for failure to adhere to school and/or classroom rules. Detentions are scheduled in an effort to provide each student with the opportunity to arrange for transportation, conflicts or other family needs. However, some detentions will require the student to stay the same afternoon of the day that said student is assigned to detention. Parent/guardians will be notified in the case of detention through either a phone call or detention notification form.

A detention will be thirty (30) minutes in length. Students will be scheduled to serve afternoon detentions from 3:40 – 4:10 pm and morning detentions from 7:40 – 8:10 am. If students have needs which arise that conflict with the detention penalty, they are to contact the cooperating teacher or principal and request, prior to the date and time of the detention, a reschedule. Detentions will be rescheduled if sufficient claim and supporting information is available. Calls will be placed to verify said supporting information.

Students should understand that detention penalties scheduled before or after school take precedence over scheduled practices or other activity events. Students are advised to protect their participation in activities through the recognition of all school policies and procedures.

- Parents/Guardians will be notified of student detention through phone call, email or mailed notice.
- Students that are late to detention will be required to serve an additional 15 minutes of detention. Skipping a detention may result in additional detentions or a day of ISS.
- Student must bring work and/or reading material to stay busy the whole 30 minutes.
- Also, a student may not talk, sleep, or lay their head on the desk during detention.
- 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.
- Not following detention rules may result in additional detentions or a day of ISS.

## **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. The administration reserves the right to issue a penalty/discipline that is proportionate to the violation incurred. Proportionality will be based upon situational circumstances, attitude and cooperation of the individual(s), and prior disciplinary events.

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, and as according to student due process. 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.

## **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,

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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

## **DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she engage or urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption is reasonably certain to result illustrated in the kinds of offenses, but not limited to, as follows:

- Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use
- Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of , the building or corridor or room
- Setting fire to or substantially damaging any school building or property
- Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school class, or activity of any lawful meeting of a class or school activity
- Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on school campus
- Continuously and intentionally making noise or acting in a manner of as to interfere seriously with the teacher’s ability to conduct his/her class.

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A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.

SDCL 13-32-6

## **DRESS CODE/APPEARANCE**

Students are expected to dress and conduct themselves as ladies and gentlemen at school and at all school functions at both home and away. Certain restrictions regarding dress and grooming are necessary when such creates health or safety hazards, invade the rights of others, or is disruptive to the educational environment by detracting from the decency and decorum in school. 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 recognize the expectations of the dress code. The following guidelines need to be adhered to:

- All pants, shorts, skirts, etc. must be worn at the natural waistline and be held up if needed by a belt or suspenders. Shorts must not be shorter than the middle of the thigh/fingertip length. Pants, shorts and skirts with holes above the middle of the thigh violate the dress code.
- No side cut t-shirts allowed in the buildings.
- Clothing must not be brief or revealing. Garments with necklines that are excessively revealing, expose one's midriff, expose undergarments, or sit off the shoulder are not allowed. Halter tops, strapless tops, or string/spaghetti strap tank tops or dresses may not be worn during the school day unless something is covering the shoulders. Shoulder straps are to be "two fingers" wide. See through tops may only be worn if the clothing underneath meets the dress code requirements.
- No apparel, caps or articles of clothing that promote or suggest alcohol, tobacco/vaping products, or drugs, are allowed in school. Apparel or articles containing or suggesting messages, lettering, markings or pictures that could convey profane, vulgar, illegal or offensive meanings or may relate to sex, race, gangs, prison affiliation, or cults will not be tolerated if worn in the school buildings or at school functions.
- No headgear is allowed during school hours (8:20am – 3:30pm), including caps, hats, bandanas, skull caps, etc. and are to be placed in lockers during the school day. Hoods must be lowered. A headband may be employed to hold back long hair.
- All outerwear jackets, parkas, and trench coats will not be allowed in classrooms and must be placed in a school locker or other designated area.
- All students must wear footwear. Shoes with wheels are not allowed.
- In the interest of a safe and orderly classroom environment, students are to leave fanny packs, books bags, purses, duffle bags, etc. in their lockers.

Exemptions to the dress code may be made by the building principal or activities director, in cooperation with the sponsor, coach, or other individuals, when technical violations occur through a school uniform, costume, or other extra-co-curricular activities and/or events.

Students in violation of the dress code will be given three choices for correction of the violation:

- Modify their dress into an acceptable change of clothing presently at school.
- Change into acceptable clothing provided by the administration.
- Be assigned to in-school suspension for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Students will not be released from school to correct a dress code violation.

Appropriate discipline procedures shall be followed in all cases in accordance with the progressive discipline plan.

Adopted August 2019

## **DROPPING/ADDING CLASSES**

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. Students will have one week to add or drop classes at the start of the semester. Changes will be made and verified by the school counselor and high school principal.

Adopted August 2019

## **DUAL CREDIT/AP/DISTANCE EDUCATION**

The Howard School District recognizes the significance of online education and how organized and well-coordinated programs strengthen the school's image as an innovative and technologically sound institution. Distance learning includes virtual and online courses. A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided that the course is offered by an institution approved by the South Dakota

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Department of Education AND the Howard School District. Students may also earn dual credit for some virtual or online courses. Students interested in earning dual credit must consult the “Dual Credit Enrollment” policy for qualifications, enrollment information and additional policies.

## **DISTANCE CLASSES**

The following provisions apply to any student requesting enrollment in a distance learning course with the **only exception being Spanish I and Spanish II as these classes replaced the Spanish program in the fall of 2014.**

### **Eligible Students**

- Students in grades nine through twelve (freshman through senior) may be eligible to enroll in a distance course.
- Students must have the required prerequisites for the coursework.
- Students must meet with the Dual Credit/Distance Learning Coordinator, Student Advocate and/or High School Principal to determine if the student has the motivation, background skills, and knowledge to be successful in the online learning environment.
- Students must have no grade lower than a C- during the previous school year (inclusive of both semesters).
- Students who fail a distance course or are removed or expelled from a previous distance course will not be allowed to take another for the remainder of the student’s high school career.

### **Eligible Courses**

- Students may only enroll in courses which are not currently offered at Howard High School or which do not fit into the student’s schedule due to unavoidable conflicts. The only exceptions being those outlined in the “Dual Credit Enrollment” policy.
- Students must register in the preceding semester for any courses. (Students requesting a fall distance course must register for the course during the spring semester of the preceding school year.)
- Students will be limited to a maximum number of distance courses per semester as follows: Freshman – one (1), Sophomore – one (1), Junior – three (3) – in total with any dual credit courses, Senior - three (3) – in total with any dual credit courses.
- Students may drop the distance course within one week after the start of each semester regardless of the drop/add dates of the distance course. Students who fail to do so are not guaranteed an opportunity to earn credit for any class to which the student may wish to enroll after such deadlines.

### **Student Cost**

- The student shall be responsible for all fees, tuition, materials and other costs associated with the course.

### **Grading Scale**

- Grades earned will be recorded on the students’ official transcript and will be calculated into the students’ grade point average and class rank.
- Semester long courses will earn .5 credit (1/2 Carnegie Unit) upon completion of the class.
- The grading scale and letter grade system of the cooperating provider will be used in the determination of letter grades and grade point average calculation.
- Grades earned will be used to determine eligibility for activities as in accordance with the district’s “Academic Eligibility Policy”.

### **Daily Work**

- Student will be required to participate in the distance course in a manner conducive to completing work when assigned by the coordinating instructor. Students who do not complete this work in a timely manner may be issued detention or other consequence to aid them in completing the work in question, i.e. loss of senior privileges.

### **Interactions with Students/Staff**

- Students will be required to interact with other distance or online students and staff on a respectful basis. All correspondence, interaction, and/or exchange will be of a respectful nature. Any student violating this requirement will be subject to disciplinary action inclusive of suspension, expulsion, and/or removal from the course.

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- Students must adhere to the “Acceptable Use Policy”. Students who do not will be subject to disciplinary action as outlined in the “Acceptable Use Policy”.

### **Guidelines for Success**

Online and distance classes are very different from classroom learning. Follow these tips to help you through the course.

- Be prepared for technical difficulties, initially they are frustrating but do work themselves out within a week or so.
- Check your D2L, or course homepage, **daily** for updates to assignments, and emails that may clarify your questions.
- While you are on the homepage, check your grades at least once a week. (Grades are updated once a week) for your convenience. Check to see what, if anything is missing and the comments that your instructor has given.
- Also check the dropbox, or message center, and use it as a checklist to make sure everything that you handed in, was received. All items sent electronically are date and time stamped. Keep a close eye on due dates and times.
- Communication is **KEY** in distance and online classes. If you have a question or don’t understand something – email your instructor or ask your e-mentor immediately. (Always use respect and courteous language when communicating with your instructor regardless of your frustration).
- Copy your email conversations to the Dual Credit/Distance Learning Coordinator about questions you have in your class(es). Doing so provides you a resource in organization and anticipation toward class expectations.

### **DUAL CREDIT ENROLLMENT**

Dual credit enrollment is an opportunity for students to apply coursework to both high school graduation requirements and post-secondary degree completion. Students must meet certain eligibility requirements to be considered for enrollment. Dual credit courses could include virtual, online or on-site courses at the post-secondary institution. Courses vary between the South Dakota Board of Regents institutions (BHSU, DSU, NSU, SDSMT, SDSU and USD) and the state technical institutions (Lake Area Technical Institute, Mitchell Technical Institute, Southeast Technical Institute, and Western Dakota Technical Institute) and may or may not be accepted for transfer credit to other postsecondary institutions.

Students are encouraged to clarify institute policies prior to registering for any course.

The following provisions apply to any student requesting enrollment in a dual credit course.

#### **Eligible Students**

- Students in grades eleven (high school juniors) and twelve (high school seniors) are eligible for dual credit enrollment.
- Students must have no grade lower than a C- during the previous school year (inclusive of both semesters) in any class.
- Students must have the required prerequisites for the course.
- Regardless of an institution’s specific qualifications for enrollment, all students must meet the minimum requirements as stated within the Howard School District “Dual Credit Enrollment” policy.

High school juniors and seniors attending a public high school within South Dakota may be eligible to receive both high school and college credit through the dual credit program at a reduced rate. Students must meet the following criteria which have been adopted from the South Dakota Board of Regents requirements.

- **High School Junior:** earn an ACT composite score of 24 reflective of the 70% OR rank in the upper one-third of their graduating class OR earn a cumulative GPA of at least 3.50 on a 4.0 scale.
- **High School Senior:** earn an ACT composite score of 21 reflective of the 50% percentile OR rank in the upper one-half of their graduating class OR earn a cumulative GPA of at least a 3.25 on a 4.0 scale.
- **High School Senior:** must meet benchmark scores on one of the assessments as follows – Smarter Balanced score of Level 3 or higher on the English Language Arts and Mathematics 11<sup>th</sup> Grade Assessments OR 10 Grade ACT Aspire Summative Assessment (Minimum score of 434) OR Accuplacer Classic (Sentence Skills minimum score of 86 and Elementary Algebra minimum score of 76) OR ACCUPLACER Next Generation<sup>3</sup> (QAS minimum score of 255 and Writing minimum score of 263).

\*Registration in select courses may require placement via ACT/SAT and/or Accuplacer. Application must be renewed for each semester of participation.

### **Eligible Courses**

- Dual credit courses may be offered by Howard instructors, distance learning providers as recognized by the South Dakota Department of Education and/or on-site post-secondary institutions. The student must obtain the school district's approval of any dual credit course or courses prior to enrolling and meet the expectations as stated within this document.
- The student may enroll only in dual credit courses that are not currently offered at Howard High School. The student may not use the dual credit class as a substitute for any specific high school graduation requirements with the following exceptions. Students must take the courses listed below from a South Dakota Board of Regents School.

**\*“ENGL101: Composition 101” may replace one (1) semester of English IV (.5 Credit)**

**\*“ENGL210: Introduction to Literature 210” may replace one (1) semester of English IV (.5 Credit)**

\*Students must meet the ACT English benchmark score prior to enrolling.

### **Class Load**

- Each dual credit course which a student takes through or at a post-secondary institution will be scheduled as one (1) period.
- Students will be limited to a maximum number of **dual** credit courses per semester as follows: Junior – two (2), Senior - three (3). \*Juniors can take three (3) distance courses, but only two (2) dual credit courses within that total.

### **Credit Earned**

- The eligible student may enroll only in dual credit classes that carry at least three (3) semester hours of credit. Howard High School will award .5 credit (1/2 Carnegie Unit) upon completion of the dual credit class of three (3), four (4) or five (5) semester hours of credit.

### **Cost to the Student**

- The student shall be responsible for all fees, tuition, materials, books and other costs associated with the course.

### **Curricular Activity Eligibility**

- Students who are enrolled in a dual credit course are required to meet all eligibility requirements as set forth in the activity handbook to be eligible for any curricular activities.

### **Grading, Class Rank and GPA**

- Students will be required to participate in weekly grade reporting with the Dual Credit/Distance Education Coordinator, Student Advocate and/or High School Principal.
- The grades of all dual credit courses will be recorded on the student's official transcript and will be calculated into the student's grade point average and class rank. The grading scale and letter grade system of the cooperating provider will be used in the determination of letter grades and grade point average calculation. Dual credits are not counted as weighted courses.

### **Release from School**

- Students enrolled in a dual credit course on the site of a post-secondary institution will be released from school only during the designated pass times between class periods. Students will not be permitted to leave classes early in order to attend the post-secondary institution.

### **Transportation**

- Transportation to and from any post-secondary institution shall be the sole responsibility of the parent or student and shall not be the responsibility of the school district or its employees.

### **Transferring Post-secondary Credit**

- It is the student's responsibility to ensure that the cooperating provider or post-secondary institution send an official grade report or transcript to Howard High School. High school credit will not be issued until this documentation is received.

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## Attendance

- The student will be expected to meet all high school attendance requirements inclusive of tardies. If a student is enrolled in a dual credit course at a post-secondary site which only meets three (3) days per week, the student will not be required to remain at the high school during the post-secondary course's non-attendance days. The student may leave the high school campus as this is the student's normal routine.

## Dropping a Post-secondary Course

- Students who wish to drop a course are responsible for withdrawing from the course. School staff are not responsible for withdrawing a student. Careful attention should be given to withdrawal inside of drop/add requirements to avoid academic and financial penalties. (Per SDBOR requirements, a school representative must sign the drop/add form.)
- If a student enrolls in a dual credit course and then drops from the course prior to completion, the student will be expected to resume full-time attendance at the high school and will be assigned to a study hall or on-site course until the completion of the semester. Prior to the student enrolling in another post-secondary level course, the administration and staff will review the student's performance to determine eligibility.
- If a score is received for a dropped course as per an institutions policy, that score will be recorded on the official Howard High School transcript, cooperating institution and calculated into the student's grade point average.

## Failing a Post-secondary Course

- If a failing final course grade is received in a dual credit course, the student receiving the failure is no longer eligible to enroll for dual credit work for the remainder of the student's high school career. This score will be recorded on the official Howard High School transcript, cooperating institution and calculated into the student's grade point average.

**References:** [https://www.sdbor.edu/administrative-offices/academics/academic-affairs/guidelines/Documents/7\\_Guidelines/7\\_1\\_Guideline.pdf](https://www.sdbor.edu/administrative-offices/academics/academic-affairs/guidelines/Documents/7_Guidelines/7_1_Guideline.pdf)

Adopted August 2019, Revised February 2020

## DUE PROCESS

Suspension and expulsion are disciplinary measures involving exclusion from school. Short-term suspension is an exclusion from school for ten (10) days or less. Long-term suspension is an exclusion from school for more than ten (10) days but not more than ninety (90). Expulsion is exclusion from school for not more than twelve (12) months. Expulsion and long-term suspension are reserved for school board action, and a hearing must be provided. A short-term suspension does not require a formal hearing before the school board, but the student must be given an opportunity to be heard. Detentions and in-school suspensions require no formal due process hearing. The formality and need for documentation of procedures quickly escalates when the exclusion exceeds ten (10) days. This is because state law grants students an "entitlement" to education. The student may not be deprived of this entitlement by the government (i.e. school) without due process of law. Students' rights to hearing procedures relative to suspension and expulsion are outlined in state law as follows:

SDCL 13-32-4. The school board of every school district shall assist and cooperate with the administration and teachers in the government and discipline of the schools. The board may suspend or expel from school any student for violation of rules or policies or for insubordination or misconduct, and the superintendent or principal in charge of the school may temporarily suspend any student in accordance with SDCL 13-32-4.2.

The rules or policies may include prohibiting the following:

1. The consumption or possession of beer or alcoholic beverages on the school premises or at school activities;
2. The use or possession of a controlled substance, marijuana, drug paraphernalia, cigarettes, and huffing materials, without a valid prescription, on the school premises or at school activities; and
3. The use or possession of a firearm, as provided in SDCL 13-32-7, 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 or activities.

In addition to administrative and school board disciplinary action, any violation of SDCL 13-32-7 shall be reported to local law enforcement authorities.

The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. Any expulsion for consumption or possession of beer or alcoholic beverages may not extend beyond ninety school days. If a student has intentionally brought a firearm onto school premises, the expulsion may not be for less than twelve months.

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However, the superintendent or chief administering officer of each local school district or system may increase or decrease the length of a firearm-related expulsion on a case-by-case basis. The South Dakota Board of Education shall promulgate rules pursuant to SDCL Ch. 1-26-26 to establish administrative due process procedures for the protection of a student's rights. The administrative due process procedures shall include a requirement that the school give notice of a student's due process rights to the parent or guardian of the student at the time of suspension or expulsion. Each school district board shall provide a procedural due process hearing, if requested, for a student in accordance with such rules if the suspension or expulsion of the student extends into the eleventh school day.

This section does not preclude other forms of discipline which may include suspension or expulsion from a class or activity.

This section does not prohibit a local school district from providing educational services to an expelled student in an alternative setting.

SDCL 13-32-4.2. The school board in any district may authorize the summary suspension of pupils by principals of schools for not more than ten school days and by the superintendent of schools for not more than ninety school days. In case of a suspension by the superintendent for more than ten school days, the pupil or his parents or others having his custodial care may appeal the decision of the superintendent to the board of education. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In event of an appeal to the board, the superintendent shall promptly transmit to the board a full report in writing of the facts relating to the suspension, the action taken by him and the reasons for such action; and the board, upon request, shall grant a hearing to the appealing party.

No pupil may be suspended unless:

1. The pupil is given oral or written notice of the charges against him;
2. The pupil is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
3. The pupil is given an opportunity to present his version of the incident.

In the event of a suspension for more than ten school days, if the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

These statutes do not preclude other forms of discipline, which may include suspension or expulsion from a class or activity.

The South Dakota Board of Education has adopted a due process procedure that must be used by a public school suspending or expelling students. Copies of the South Dakota Board of Education's rules should be available in every school.

Additional procedures may be required when disciplining special education students. The South Dakota Board of Education has adopted due process procedures that public schools should follow when considering suspension or expulsion of special education students.

<https://doe.sd.gov/oatq/dueprocess.aspx>

Short-term suspension procedure. If a short-term suspension from a class, classes, or school is anticipated because of a pupil's violation of a policy, the principal or superintendent shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the facts that form the basis for the suspension. The pupil must be given the opportunity to answer the charges. If a pupil is suspended, the principal or superintendent shall give the parent oral notice, if possible, and shall send the parent or a pupil who is 18 years of age or older or an emancipated minor a written notice which provides information regarding the pupil's due process rights. A pupil who is an unemancipated minor may not be removed from the school premises before the end of the school day without contacting a parent unless the pupil's presence poses a continuing threat or danger, in which case the pupil may be immediately removed from the school and transferred into the custody of a parent or law enforcement.

Administrative Rule 24:07:02 Short-term suspension procedure.

Long-term suspension procedure. The superintendent must file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension and may request that a hearing be held before the school board. The report must include the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or

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business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The superintendent must send a copy of the report to the pupil's parent or to the pupil if the pupil is 18 years of age or older or an emancipated minor at the same time the report is filed with the school board's secretary or business manager.

If the superintendent finds grounds for a long-term suspension from a class or classes, the superintendent may exclude the pupil from a class or classes by using the short-term suspension procedure in §24:07:02:01. The superintendent shall give a written notice to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor and may schedule a hearing. The notice shall contain the following minimum information:

1. The policy allegedly violated;
2. The reason for the disciplinary proceedings;
3. Notice of the right to request a hearing or waive the right to a hearing.
4. A description of the hearing procedure;
5. A statement that the pupil's records are available at the school for examination by the pupil's parent or authorized representative; and
6. A statement that the pupil may present witnesses.

If a hearing is requested, the superintendent shall give notice to each school board member of an appeal to the board for a hearing. The superintendent shall set the date, time, and place for the hearing and send notice by first class mail to each school board member and by certified mail, return receipt requested, to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor.

If no hearing is requested or the hearing is waived, the action of the superintendent is final.

The pupil, if of the age of majority or emancipated, or the pupil's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

The student may appeal an adverse decision by the school board to the circuit court.

The attendance policy of a school district may not exclude a pupil from a class or from school for more than ten days without providing due process procedures pursuant to this chapter.

If a pupil identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, the procedure in § 24:05:26:09 applies.

Administrative Rule 24:07:03

Long-term suspension procedure.

Adopted August 2019

## **EIGHTH GRADE ALGEBRA I**

The Howard School District offers Algebra I in the eighth grade. Students enrolled in Algebra I will take the class in conjunction with high school peers. Placement for an eighth grade student into Algebra I is determined using the following criteria:

- Must be recommended by the 7th/8th math teacher.
- Must have at least an A- in each quarter of 7th grade math.
- Must score a Level 4 on the SBAC.
- Must complete Moby Max Math Test Prep sections for both 7th and 8th grade before August 1.
- Must meet with the Junior High and High School math teachers to set up a math pathway for high school.

High school credit will be granted for Algebra I for an eighth grade student after successful completion of the course. The grade for the class will be recorded on the high school transcript, calculated into the cumulative high school grade point average, and will count toward the twenty-four (24) required credits for graduation.

Authority:

24:43:08:12. Adding waived course credits to high school transcripts. If the department has approved a waiver that allows a school district to teach a high school-level course to students below grade nine, credit for the course shall appear on each student's high school transcript with the unit of credit and a letter grade upon meeting the criteria for passage applied to the high school level. The unit of credit must be included in the credits required for high school graduation and the letter grade must be calculated in the high school cumulative grade point average.

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## **EMERGENCY DRILLS (INTRUDER, FIRE, TORNADO, ETC.)**

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.

Each room will have posted emergency procedures in the event of fire, tornado, intruder and other foreseeable emergencies. Students, staff and the general public should refer to these procedures if necessary.

## **EXPULSION (See DUE PROCESS)**

## **FERPA/PRIVACY RIGHTS (NOTICE OF 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 fifteen (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. 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.

## **FIELD TRIPS**

Field trips or class excursions are conducted during school time as planned culminations of a class or unit of study. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided unless there is written permission from a parent or guardian stating otherwise. Students on field trips should view themselves as ambassadors of the school and behave in an orderly manner. Students are also encouraged to keep parents informed regarding field trip information. All field trips are to be approved by building principals.



## **FITNESS CENTER**

The Fitness Center is beautiful addition to our school. It is important for all members to show the proper respect for the investment through showing care and appreciation for equipment, materials and others. The following expectations are in place for student use:

- All students, regardless of age, must be under the supervision of an adult supervisor.
- Doors are not to be propped open. If you prop open a door, you will have your privileges taken away.
- No tobacco, drugs, or illegal substances of any kind are allowed in the fitness center or on school grounds.
- You are expected to act in a courteous and respectful manner. You are required to follow the instructions of the Fitness Center staff at all times. Profanity, yelling, rude or boisterous behavior will not be tolerated.
- Food is not allowed in the facility. Closed beverage containers are permitted. No glass containers are allowed.
- Please wipe down the equipment after use.
- No equipment is to be moved from its designated area and may not be taken out of the Fitness Center.
- Athletic attire must be worn to use the Fitness Center. Sweatshirts, t-shirts, shorts or exercise pants are preferred athletic attire. No cut-off jeans, shorts, t-shirts or any clothing that reveals your midriff or undergarments.
- Closed-toed shoes appropriate for exercise must be worn at all times. Street shoes are not allowed.
- Weight plates are not to be leaned against equipment standards and machines.
- After utilizing equipment, strip bars and return plates and dumbbells to proper storage areas.
- Dumbbells and weight plates cannot be dropped on the floor for any reason.
- Fitness Center participants should report all equipment malfunctions, personal injuries, and specific concerns immediately to activities director or administration.
- It is the member's responsibility to follow posted rules. Please ask the staff on duty if you have any questions or need assistance.
- The Fitness Center is not responsible for the storage of the user's valuables.
- Use of the Fitness Center is considered a privilege. Individuals who do not comply with the established policies will be asked to leave and may have their privilege revoked.

Adopted August 2019

## **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:

- All exchange students need the approval of the high school principal for acceptance.
- Requests and documentation for enrolling students must be received by the principal on or before August 1 for the upcoming school year.
- The principal will determine the grade classification of all exchange students. Foreign exchange students will be classified as either a junior or senior.
- The foreign exchange student must have a host family that is a resident of the Howard School District.
- The host family must have a high school age child attending Howard High School.
- The foreign exchange student must meet all the requirements set forth by the State of South Dakota and the Federal Government.
- The foreign exchange student will follow all the rules and regulations of the Howard High School.
- 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.
- The Howard School District may terminate enrollment of the foreign exchange student at any time for just reason.

An individual who would like to request a foreign exchange student placement and does not meet the preceding requirements is encouraged to contact the Superintendent's Office to request special permission of administration and school board.

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## **FUNDRAISING**

### **PURPOSE**

The purpose of this policy is to address student fundraising efforts.

### **GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

### **RESPONSIBILITY**

- A. It is the responsibility of the coach/advisor to request funds from the All Activities Booster Club prior to submitting the fundraising application. The application must provide explanation of funds received or denied.
- B. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- C. All fundraising activities, including the selling of goods and services or the solicitation of in-kind gifts, must be approved in advance by administration based upon guidelines set forth by the student handbook. Participation in non-approved activities shall be considered a violation of school district policy.
- D. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
- E. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- F. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.
- G. Beginning with the 2018-2019 school year, each activity/organization must provide a budget by July 1, along with fundraising proposals.

Adopted: July 2017

## **GENERAL SCHOOL REGULATIONS AND REQUIREMENTS**

Every individual is entitled to courtesy and consideration in his or her relationship with fellow students and teachers. Students must earn this courtesy and respect by extending the same consideration to fellow students and teachers. Actions, which injure others, damage private property, or obstruct the learning process or the operation of the school will not be tolerated. School rules are in effect at school, on school property, on busses or other transportation provided by the school, and at school sponsored activities.

## **GRADE POINT AVERAGING PROCEDURE**

Grade point averages will be based on semester grades only. Semester grades are based on the procedure outlined under the section "Semester Grades" listed within this handbook. The semester grade will be entered on the report card using the values listed within the grading scale.

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 Calculus, Advanced Chemistry, Advanced Biology, and all Advanced Placement classes. Dual credits are not counted as a weighted course due to a lesser grading scale.

Grades received in band and vocal are included in determining grade point average.

Class rank will be determined by grade point average.

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*Graduating Class of 2021- Weighted Courses: Pre-Calculus (Taken in the 2019-2020 School Year), Trigonometry (Taken in the 2019-2020 School Year), Calculus, Advanced Chemistry, Advanced Biology and all AP courses.*

*Graduating Class of 2022 – Weighted Courses: Calculus, Advanced Chemistry, Advanced Biology and all AP courses.*

Adopted August 2019, Updated February 2020

## GRADING SCALE

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

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

## GRADUATION

A total of twenty-four (24) units of academic credit are required for graduation from Howard High School. These twenty-four (24) units must include those set forth under South Dakota Administrative Rule 24:43:11. 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. Only students who have completed graduation requirements shall be eligible to receive a diploma and participate in commencement exercises. 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.  
<https://doe.sd.gov/gradrequirements/>

The standard course offerings may be modified by an Individual Educational Program (IEP) so that a student receiving special education services may complete a program as according to his/her own capabilities and still meet graduation requirements and receive a standard diploma. This modification shall be noted on the student's transcript. All diplomas will be inscribed so as to direct the reader's attention to the transcript, which will contain all information pertinent to the student's educational program.

Participation in commencement exercises is a privilege, not a right. That privilege can be revoked as a disciplinary measure or for a student's failure to abide by the dress code established for graduation activities. Graduating seniors are required to wear the traditional cap and gown during the entire commencement ceremony inclusive of any reception line following the awarding of the high school diploma. Seniors are required to wear appropriate clothing, inclusive of footwear, underneath the cap and gown at the discretion of the high school principal. Failure to do so will constitute changing into suitable clothing prior to the ceremony. Failure to change into suitable clothing will constitute not participating in graduation exercises.

A class composite will be printed following graduation and will only include those students who have met graduation requirements.

The Howard School District Board of Education neither promotes nor endorses any statements made by any person involved in the graduation ceremony. The District endorses each person's free exercise of speech and religion, and any comments or statements made during the graduation ceremony should not be considered the opinion of beliefs of the District, the Board of Education, or the Superintendent.

### Supporting References

Graduation as a Privilege not a Right: North Babylon Union Free School District 844 F.2d 90 (2dCir. 1988)  
 Williams vs. Austin Independent School District 796 F. Supp. 251 (W.D. Tex. 1992)  
 Dress Code: Fowler vs. Williamson, 448 F. Supp. 497 (W.D.N.C. 1978)  
 Discipline: Posthumus vs. Board of Education of the Mona Shores Public Schools, 380 F.Supp. 2d 891 (W.D. Mich. 2005)

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**GRADUATION (EARLY)**

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 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.

Adopted: July 11<sup>th</sup>, 2011

**GRADUATION REQUIREMENTS**

To graduate from Howard High School students must have twenty-four (24) credits for graduation. All classes that meet the State requirement for credit will receive a unit of credit each year. Students 9 -11 will be required to be enrolled in seven class periods out of an eight-period day. Seniors are required to be enrolled in six class periods out of an eight-period day. Graduation Requirements: Howard School District requires 24 credit hours to graduate. The Howard School Board reserves the right to require additional course credits above the state recommendations.

Adopted by State Board of Education Nov. 2, 2009

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

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.

*1 Credit Government Update Fall 2020*

**GRIEVANCE PROCEDURE (STUDENT)**

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

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

The Grievance Policy and forms can be found on the Howard website under District Resources.

Adopted: July, 1976  
Revised: May 2017

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## **GUARDIANSHIP**

Any person who resides with a person who is not the student's parent, shall present (1) a court order appointing the person with whom the student resides as a legal guardian; or (2) other proper documentation from a state or federal agency placing the student with the person with whom they reside.

If a court order or other proper documentation has not been issued at the time of enrollment, the person with whom the student resides shall present a notarized statement to the superintendent of intent to seek such court order or other proper documentation. The person with whom the student resides shall then provide such court order or other proper documentation to the superintendent within thirty (30) days of the student's enrollment. Failure to present a court order or other proper documentation to the superintendent may require the automatic withdrawal of the student.

Adopted August 2019

## **HALLWAY PASSES**

When a student is in a regularly scheduled class inclusive of study hall, passes to the restroom, locker, etc., will not be issued except in case of emergency. Plan ahead. Be sure you have all necessary books, papers, materials, etc., before you go to class. A student found in a hallway, restroom, locker room, or other area without a pass will be immediately returned to his/her regularly scheduled class.

## **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.

## **HOMEcomings ROYALTY**

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. All candidates for king and queen must be in attendance for the entirety of the coronation ceremony. Failure to be in attendance will remove the candidate for eligibility for king and queen, the only excuse being emergency situations approved by the principal.

## **HOMELESS STUDENT**

The Howard School District shall make reasonable efforts to identify homeless children within the boundaries of the school district and immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, including academic records, immunization records, proof of residency or other documentation.

The McKinney-Vento Homeless Assistance Act defines "homeless children and youth" as follows:

- Individual who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103 (a) (1).
- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; and are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103 (a) (2) (C)
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

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- Migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)

The district will attempt to remove or eliminate existing barriers to school attendance or educational programs which may exist in district policies or practices, in compliance with all applicable federal and state laws. Enrollment requirements, fees and charges may be waived at the discretion of the Superintendent.

Transportation services will be comparable to those provided other students within the school district.

The district shall make a reasonable effort to locate immunization records from information available. The district shall arrange for students to receive immunization through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of the school district policy on immunizations. The district may require a parent or guardian of a homeless student to submit contact information.

All students considered to be homeless shall be entitled to FREE status for all meals served within the school district's academic school day.

Students identified as homeless shall be provided services comparable to other students of the district which includes, but not limited to, special education services for which the student meets eligibility criteria, such as education programs for disadvantaged students, students with disabilities, gifted students, vocational and technical programs, preschool programs, and programs for students with limited English proficiency.

Disputes regarding the enrollment of homeless students shall be referred to the superintendent. Parents/guardians of unaccompanied youth can provide either written or oral documentation to support their position. However, the student shall be provided with all services for which they are eligible while the dispute is being resolved. If a dispute is not resolved at the district level, the parent/guardian or individual student may forward the dispute to the South Dakota Department of Education.

## **HONOR GRADUATES**

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.

## **HONORS AND AWARDS**

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.

## **IMMUNIZATIONS**

Any child entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the parent/child may present:

- Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health or
- A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization.

School entry requirements for South Dakota 6th grade students include:

- One dose of Tdap vaccine (tetanus, diphtheria, pertussis)
- One dose of MCV4 vaccine (meningococcal ACYW)

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- The requirements apply only for 6th grade entry and transfer students 6th–12th grade
- If a child is 10 years old when entering the 6th grade they have 45 days after their 11th birthday to be vaccinated

A complete listing of immunizations with schedule can be found at this address or by contacting the South Dakota Department of Health, Immunization Program, at 1-800-592-1861.

<https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>

SDCL 13-28-7.1

## **INDEPENDENT STUDY**

Independent study opportunities are primarily reserved for students showing competency in a particular area of study and experience a hardship due to scheduling or some other event. Independent study opportunities will only be approved by administration and should only be used as a last effort in meeting student needs.

## **INTERROGATIONS OF STUDENTS**

It is the responsibility of the school administration to make an effort to protect each student’s rights with respect to interrogations by law enforcement officials. Therefore:

- When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or the principal’s designee will cooperate. An effort will be made to contact the student’s parent or guardian so that the responsible individual may be notified of the situation.
- Parents or guardians will not be contact in child abuse cases if the law enforcement official requests confidentiality.
- If custody and/or arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by law enforcement officials.
- As a general guideline all students should have a same gender staff member present when gender sensitive interrogations are conducted.

Adopted August 2019

## **LOCKERS**

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.

All students will be assigned a locker with a built-in combination lock. Combinations are changed each year to provide 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 glued to locker doors. Small household type magnets work very well for holding small memo notes, etc.

## **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.

## **LUNCHROOM PROGRAM (CHARGING/FREE & REDUCED MEALS)**

### **Federal Requirement**

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

This requirement is referred to a “policy,” but whether this is referred to as a “policy” or “standard practice” is at the discretion of the SFA. Regardless of terminology is used, the policy or standard practice must consist of a written document explaining how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service. The policy or standard practice must be implemented throughout the SFA.

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You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

#### Purpose

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

#### Unpaid Meal Charge Policy

##### SCOPE OF RESPONSIBILITY:

- The food service department, Business Manager, Administrative Assistants: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

#### Administration

Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.

Families are encouraged to pre-pay for meals and money is accepted in the school office daily for payments on the day of service. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the Food Service website, and is included in the student handbook.

Families will be notified of the school Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the Food Service Website.

If a family chooses to limit their child(ren) the amount of funds that may be used daily for a la carte purchases, they may do so by contacting the business office.

#### Elementary (K-5) students:

Statements will be sent home after the end of each month given to the student by their classroom teacher. Accounts have less than \$10 credit remaining on account will receive additional statements until the balance is over \$10.00 credit.

Statements will be mailed to the home address if payment is not received.

Accounts that exceed \$100 due will be called to notify immediate payment is required and failure to provide payment places the students on a cash only basis. Cash payment must be made in the business office prior to meal service time in order for the student to be served.

All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.

#### Students Grades 6, 7, 8:

Statements will be sent home after the end of each month given to the student by their English teacher. Accounts have less than \$10 credit remaining on account will receive additional statements until the balance is over \$10.00 credit.

Statements will be mailed to the home address if payment is not received.

No charges are allowed for extras or a la carte foods on any negative accounts or accounts with a zero balance. Students will be notified discreetly prior to serving time.

Accounts that exceed \$100 due will be called to notify immediate payment is required and failure to provide payment places the students on a cash only basis. Cash payment must be made in the business office prior to meal service time in order for the student to be served.

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All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.

Students Grades 9-12:

Statements will be sent home after the end of each month given to the student by their English teacher. Accounts have less than \$10 credit remaining on account will receive additional statements until the balance is over \$10.00 credit.

Statements will be mailed to the home address if payment is not received.

No charges are allowed for extras or a la carte foods on any negative accounts or accounts with a zero balance. Students will be notified discreetly prior to serving time.

Accounts that exceed \$100 due will be called to notify immediate payment is required and failure to provide payment places the students on a cash only basis. Cash payment must be made in the business office prior to meal service time in order for the student to be served.

All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.

Denying meals or providing alternate meals.

Students Grades K-12 with accounts having a negative balance of \$100 or greater and not providing cash payment for the day's meal will be denied service of the regular reimbursable meal. Parents will be called requesting cash payment. If payment is not received prior to meal time, students will be discreetly notified and offered the alternative meal of a carton of milk and cheese sandwich.

Payment plans

Household are encouraged to make continuous payments to maintain a credit balance at all times. The school district will work with families to apply for free and reduced priced lunches whenever eligible. Agreements may be established allowing a household to make payments to reduce the debt of their unpaid meal charges over a period of time in a manner that is feasible for both the school district and the household.

## **LUNCHROOM EXPECTATIONS**

All students are expected to eat their noon meal in the school lunchroom or area specifically designated by administration. Those who desire may bring sack lunches but these must be consumed in the lunchroom or designated area. Food served in the lunchroom is to be eaten there. It is against National School Lunch Policy to bring carbonated beverages into the lunchroom during lunch periods. Juices and flavored waters are allowed.

## **NATIONAL HONOR SOCIETY**

Application Information is on the Howard School Website at <https://howard.k12.sd.us//Co-Curricular/nhs.html>

## **OPEN ENROLLMENT**

In all cases, the most current South Dakota rules will apply.

This policy is enacted to fairly allow admission and assignment of both resident and non-resident students in the Howard School District. For the purpose of this policy, the term "resident district" means the district in which a student has legal residence as determined by SDCL 13-28-9. The term "non-resident district" means any district in which a non-resident student seeks to enroll.

The board will accept all students from other districts wishing to enroll, provided the non-resident district's facilities can accommodate the students without adversely affecting the quality of the educational program. This determination will be based upon criteria adopted by the board, (see Section C below) and is subject to the following conditions:

### **A. General Principles**

1. A student, who is a legal resident of another South Dakota district seeking to transfer to the Howard District, must make application to both the resident and non-resident district. The application must be on triplicate forms provided by the Department of Education and Cultural Affairs. The application must be made by an unemancipated student's parent or guardian or by the emancipated student (The parent with the authority to request enrollment is the resident custodial parent).
2. The application will be approved or disapproved if the transfer does not result in an inability to provide a quality educational program by the Howard School Board and the applicant and the resident district must be notified of the decision with five (5) working days of the decision. Applications will be reviewed in the order received.

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- a. The application may be withdrawn by the applicant before approval by the affected school boards.
  - b. Once approved by the Howard School District, the applicant's intent to enroll obligates the student to attend school in the receiving district unless the two boards agree in writing to allow a student to return to the original district or if the parent, guardian or student changes residence to another district. (NOTE: The Act contemplates a change of residence not being made by an unemancipated minor. It is recommended that the school attorney be consulted before final action is taken denying a minor student's ability to establish residence separate and apart from parents and guardians.)
  - c. If a bona fide change of residence occurs, the parents, guardians or emancipated student may apply for enrollment in the Howard School District.
3. Once enrolled in the Howard School District, the enrollment will continue unless a bona fide change of residence occurs or a subsequent transfer application is received. The student does not have to resubmit an application each year.
  4. The Howard School District will accept credits granted for any course successfully completed in another accredited district. The Howard School District may award a diploma to a non-resident only if the student satisfactorily meets the Howard School District's graduation requirements. (NOTE: If, upon review of an application and a student's transcript, it would appear that the student seeking transfer could not satisfy graduation requirements in the Howard School District in the same time frame as the student's class/age peers, the applicant should be notified that additional school attendance will be required in order to receive a diploma.)
  5. Transportation of non-resident students to school is the responsibility of the applicant. Both the resident and non-resident districts may provide transportation to non-resident students if approved. (NOTE: Legal principles of equal protection very likely require the district to provide transportation to all or none of the non-resident students consistent with the grade levels for which transportation is provided for resident students.)

## **B. Special Education Students**

Both state and federal law require that the resident district be responsible for providing a free and appropriate public education (FAPE) for students in need of special education and related services. All applicants for transfer of a special education student will first be considered by a placement committee, which will include parents of the student and staff from the Howard School District. In addition to the other considerations of the 1997 Open Enrollment Act, the following additional considerations will apply:

1. The placement committee will determine that whether the Howard School District can provide appropriate instructional programs and facilities to meet the student's needs.
2. The resident district will reimburse the Howard School District the "actual costs incurred in providing an appropriate special education".
3. The placement committee shall determine whether the student requires transportation as a related service and if the service is required, the resident district will be required to provide or pay for the service.
4. Return of the non-resident special education student to the resident district will be subject to the approval of the placement committee.
5. No separate dates will be in effect for notification and decision-making with respect to special education students.

## **C. Criteria for Making Transfer Determinations**

The standards will be available for any individual so requesting. Discrimination based upon, race, gender, religious affiliation or disability is prohibited. All members of the same family residing in the same household will be treated the same.

1. The standards will be established based on the capacities of each of the following elements within the district in any approvals:
  - a. Programs
  - b. Classes
  - c. Grade Levels
  - d. Buildings

(NOTE: The word "capacities" applies to physical characteristics of the element. In addition, a pupil/teacher ratio for each of the elements identified above will be established and may change from year-to-year. Consider all ramifications of the standards, including their possible effect on collective bargaining agreements.)

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2. The Department of Education and Cultural Affairs has authority to promulgate rules setting forth procedural and administrative requirements of the open enrollment program. The Howard School District will follow any and all such rules and procedures. (NOTE: As of June 1997, no rules have been proposed.)
3. The board may deny any applications for any of the following reasons
  - a) The application was not timely.
  - b) The standards established in paragraph C-1 above are violated.
  - c) The applicant is under suspension or expulsion. (NOTE: SDCL 13-32-4.3 provides that a student under suspension or expulsion “may not be transferred to another school district until the suspension or expulsion has expired”. It is unclear whether this requirement applies at the time an application is made or at the time the actual school attendance is to begin).
  - d) The applicant has been convicted of possession, use or distribution of any controlled substance, including marijuana, and is under suspension pursuant to SDCL 13-32-43.
  - e) The applicant has been convicted of a weapons charge relating to the schools and is under suspension pursuant to SDCL 13-32-43.
  - f) If a student enters under false pretense to C-3-c, d or e, the student may immediately be dismissed from the school. Failure to disclose any information related to C-3-c, d, or e will be considered false pretense.

#### **D. Miscellaneous Provisions**

1. The board will assign all students among the schools within the district, pursuant to SDCL ch. 13-28.
2. The district will make relevant information about the district, schools, programs, policies and procedure available to all interested people.
3. Appeals from board action under the 1997 Open Enrollment Act can be made under SDCL ch. 13-46 and the court will conduct a de novo review. The time for appeal under SDCL ch 13-46 is within ninety days from the date of decision.

(NOTE: Our Supreme Court has previously stated with respect to court review of actions under SDCL ch.13-46 that the provision for de novo [a legal phrase meaning “to make a new decision”] is not a true de novo review, since the courts may not substitute their judgment for the decisions of the school board due to constitutional considerations of the separation of power).

LEGAL REFS: SDCL 13-13-10-1, 13-15-8.1 through 13-15-9; 13-15-11, 13-15-21, 13-15-21.1; 13-15-23 through 13-15-24; 13-28-9; 13-28-10 through 13-28-11; 13-28-19; 13-28-19-1; 13-28-21; 13-28-30; 13-28-34; 13-28-40 through 13-28-47; 13-32-4.3; 13-37-35; 13-46 repealed July 1, 1998; 13-28-20; 13-28-22; 13-28-23; 13-28-38

CROSS REFS: IGBA, Programs for Handicapped Students, LB Relations with Other Schools and School Districts

Adopted by Board 8-11-97 Revised 8-9-99

## **PARENTAL INVOLVEMENT**

The Howard School District recognizes that a child’s education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goals of the school district to educate all student effectively, the schools and parents must work as knowledgeable partners. Although parents are diverse in culture, language, and needs, they share the school’s commitment to the educational success of their children. School districts and schools, in collaboration with parents, shall establish and develop programs and practices that enhance parent involvement and reflect the specific needs of students and families. To this end, the Howard School District will support the development, implementation and regular evaluation of a parent involvement program, which will involve parents at all grade levels in a variety of roles. The parent involvement program will be comprehensive and coordinated in nature and will include, but not limited to, the following:

- Support to parents as leaders and decision-makers in advisory roles.
- Promotion of clear two-way communication between the school and the family as to school programs and children’s progress.
- Assistance to parents and or guardians to develop parenting skills to foster positive relationships at home that support children’s efforts and provide techniques designed to assist their children with learning at home.
- Involvement of parents, with appropriate training, in instructional and support roles in the school.
- Provisions of access to and coordination of community and support services for children and families.

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- Notify parents through newsletters and school website that the faculty and staff are highly qualified and meet required standards.

These forms of involvement are not mutually exclusive and require a coordinated school wide effort.  
<https://howard.k12.sd.us/PDF/HowardSchoolElementaryParentInvolvementPolicy.pdf>  
<https://howard.k12.sd.us/PDF/DistrictResources/DistrictTitleIParentandFamilyEngagementPolicy.pdf>

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are a valuable tool to involve parents in the education of their children. Parents are encouraged to confer regularly with staff as well as use district provided resources to stay informed regarding the progress of their children. Parent-Teacher conferences are typically scheduled for the end of the first and third quarters.

## **PARKING LOT REGULATIONS/STUDENT USE OF VEHICLES**

Students must recognize the importance of appropriate use of personal vehicles on school property. Students must also recognize that by having this privilege of parking on school property or other premises under the authority of the school district, they are deemed to have given prior consent to having their motor vehicle searched when reasonable suspicion exists that restricted items are contained within the motor vehicle.

Students are advised to adhere to the following parking lot regulations. Students using vehicles are strongly cautioned about entering and leaving the parking lot in an orderly manner, especially when buses are present. Students in violation of the following will be subject to disciplinary consequences not limited to the loss of use of school parking lots.

- 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.
- Students are to park in marked, designated parking spots. Students are to refrain from parking in designated visitor and no parking areas inclusive of fire lanes or bus loading zones on the east side of the building. Students may only park in designated handicap spots with an appropriate permit.
- Very strict caution must be exercised in order to avoid accidents. Students involved in a vehicular accident of any magnitude on school property must immediately report the accident to administration. Students shall not leave the accident scene without first reporting in person to administration.
- Maximum speed in the school zones is 15 miles per hour.
- Exhibition or reckless driving in the school zones or on school property will not be tolerated.
- Students may access or move vehicles from the parking lot during the school day only with permission from the Superintendent or Principal.

## **PERMANENT RECORDS**

A detailed record of you and your school history is kept in a cumulative record. A transcript, test results, teacher reports, discipline reports, your contributions and services rendered to the school, records of offices held, activities which you participated in, your picture, and any other material which contributes to your story as a citizen in this school, are a part of this record.

Your record is, of course, your own affair. Whether it speaks well for you is entirely up to you. Your recommendations in regards to post-secondary opportunities may be based in part upon this record and the factual information contained within.

## **PERSONAL LEARNING PLAN**

Students should begin to develop their personal learning plan in their eighth grade year. Ideally, personal learning plans are dynamic documents that assist individual students in mapping out the courses and experiences that will help them in meeting their academic and career goals. The PLP may be completed in any form (i.e. SDMyLife's Personal Learning Plan, Infinite Campus' Multi-Year Academic Planner, etc.). Personal Learning Plans must document at least twenty-four (24) credits from ninth through twelfth grades. They can also incorporate extracurricular activities, work-based learning experiences, industry-recognized certifications, out-of-school training opportunities, and the like.

ARSD 24:43:11:01

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## **PHYSICAL FORCE**

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.

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.

Any use of restraint or seclusion, unless the student is emancipated, will require a notification of the parent or guardian. No staff member will use the prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when the use is necessary and reasonable in manner and moderate in degree. No staff will involuntarily confine a student locked alone in a room, unless there is a clear and present danger.

LEGAL REF: SDCL 13-32-20, 13-32-2, 22-18-5

Adopted: 01-10-00, Revised August 2019

## **PHYSICALS**

Students in seventh through twelfth grade who participate in sports are required to have physicals each year. Forms are available in the office. Physicals must be signed by a physician or physician's assistant. Any physical taken after April 1<sup>st</sup>, is good for the next school year. Students and parents are expected to schedule and pay the full cost of the physical.

## **PLEDGE OF ALLEGIANCE**

The right to post the United States flag shall not be limited or infringed upon in any public school classroom, public school building, at any public school event, or on any public school uniform. Each school district shall provide students the opportunity to salute the United States and the flag each day by reciting the pledge of allegiance to the flag of the United States. A student may choose not to participate in the salute to the United States and the flag. However, a student who does not participate in the salute shall maintain a respectful silence during the salute. The national anthem may be sung during any school day or school event.

SDCL 13-24-17.2

## **POSSESSION OF FIREARMS**

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

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

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

LEGAL REFS: SDCL 13-8-39, 13-32-1, 13-32-2, 13-32-4, 13-32-5, 13-32-7  
South Dakota Executive Order 81-08 Federal Title IX (1972 Educations Amendments)

## **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.

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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 a 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 judgement 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.

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Attendance Offense – See ATTENDANCE POLICY

Tardy Offense – See TARDY POLICY

Class One Offenses (Per Semester)

Cell Phone/Electronic Devices (Not Inclusive of Student Laptop), Dress Code/Appearance

Level 1: Warning

Level 2: Detention - Parent Contact  
Cell phone turned into the office. (See policy – Cell Phone/Electronic Devices)  
Dress modified to school expectations. (See policy – Dress Code/Appearance)

Subsequent Levels: Detention - Parent Contact  
Cell phone turned into the office. (See policy – Cell Phone/Electronic Devices)  
Dress modified to school expectations. (See policy – Dress Code/Appearance)

*Extra-Curricular/Co-Curricular Activity rules will be followed as appropriate*

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Class Two Offenses (Per Semester)

Classroom, Library, Hallway, Lunchroom or Study Hall - Disruption/Interference/Obstruction; Skipping a Class; Cheating (Giver and Receiver); Plagiarism; Abuse; Profanity; Insubordination; Failure to Report for Detention; Unexcused Absence; Forgery; Relationships (PDA)

Level 1: Detention - Parent Contact

Level 2: ISS (1 – 3 Days) OR Saturday School – Parent Conference

Level 3: ISS (3 – 5 Days) – Parent Conference

Level 4: OSS (3 – 5 Days) - Parent Conference, Restitution and Police Referral When Appropriate

*Extra-Curricular/Co-Curricular Activity rules will be followed as appropriate.*

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Class Three Offenses (Per Semester)

Damage to Property; Vandalism; Physical Aggression; Obscene Language Directed at a Person; Harassment; Bullying; Retaliation for Report of Bullying, Reckless Driving; Pornographic Materials; Harassment of a Staff Member

Level 1: ISS (1 – 3 Days) OR Saturday School – Parent Conference, Restitution and Police Referral When Appropriate

Level 2: ISS (3 – 5 Days) – Parent Conference, Restitution and Police Referral When Appropriate

Level 3: OSS (3 – 5 Days) - Parent Conference, Restitution and Police Referral When Appropriate

Level 4: OSS (5 – 10 Days) - Parent Conference, Restitution and Police Referral When Appropriate

*Extra-Curricular/Co-Curricular Activity rules will be followed as appropriate.*

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#### Class Four Offenses (Per Year)

Intimidation; Tobacco Product or Device; \*Vapor Product or Device; Theft; Knowingly Possess Stolen Property; Gang Activity

- Level 1: ISS (3 – 5 Days) – Parent Conference, Restitution and Police Referral When Appropriate
- Level 2: OSS (3 – 5 Days) - Parent Conference, Restitution and Police Referral When Appropriate
- Level 3: OSS (5 – 10 Days) - Parent Conference, Restitution and Police Referral When Appropriate
- Level 4: Long Term Suspension or Expulsion, Restitution and Police Referral When Appropriate

*\*Vapor Product or Device (SDCL 34-46-20) – Allowable use as part of a smoking cessation program under doctor's approval, accompanied by a doctor's medical note and with direct school authorization.*

*Extra-Curricular/Co-Curricular Activity rules will be followed as appropriate.*

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#### Class Five Offenses (Per Year)

Violence; Fighting; Physical Injury; Sexual Harassment; Robbery; Extortion

- Level 1: OSS (3 – 5 Days) - Parent Conference, Restitution and Police Referral When Appropriate
- Level 2: OSS (5 – 10 Days) - Parent Conference, Restitution and Police Referral When Appropriate
- Level 3: Long Term Suspension or Expulsion, Restitution and Police Referral When Appropriate

*Extra-Curricular/Co-Curricular Activity rules will be followed as appropriate.*

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#### Class Six Offenses (Per Year)

Drugs; Alcohol; Hazing. Drugs and Alcohol – Inclusive of non-prescription drugs, controlled and illegal substances. (It is not a violation for a student to be in possession of a controlled drug or substance specifically prescribed for the student's own use by the student's doctor. All controlled drugs or substances with a prescription are to be stored in the school office.)

This category includes any student who possesses, uses or distributes a controlled drug or substance or marijuana or paraphernalia as defined by SDCL Chapter 22-42, or ingests, inhales, or otherwise takes into the body any substance prohibited by SDCL Chapter 22-42-15 on school property or at a school sponsored function.

- Level 1: OSS (10 Days) - Parent Conference, Police Referral. Substance abuse treatment referral. Reduce suspension to five (5) days if student and parent participate in drug/alcohol evaluation and counseling.
- Level 2: Long Term Suspension or Expulsion, Police Referral. Long term suspension will not exceed ninety (90) days for consumption of beer or alcoholic beverages. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.

*Extra-Curricular/Co-Curricular Activity rules will be followed as appropriate.*

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#### Class Seven Offenses (Per Year)

Weapons; Bomb Threats; Serious Threat; Fires/Arson; Endangering the Lives of Others

- Level 1: Long Term Suspension or Expulsion, Police Referral

*Extra-Curricular/Co-Curricular Activity rules will be followed as appropriate.*

A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor. SDCL 13-32-6

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is

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proportionate to the violation. The administration reserves the right to issue a penalty/discipline that is proportionate to the violation incurred. Proportionality will be based upon situational circumstances, attitude/cooperation of the individual(s), and prior disciplinary events.

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#### Progressive Discipline Plan Definitions

**Activity Rules:** Students who violate school rules may also violate specific activity rules in their respective extra-curricular and co-curricular activities. Students in violation will be suspended from participation as according to said activity rules and expectations. Students who are currently serving an in-school (ISS) or out-of-school (OSS) suspension will not be allowed to participate, nor attend any extra-curricular or co-curricular event as an active participant. Students serving in-school suspension will be required to attend and participate in all practices as per the direction of the coach/advisor.

**Damage to Property:** Willfully causing or attempting to cause damage to private or school property. Includes alteration of student/school computer, computer operating system, or any software.

**Expulsion:** Denial of a student's membership in school for a period of time not to extend beyond the maximum allowable under State and Federal Statute.

**In-School Suspension (ISS):** Temporary denial of participation in a class or activity. Suspension is served in-school during the school day. Credit will be given for completed class work. Students serving in-school suspension are ineligible from participating as an active participant in any game, contest or activity.

**Insubordination:** Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.

**Long-Term Suspension:** Temporary denial of participation in a class or activity for more than ten (10) days, but not more than ninety (90) days.

**Out-Of-School Suspension (OSS):** Temporary denial of participation in a class or activity. Suspension is served out-of-school. A student serving out-of-school suspension is not allowed to be on school campus at any time (24 hours per day/inclusive of weekends if applicable) during the suspension unless under the direct permission and supervision of school administration. If a student's behavior should warrant an out of school suspension, the following criteria will be used for academic purposes:

- First offense – work will be allowed to be made up in the allotted time and graded.
- Any subsequent offense – schoolwork missed will be zeroed out. (During the same academic year)

**Reckless Driving:** City state laws apply to school parking lots and city streets immediately surrounding the school. Violations of these laws pose a threat to the safety of students, staff and community members. Violators may be report to legal authorities.

**Parent:** Parent or legal guardian.

**Physical Injury:** Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation.

**Pocketknife:** A knife with a folding blade with not more than 2.5 inches in length.

**Secret Clubs/Societies/Gangs:** Activities not in the best interest of the school. Student participation in non-school activities in which student conduct presents a threat to himself/herself or others and is not in the best interest of the school.

**Sexual Harassment:** The Howard School District is committed to provide for and maintain a learning and working environment which is free from sexual harassment. No student, employee or visitor shall be subjected to sexual harassment on district property or at any district sponsored, approved or related activities at any location.

**Skipping A Class:** Unapproved absence from class within the school day.

**Unacceptable Behavior at Other School:** Any offense committed by a student on another campus or at any school approved

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activity shall be punished in the same manner as if the offense had been committed at school or on school property.

Weapons: Defined by Section 921 of Title 18 U.S. code.

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above,
- Any destructive device, which includes: any explosive, incendiary, or poison gas (bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one quarter ounce, mine or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described in the two preceding examples, and from which a destructive device may be readily assembled.

Adopted August 2019

## **PROM**

- Attendance is open to all students in grades nine through twelve. Students within one year of post-high school graduation may attend as a date of a current high school student. No junior high students (inclusive of out-of-district) will be admitted.
- Out-of-district dates are allowed but will need to complete an approval form by the Monday prior to the date of the dance.
- The door will be locked one-half hour after the start of the dance with no latecomers allowed into the dance. The exception being those with arrangements previously approved by administration.
- Attendees must stay inside the facility for the entirety of the event. Any student who leaves the facility without permission will lose the privilege of attending the rest of the activity. Any release to a vehicle will be done under supervision of junior class advisors or administration. Students leaving the dance early will have a parent/guardian notified by phone call and will not be readmitted.
- There is no locker room access during the dance. The outfit which students wear to the dance is the outfit worn during the dance.
- Any bag brought into the facility will be inspected by junior class advisors and/or administration upon arrival. No food or drink will be allowed into the dance.
- Dance behavior expectations are at the discretion of junior advisors/administration and include such expectations as no “bumping and grinding”.
- “After Prom” is the responsibility of junior parents. Any requirements of attendance are at the discretion of after prom sponsors.

Adopted August 2021

## **PUBLIC COMPLAINT POLICY**

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

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

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

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district’s homeless 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.

Adopted: July 14<sup>th</sup>, 2008

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## **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.

## **RELEASE OF STUDENTS FROM SCHOOL (SIGN OUT PROCEDURE)**

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

- Prior notification from a parent/guardian by phone or a written permission slip.
- 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.
- 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.
- 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.
- 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.
- Students must always sign out in the office prior to leaving the building during the school day.

## **REPEATED CLASSES**

A student may only repeat a class which has been failed. The failing grade will remain on the transcript and will calculate into the cumulative grade point average. All classes retaken for no credit will not be figured into the grade point average.

Adopted August 2019

## **SATURDAY SCHOOL**

The purpose of Saturday School is to provide a meaningful misbehavior deterrent for those students in grades seven through twelve who have violated school rules without penalizing the personnel of the district or the student during the routine school day. Assignment of Saturday School will be based upon infractions contained within the Progressive Discipline Plan and the discrepancy of school administration.

Saturday School will be conducted from 8:15 AM – 11:45 AM. Students must be in attendance for the entire three and one-half-hour period. Failure to attend the entire duration will result in rescheduling of the Saturday and consequence of an additional Saturday School or one (1) day of in-school suspension at the discretion of administration.

Students assigned to Saturday School or fail to attend a scheduled Saturday School are ineligible for all activities on the day of the assigned Saturday School.

Students are to be respectful and follow all school rules. Students attending Saturday School are required to complete school work as per the direction of the supervisor. If a student refuses to complete work, the student will be sent home. The day will be counted as an unexcused absence and will result in penalties as listed above.

Adopted August 2019

## **SCHEDULE (DAILY)**

Available on the Howard School Website <https://howard.k12.sd.us/>

## **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.

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## **SCHOOL PICTURES**

School pictures are required by all students as a means of student record. Purchasing school pictures is voluntary.

## **SEARCH AND SEIZURE**

All district property, including, but not limited to, lockers, desk, textbooks, rooms, buildings, real estate, computer systems and equipment, phone systems, and vehicles; is owned by the district, and is intended for educational purposes, and district business, at all times.

Students shall not have any expectations of privacy when using school property. The district reserves the right to monitor, inspect, copy, review and/or store (at any time and without notice) all usage of district property including computers and computer systems, all internet and electronic communications access and transmission/receipt of materials and information. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the progressive discipline matrix. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Computer system users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in district-owned computers or on the district system. School officials reserve the right to review district system or property use at any time. Routine maintenance and monitoring of the system and physical plant may lead to the discovery that a student has or is violating district policy or law. In this discovery, an individual search may be conducted. The search/investigation will be reasonable and will be in keeping with the nature of the alleged misconduct.

All desks and lockers in the school building are the property of the Howard School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of schoolbooks, school materials, and possessions ordinarily used in day-to-day school activities, and outerwear clothing. The desks and lockers will be subject to inspection at any time for health or safety reasons, to check for missing school or personal property, or evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks. Personal locks, not belonging to the school will not be allowed on hall or physical education lockers, and will be removed with no guarantee of return.

In the interest of a healthy and safe school environment, all school district property including, but not limited to lockers and desks, are further subject to inspection and search for the location and discovery of items of contraband. Items of contraband include non-prescription and controlled substances, alcoholic beverages, pornographic material, tobacco, vaping products, weapons, explosives, poisons and stolen property. Such items of contraband are not to be brought into the school or placed on or within school property at any time or under any circumstances. Students in violation shall be subject to disciplinary action, which may include suspension from school, expulsion from school, and/or referral to the proper legal authorities.

Adopted August 2019

## **SEMESTER GRADES**

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. Semester grades are the result of the accumulation of grades, points or percentages throughout the entire semester. Semester grades will be calculated as follows: First Quarter (45%), Second Quarter (45%), Semester Exam/Project (10%).

Adopted August 2019

## **SENIOR PRIVILEGES/OPEN CAMPUS POLICY**

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

1. Students that are proficient or advanced in 2 of the 3 areas on the Smarter Balance Test will receive open campus after Labor Day as long as all grades in their current classes are at C- or better. Grade checks will be done on a weekly basis to verify weekly eligibility for senior privileges.

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2. Students that are proficient or advanced in 1 of the 3 areas on the Smarter Balance Test will receive open campus after Christmas as long as all grades in their current classes are at C- or better. Grade checks will be done on a weekly basis to verify weekly eligibility for senior privileges.
3. Students that are proficient or advanced in 0 of the 3 areas on the Smarter Balance Test will receive open campus at the start of 4<sup>th</sup> 9 weeks as long as all grades in their current classes are at C- or better. Grade checks will be done on a weekly basis to verify weekly eligibility for senior privileges.

\*Modifications to Senior Privileges Policy may be written into a student's IEP on a case-by-case basis.

Students Must Also Meet the Following Conditions:

- Each senior must obtain the signature of each of his/her teachers that he/she is doing satisfactory work.
- Approval of the office as conduct, disciplinary action, make-up work, unpaid bills, notes, etc.
- The student may not have more than two (2) absences (principal's discretion) per nine weeks. No more than two (2) tardies per nine weeks. Absences and tardies will be grounds for losing the privilege.
- No detentions.
- Any misconduct of a student while on open campus reported by legal or school authorities, downtown merchants, or private citizens, upon investigation and consideration by school authorities will be grounds for losing the privilege.
- Any student, who receives an incomplete on his /her report card, will lose privileges until the incomplete becomes a passing grade.
- Actions related to school activities and events will be tied to privileges. Students are expected to continually prove to the community that they deserve the privileges. The Privilege Package is EARNED through performance.
- Seniors who are in any school building or on school property during available privilege time must function under the normal school routine and report to their scheduled classes.
- It is the senior's responsibility to return to school on time when using this privilege. Also, taking any underclassman off campus without permission is a serious offense and will result in suspension, individual loss of open campus privileges, and possible forfeiture of open campus privileges for the entire senior class. Seniors are not to bring food or beverages back into the building following privileges.
- Teacher discretion, if any teacher says a student shouldn't have Open Campus, privileges may be taken away.
- No teacher may grant Open Campus for seniors without making arrangements with the Principal.
- No driving outside of school district boundaries during Open Campus or lunch, without administrative approval.
- Student and parents must complete and return the Open Campus Permission form prior to the start of privileges.

Adopted: 2012, Revised: 2016, August 2019

## **SEXUAL HARRASSMENT**

### 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

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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.

## **SMOKING – SMOKE FREE SCHOOL**

### **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.

Approved: September 10, 1990, Revised: April, 2014

## **SOUTH DAKOTA BOARD OF REGENTS SCHOLARS**

See link: <https://www.sdbor.edu/teachers-counselors/Pages/Regent-Scholars.aspx>

## **SOUTH DAKOTA SDHSAA ELIGIBILITY REQUIREMENTS**

See link: <https://www.sdhsaa.com/Portals/0/PDFs/Handbook/Athletics/16-Eligibility.pdf>

## **SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP**

See link: <https://sdos.sdbor.edu/Pages/default.aspx>

## **SOUTH DAKOTA TECHNICAL COLLEGES/INSTITUTES (ADMISSIONS)**

See link: <https://doe.sd.gov/octe/postsecondary.aspx>

## **SPECIAL EDUCATION**

The philosophy of the Howard School District's Special Education department is to enable students to achieve to their ability and to provide support to special needs children and their families.

Students are identified through annual screenings and referrals from parents and teachers. Students are evaluated and Individual Education Programs (IEP's) are developed for all students who qualify.

## **STUDENT ACTIVITIES HANDBOOK**

See link: <https://howard.k12.sd.us>

## **STUDENT ADVOCATE**

The Howard School District employs a "Student Advocate" who is responsible for providing guidance and advocacy to students in regards to meeting academic goals and behavioral expectations. The advocate is also charged with assisting

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students in addressing personal issues as well as planning for post-secondary opportunities. This person is available to students at all times with or without appointment. The advocate 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 day-to-day challenges.

Adopted August 2019

## **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:

- a representative from the State Health Department;
- the student's physician;
- the student's parents/guardian(s);
- the school principal or designee;
- the school health service's supervisor;
- the superintendent or designee;
- and primary teacher(s).

In making the determination, the advisory committee shall consider:

- the behavior, developmental level, and medical condition of the student;
- the expected type(s) of interaction with others in the school setting;
- the impact on both the infected student and others in that setting;
- the South Dakota Department of Health guidelines and policies;
- 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.

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Disease and Incubation\* Period

Rules for School Attendance

Acquired Immune Deficiency Syndrome (AIDS)  
6 months-five years

Determination will be made by the Advisory Committee as outlined in the Communicable Disease Policy.

Chicken Pox  
14 – 21 days

The student may attend school after all pox are dry and scabbed.

Cytomegalovirus  
(CMV) Salivary Gland Viruses

The student may attend school. Precautions should be taken by contacts with immunosuppression such as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

Fever

No attendance until fever is below 100.4 (oral) without medication for 24 hours. (August 2020)

Fifth Disease (Erythema Infectiosum)

The student may attend school with physician's 6 – 14 days permission. [Return to Table of Contents](#)

Giardiasis  
(Intestinal Protozoan Infection)

The student may attend school if the student practices independent and hygienic bathroom skills. Other

5 – 25 days or longer

students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex  
2 – 12 days

The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.

Impetigo  
Variable 4 – 10 days

The student may attend school if treatment is verified and covered or dry.

Infectious Hepatitis  
15 – 40 days  
Average 25 days

The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.

Measles  
(Red, Hard, Rubeola, 7-day)  
8 – 14 days

The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.

Pediculosis (Lice)

The student may attend school after treatment and is nit free.

Infectious Mononucleosis  
(Glandular Fever)  
2 – 6 weeks

The student may attend school with physician's permission. The student may need adjusted school days and activities.

Mumps  
12 – 21 days

The student may attend school after swelling has disappeared.

Pediculosis  
(Lice, Crabs, Fleas)

The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.

Pink Eye  
(Conjunctivitis)  
5 – 12 days

The student may attend school after the eye is clear, under treatment or with physician's written permission.

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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.

### **STUDENT COUNCIL**

A president, vice-president, secretary, treasurer and representative are elected as officers of the high school student council. Each grade, seven through twelve, also elects a president, vice-president, secretary, treasurer, and representative as class officers. Students should use these individuals to share ideas, gather information and investigate concerns to help our school become a continually better place.

Student council elections are held during the spring semester.

### **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.

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## **STUDENT RELATIONSHIPS (PUBLIC DISPLAYS OF AFFECTION)**

Students who exhibit excessive affection in hallways, classrooms, or on/within any other school property can be expected to be referred to the office for possible consequence which may include, but not limited to, detention or suspension.

Adopted August 2019

## **STUDENT RIGHTS AND RESPONSIBILITIES**

It is the student's right to the following:

- Attend school in the district in which his/her parent or legal guardian resides or to apply for Open Enrollment.
- Attend school until graduation or the age of twenty-one (21) whichever comes first at public expense.
- Obtain free textbooks and supplies needed in the course of study.
- Assist in the making of decisions affecting his/her life in school.
- Express his/her opinion verbally or in writing.
- Expect that the school will be a safe place for all students to gain an education.
- Be afforded due process in discipline matters with the opportunity to call witnesses in his/her behalf, and to appeal his/her case in the event of disciplinary action.
- Expect that where he/she bears witness in a disciplinary case, the school will honor his/her anonymity.
- Be represented by an active student government selected by free school elections.

It is the student's responsibility to:

- Attend school daily, except when ill and to be on time for all classes.
- Attend school until the age of eighteen (18).
- Pay admission to activities if attendance therein is voluntary.
- Pursue and attempt to complete the course of study prescribed by state and local authorities.
- Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
- Be aware of all rules and regulations for student behavior and conduct himself/herself in accordance with them.
- Dress and appear so as to meet fair standards of propriety, safety, health and good taste.
- Be willing to volunteer information and cooperate with school staff in disciplinary cases.
- Assist school staff in running a safe school for all students enrolled therein.
- Take an active part in student government by running for office, voting for candidates, and making his/her problems known to the staff through his/her representative.
- Assume that until a rule is waived, altered or repealed that it is in full effect.

## **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 immediately to where they are assigned. Students are not at liberty to use bathroom facilities, locker rooms, lockers or attend other areas of the school without expressed permission during the use of a pass.

## **TABLET/LAPTOP POLICY, PROCEDURES AND INFORMATION**

See tablet/laptop policy as posted on the school website.

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## **TARDY POLICY**

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.

- 2<sup>nd</sup> unexcused tardy in same class or study hall – one (1), 30 minute detention shall be assigned
- 3<sup>rd</sup> unexcused tardy in same class or study hall – one (1), 30 minute detention shall be assigned – Seniors will lose open campus for 1 week
- 4<sup>th</sup> unexcused tardy in same class or study hall – two (2), 30 minute detentions shall be assigned – Seniors would lose open campus for 2 weeks
- 5<sup>th</sup> unexcused tardy in same class or study hall – three (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
- 6<sup>th</sup> unexcused tardy in same class or study hall – one (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. Adopted: July 11<sup>th</sup>, 2011

## **THEFT**

Stealing school, staff or student property may result in detention, suspension, restitution and referral to law enforcement officials. Students are encouraged to do the following to help avoid theft:

- Do not leave personnel belongings in hallways, classrooms, locker rooms, bathrooms, etc.
- Check valuable items into the office if they must be brought to school on any given day.
- Accept responsibility for belongings and valuables used each day in the classroom or school activities.
- Mark your gym clothes, shoes, and all other personal items with your name.
- Keep your school and locker room locker locked at all times.

## **TRANSFERRING FROM AN ACCREDITED SCHOOL**

Any student transferring to the Howard School District should arrange for the forwarding of his/her transcript from the previous school. The Howard School District reserves the right of final approval on all credits, which may or may not be applied towards graduation. Grade placement shall be the responsibility of the principal. Students transferring into the system from accredited schools will be placed in the same grade level as in the school from which they transferred.

Upon recommendation of the Superintendent, the Board may award credit for promotion and/or graduation through the results of proficiency testing, correspondence courses, and other educational endeavors during the regular school year which are not within the school curriculum. In awarding credit, the course or program must be pre-approved by the Principal, Superintendent and Board. The District shall accept transfer credits earned by a student outside the regular school year for any course taken by the student from another school accredited by the South Dakota Department of Education.

The District shall accept the transfer credits only if the parents or emancipated student notifies the high school principal in writing, prior to taking the course(s) for which credit is to be received. The notification must include the student's name, the starting and ending dates for each course to be taken, the school accredited by the South Dakota Department of Education from which the course is to be taken and provide documented verification of enrollment or registration for the course. The course syllabus must be attached to the notification.

If the school fails to receive such prior written notice, the school shall refuse to accept the credits. If, upon review of the

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coursework for which transfer credit is sought, the principal determines that the course rigor is not sufficient to meet the graduation requirements established by the South Dakota Board of Education or by the District, the transfer credits earned by the student for the course will count as elective credits, but the course will not count as a course required for graduation.

If the principal determines that the credit(s) do not meet graduation requirements, the principal shall notify the student in writing and explain the reason for that determination and to cite the provisions of formally adopted school policy that apply.

The following procedure shall be used to address an appeal of the Principal's decision.

1. The appeal shall be in writing. The appealing party must attach the Principal's written decision.
2. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant, (b) meet and discuss the matter with the Complainant and Principal, or (c) meet and discuss the matter with the Principal.
3. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Principal; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.
4. The Superintendent's decision may be appealed by the Complainant to the Board of Education.

The following procedure shall be used to address an appeal of the Superintendent's decision.

1. An appeal to the School Board shall be in writing. The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal, and the Superintendent's decision.
2. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision.

The School Board shall schedule a date, time and location for the appeal hearing.

Adopted August 2021

## **TRANSFERRING OUT**

Students transferring out of the Howard School District should notify the office two (2) days in advance. At this notification, the student will be given a withdrawal form which he/she must present to each teacher to enter current class grade and any notices. Obligations of rental fees, fines for lost or damaged books and equipment, unreturned library materials, unreturned co-curricular or extra-curricular equipment and costs of take home projects must all be rectified prior to release of student information.

## **TRUANCY AND 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.

Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter.

SDCL 13-27-1

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## **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.

## **USE OF 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.

## **VALEDICTORIAN/SALUTATORIAN**

Valedictorian and Salutatorian are honors recognized during graduation services. The valedictorian will be recognized as the student with the highest grade point average. In the event of a tie, multiple valedictorians will be honored. The salutatorian will be recognized as the student with the second highest grade point average. In the event of a tie, multiple salutatorians will be honored. *Honor graduates and class rank for seniors will be based on their first seven semester's grade point average.*

## **VISITOR/GUEST PROCEDURES/VISITATION**

We maintain an "open door" policy for adult visitation. It is wise to call before you visit to ensure your child is involved with an activity that you wish to observe. Due to the potential for distraction which school age visitors present, they are not encouraged to visit and may do so only at the discrepancy of the building principal.

Adopted August 2019

## **WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on school property or at any school activity, function or event without express permission of school administration. This rule does not apply to normal school supplies like, pencils or compasses, but does apply to any firearm, any explosives, including firecrackers, any knife with blade greater than 2 ½ inches in length, any explosive and other dangerous objects of no reasonable use to the pupil at school. In addition to school discipline and in accordance with SDCL 13-32-7, students found in violation will be referred to law enforcement. As well, any student found in violation of the Gun-Free Schools Act (GFSA) will be expelled from school for a period of not less than one year and referred to the criminal justice or juvenile delinquency system. The superintendent may modify the expulsion requirement on a case-by-case basis. SDCL 13-32-7, 18 USC 930(g)(2).

## **WELLNESS POLICY**

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

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

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# HOWARD JUNIOR-SENIOR HIGH SCHOOL

## CLASS ADVISORS

Grade 7 .....	Jean Morrison, Sarah M. Feldhaus
Grade 8.....	Lisa Wiese, Audre Nilges
Grade 9.....	Mark Galpin, Dawn Mentele, Pat Ruml
Grade 10.....	Katie Brooks, Karee Wicks, Gina Wika
Grade 11.....	Brianna Clarke, Landon Hammer
Grade 12.....	Amy Podhradsky, Charlene Weber

## ACTIVITY ADVISORS

Basketball (Boys).....	Nick Koepsell
Basketball (Girls).....	Wade Erickson
Cheerleading .....	Audre Nilges
Cross-Country .....	Landon Hammer
FCCLA .....	Katie Brooks
FFA .....	Charlene Weber
Football .....	Pat Ruml
Golf (Boys) .....	Alan Wiese, Lisa Wiese
Golf (Girls) .....	Alan Wiese, Lisa Wiese
H-Club .....	Pat Ruml
Homecoming.....	TA Aslesen & JH/HS Student Council
Instrumental & Vocal Music .....	Jean Morrison
National Honor Society .....	Lisa Wiese
Newspaper .....	Mark Galpin
Oral Interp.....	Amy Podhradsky
School Play .....	Jean Morrison
Student Council.....	TA Aslesen
Track (Boys) .....	Landon Hammer
Track (Girls) .....	Landon Hammer
Volleyball .....	Sarah M. Feldhaus
Wrestling.....	Corbin Surat
Yearbook.....	Brianna Clarke

## JH/HS OFFICE STAFF

Kimberly Cleveland.....	Business Official
Dianne Sherman.....	Secondary Administrative Assistant
Teresa Poppen.....	Administrative Assistant

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## JUNIOR & SENIOR HIGH SCHOOL FACULTY

Dr. Marie Lohsandt ( <a href="mailto:Marie.Lohsandt@k12.sd.us">Marie.Lohsandt@k12.sd.us</a> )	Superintendent/Elementary Principal
Travis Aslesen ( <a href="mailto:Travis.Aslesen@k12.sd.us">Travis.Aslesen@k12.sd.us</a> )	High School/Junior High Principal
Layne Meyers ( <a href="mailto:Layne.Meyers@k12.sd.us">Layne.Meyers@k12.sd.us</a> )	Technology Coordinator
Chad Podhradsky ( <a href="mailto:Chad.Podhradsky@k12.sd.us">Chad.Podhradsky@k12.sd.us</a> )	Student Advocate
Paula Kingery ( <a href="mailto:Paula.Kingery@k12.sd.us">Paula.Kingery@k12.sd.us</a> )	Special Education Director
Krysta Becker	Special Education Aide
Katie Brooks	Junior High/High School PE, FACS, Career Ed, Health
Brianna Clarke	Junior High/High School Art
Jill Dold	Special Education Aide
Sarah L. Feldhaus	Librarian/Dual Credit & Distance Education Advisor
Sarah M. Feldhaus	Special Education Instructor
Mark Galpin	High School English/Language Arts, Newspaper
Landon Hammer	Social Studies, Elementary PE
Pam Hiltunen	Special Education Aide, Tutor
Dawn Mentele	High School Mathematics
Jean Morrison	Junior High/High School Instrumental & Vocal Music
Audre Nilges	Junior High/High School Science
Amy Podhradsky	Junior High/High School English/Language Arts
Teresa Poppen	Spanish Distance Learning Supervisor
Pat Ruml	Athletic Director, Junior High/High School Social Studies
Melissa Voeltz	Special Education Aide
Charlene Weber	Agricultural Education
Karee Wicks	High School Science
Alan Wiese	High School Mathematics, High School Science
Lisa Wiese	Technology, Internship/Career Exploration
Gina Wika	Junior High/High School Mathematics, Accounting, Personal Finance

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# STUDENT AND PARENT HANDBOOK

## AGREEMENT OF UNDERSTANDING

This handbook is our first effort as a community to guide you toward establishing positive social and academic behaviors, making good decisions, and treating all members of our community with respect. It is very important for both students and parents to be aware of the responsibilities, rights and code of conduct which we must all recognize to encourage a safe and orderly environment conducive to learning. In developing that awareness, many potentially frustrating situations can be avoided. Please keep in mind that not all situations and scenarios can be covered within a handbook such as this. In matters which are not specifically stated, school officials will do their best to resolve issues and support all students with fairness and dignity.

Your signature below indicates that you have read and reviewed the information contained within the student handbook. Your signature also indicates that you agree to abide by the policies and practices listed to the best of your ability and with care and concern for others within our school community.

Student Name (Please Print): \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### Shaping Attitudes...Fostering Success!



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

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