

PRINCIPAL'S MESSAGE

The administration, faculty and staff of Howe High School welcome each of you to a new school year. Our staff is committed to Howe High School serving as an educational and social environment, in which respect is given to all. Although academics are our primary function, social responsibility and awareness are also learning traits needed for success. It is my goal for all members of Howe High School to focus on mutual respect, both in and out of the classroom. I encourage each of us to be aware of our behavior and seek to earn the respect of everyone at our School. It is my hope that you embrace this goal and work to make everyone proud of Howe High School.

I would also like to challenge you to get involved in school activities, whether it is going out for an athletic team, or being an active member of a class or other school organization. With hard work and determination, great things can be achieved! Challenge yourself to make a difference for Howe High School, and most importantly, yourself. I look forward to getting to know each of you and seeing you grow and mature into well-rounded students.

Once again, I want to welcome everyone to Howe High School and wish you the very best in the coming school year.

Sincerely,

Scott L. Parks
Superintendent/High School Principal

HOWE PUBLIC SCHOOLS

Board of Education

Kenneth Barnhart, President	Elvis Hall, Vice President
Laura Young, Clerk	Larry Stacy, Member
Coy Hill, Member	

The policies and procedures contained in the handbook are the results of a concerted effort on the part of the faculty and administration to provide valuable information about Howe Public Schools to the parents and students of the school district. This information has been carefully

prepared so that it will be of assistance to you during the coming school year.

The ultimate purpose of education is to help each student become an effective and productive citizen in a democracy. Developing and accepting responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. It is our hope that you will participate in our program of activities and through that participation discover avenues to prepare you for life in an ever-changing society. Rules outlined in the student handbook apply to all school students, regardless of age.

A sincere effort has been made to provide a student handbook that is in agreement with the policies and regulations of the Howe Board of Education; however, final interpretation and application of the contents of this handbook is at the discretion of the Board of Education. If any conflict is found between the handbook and board policy, the policy shall take precedence.

FACULTY AUTHORITY

Students must remember that any and all school personnel have authority over the student body. This applies during the school day and all school sponsored events at Howe and away. School personnel are to be addressed with respect at all times.

SECTION I – GENERAL INFORMATION

ADMISSION

Pupils are admitted to regular grade level in Howe High School when records showing prior requirements for that grade have been attained. An accurate cumulative record of all academic work and health records must be on file in the principal's office. All records are treated confidentially and are used for the purpose of counseling and selecting appropriate training for the interests and ambitions of the individual.

All students, including transfer students, are required to furnish evidence of all the required immunizations of a valid exemption before they may be allowed to enroll and attend school in Oklahoma. (Oklahoma Statute 1210.191)

The Oklahoma School Immunization Law

Vaccines required for the 2010-11 School Year

Grade	Vaccines Required
K-9 th	5 DTP/DTaP/Td 4 Polio 2 MMR 3 Hep B 2 Hep A Varicella
10 th -11 th	5 DTP/DTaP/Td 4 Polio 2 MMR 2 or 3 Hep B 2 Hep A
12 th	3 DTP/Td 3 Polio 2 MMR 2 or 3 Hep B 2 Hep A
Pre-School/Pre-K	4 DTP/DTaP/Td 3 Polio 1 MMR 3 Hep B 2 Hep A Varicella
Child Care	4 DTP/DTaP/Td 3 Polio 1 MMR 1-4 Hib 3 Hep B 2 Hep A Varicella

- This table lists the vaccines that required for children to attend childcare and school. Not all recommended vaccines are required.
- Children in childcare must be up-to-date for their age for the vaccines listed.

- All measles, mumps and rubella (MMR) and varicella vaccine doses must be administered on or after the child's first birthday or up to 4 days before the birthday to be counted as valid doses.
- **If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday then the 5th dose of DTP/DTaP is not required.**
- Beginning Jan 1, 2003, if a 5th dose of DaTP is required it must be given on or after the 4th birthday or within 4 days before the birthday.
- **If the 3rd dose of Polio is administered on or after the child's 4th birthday then the 4th dose of Polio is not required.**
- Hepatitis A vaccine must be administered on or after the child's first birthday or within 4 days before the birthday.
- **Hepatitis B may be administered in a two (2) dose series to children 11 through 15 years of age.** All other age groups will receive the three (3) doses Hepatitis B series.
- **A parental history of a child having varicella (chickenpox) disease is acceptable I lieu of varicella vaccine.**
- Hib vaccine is not required for students in pre-school, pre-kindergarten or kindergarten through grade twelve, but is required for children in childcare.
- Longer than recommended time periods between doses of multi-dose vaccines do not diminish the effectiveness of these vaccines. **It is not necessary to restart the series of any vaccine due to longer than recommended time periods between doses.**
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are "in the process of receiving" immunizations.
- Pneumococcal vaccination (PCV or PPV) is not required for school or childcare.
- Doses administered 4 days of less, before the minimum intervals or ages, will be counted as valid doses; applies to all children those already enrolled.

For further immunization information please call the Immunization Service, Oklahoma State Department of Health, at (405) 271-4073.

STATE SCHOOL ATTENDANCE LAW

Section 10-195. A. It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of seven (7) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session: and it shall be unlawful for

any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session.

ATTENDANCE POLICY

In accordance with the policy of the Howe Board of Education, each student in high school is required to be in attendance in each class at least 80% of the time in order to receive credit for that class. **The maximum number of days that may be missed in any one class is eight (8) per semester.**

Research has shown that regular school attendance and academic success are directly related. Developing good attendance habits at an early age cannot be overemphasized. Classes will begin promptly at 8:05 a.m. and will end at 3:00 p.m. Students should not arrive on campus earlier than 7:30 a.m. All students arriving late must document their arrival in the high school office before attending class.

Students that exceed eight absences in any one class will automatically receive a failing grade for that class. A student that feels that he/she has just cause for exceeding the absence limit shall have the right to appeal to the Attendance Committee for consideration of credit for the classes affected. Parents/Guardians will be notified by mail when their student accumulates eight or more absences in any one class. Those individuals wishing to appeal to the committee should contact the high school office for a scheduled appearance. Both the student and his/her parent/guardian will be required to appear before the committee in order to have the appeal considered. The decision of the committee shall be final. Consideration will be given as to the reason for the absences, as well as parental attempts to minimize absenteeism. Contact the high school office to schedule an appearance before the committee.

ATTENDANCE/BEHAVIORAL INCENTIVES

Students that meet quarterly attendance and behavioral requirements will be rewarded with an off-campus incentive lunch. The high school office will announce the dates for incentive trips.

ABSENCE DESCRIPTION

Regular Absence

1. Personal or family illnesses (note from parent or guardian)

2. Medical or dental appointments (note from doctor or clinic)
3. Legal matters
4. Observance of religious holidays required by student's religious affiliation
5. Extenuating circumstances deemed necessary by the principal
6. Long-term absences, while under a doctor's care, will be considered on a case-by-case basis.

Excused Absence

1. School related absences
2. Funerals of immediate family members (Mother, Father, Brother, Sister, Grandmother, Grandfather, or Legal Guardian)

Arranged Absence

A student may take up to five (5) days of absence if approved by the administration. The parent/guardian must submit a written request for the absence at least two (2) days prior to the absence. If such a request is not submitted, the absence will be deemed unexcused. Arranged absences will count against a student's exemption status regarding semester exams. All missed assignments may be made up without penalty. It is the responsibility of the student to make arrangements for all missed assignments.

Activities Absence

1. A maximum of ten (10) days per school year will be allowed for school-sponsored activities. While ten (10) days are allowed, every effort will be made to limit days missed to ensure the proper amount of instructional time for each class.
2. Students will be allowed to make up all assignments missed due to school related activities.

Unexcused Absence

1. Any absence that does not meet the previously listed requirements for an excused or regular absence.
2. Truancy
3. All missed assignments due to the absence will be provided at the student's request however; no credit will be given for those assignments.

Truancy

A student shall be considered truant when he/she is absent from the classroom without the knowledge of either the school or the parent/guardian. The parent/guardian will be notified of the student's truancy. The second instance of truancy will be reported to the truancy officer. It is the responsibility of the parent/guardian to ensure that their

child attends school on a regular basis. All incidents of truancy will subject the offender to disciplinary action at the principal's discretion.

Tardiness

A student is tardy when he/she is not in their seat when the bell rings to begin class. After three (3) instances of tardiness in any one particular class, the student may be subject to disciplinary action. A student that is late to class by more than fifteen (15) minutes will receive an absence for that class.

The type of absence to be recorded in each case will be determined by the principal.

PERFECT ATTENDANCE

Special recognition will be granted for those students that have not received a recorded absence during each semester.

SEMESTER TEST EXEMPTION

It is the policy of Howe High School to reward students that regularly attend school and achieve academic success. Those students meeting the following academic and attendance criteria will be exempt from semester testing requirements.

1. Has accumulated no more than three (3) absences with a letter grade of "A"
2. Has accumulated no more than two (2) absences with a letter grade of "B"
3. Has accumulated no more than one (1) absence with a letter grade of "C"

No student will be exempt from taking semester exams that has been truant or under suspension during the current semester. A student must be enrolled at Howe High School for the entire semester to be eligible for exemption. **The final determination of a student's exemption status shall be at the discretion of the high school principal.**

MAKE-UP WORK/MISSED ASSIGNMENTS

Missed assignments due to absence can be made up for credit under the following criteria.

1. A documented excused, regular, or activity absence.

2. No make-up work for credit will be given to students that have exceeded 8 absences in any one class.

3. It shall be the responsibility of the student to secure the appropriate documentation for the absence and to obtain the missed assignments from the class instructor.

4. Students are allowed 2 days to complete missed assignments due to an excused or regular absence. Failure to adhere to these guidelines could result in a grade reduction or loss of credit.

GROUPS/CLUBS/ORGANIZATIONS

The groups/clubs/organizations listed below have been sanctioned by the Howe Board of Education to operate under the supervision of designated school personnel.

Competitive Athletics

FP/SP Softball	Shane Brown
Baseball	Jon Sockey
Girls Basketball	Chris Brown
Boys Basketball	Brooks Cawhorn, Jr.
Track	Chris Brown
Academic Team	Carol Ann Ford
FFA	Troy Dyer
FCCLA	Frances Crouch
BPA	Amanda Martin
Student Council	Susan Powell
National Honor Society	Carol Ann Ford
Spanish Club	Sandra Sims
Science Club	Beth Buchanan
Digital Kids Club	Tammy Parks
Newspaper	Tammy Parks

The purpose of these organizations is to promote the highest standards of honesty, integrity, and teamwork.

Parents/Guardians of children attending the school district who wish to exclude their students from participation or affiliation with any or all of these organizations should notify the Howe Public Schools administration. It shall be the responsibility of the parent/guardian to retrieve their student from attendance at a club or organization in which permission has been withheld.

CLOSED CAMPUS POLICY

Howe Public Schools has a closed campus policy. Students are not allowed to leave campus unless they are being picked up by a parent/guardian or the office has received a phone call from the parent/guardian giving specific permission for the student's release.

1. On arrival at school, students are expected to remain on campus until the end of the school day.
2. Students that drive to school are not allowed to visit the parking area without permission from a member of the faculty.
3. All students wishing to drive to school must obtain a parking permit from the high school office. A valid drivers license and insurance verification are required to obtain a parking permit.

CAMPUS VISITORS

Since the primary concern of each school day is regular class work and activity, students are **not** allowed to invite or bring visitors to the campus during the normal school day.

During special events or under special circumstances a visitor may be allowed eat lunch with a student if prior arrangements have been made through the office. Non-family members will not be allowed access unless parental permission has been granted prior to the day of the visit.

Parents/guardians are welcome to visit the school campus at any time however; all visitors should report their presence to the office immediately upon arriving on campus. If a parent/guardian needs to meet with a teacher, an appointment may be scheduled through the office. Parents/guardians needing to see their child during the school day should first report to the appropriate office so that the student can be notified.

Campus visitors should not be admitted to a classroom without prior permission from the office.

ILLNESSES

If a student becomes too ill to remain in class, the office will contact a parent/guardian to pick the student up from school. It is extremely important for the school to have updated emergency contact information at our disposal. Student with contagious diseases will be sent home and must remain home until the condition is corrected.

To be in compliance with Oklahoma state laws, the following procedures for dispensing medication will be followed by Howe Public Schools:

Prescription Medicine: No medication shall be administered unless the parent/guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent/guardian of the student requiring medication during the school day shall leave the medication in the high school principal's office along with a completed and signed "Parental Authorization" form.

Non-prescription Medicine: The parent/guardian of the student may sign a Parental Authorization Form, which would authorize the appropriate personnel to administer non-prescription medication to the student. The school must have on file the written authorization of the parent/guardian of the student before administering medicine to the student.

FLOWER DELIVERY

Flowers delivered for a student may be picked up by the student in the office at the conclusion of the school day. Flowers should not be delivered prior to 1:30 pm.

TEXTBOOKS/LAPTOPS

Students are expected to exercise care of textbooks/laptops issued to them. The textbooks/laptops furnished by the school district are loaned to students. Therefore, students must assume full responsibility for the care of these resources. Books are issued by the teacher and must be returned to the same teacher upon completion of the class or withdrawal from the school district. Laptops are issued by the High School Office and must be returned to the Office upon completion of the school year or withdrawal from the school district. Responsibility for textbooks/laptops will be placed with the student to whom the book was assigned.

PERSONAL PROPERTY

Howe Public Schools is **not** responsible for loss of personal items. Personal items should be clearly marked with the student's name. Each year, articles of clothing, especially coats, are donated to charity because they have been left unclaimed by the owners.

COUNSELING SERVICE

The responsibilities of the counselor are to help in the growth and development of all students. Some services include individual and group counseling, consultation with parents, teachers, and administrators and the coordination of educational related programs.

BREAKFAST AND LUNCH PROGRAM

Nutritious meals are served at both breakfast and lunch. Free or reduced price meals are available to those that qualify. The cafeteria is open for breakfast from 7:30 a.m. until 8:00 a.m. and from 11:45 a.m. until 12:15 p.m. for lunch. Forms will be given to all students at the beginning of each school year or may be obtained from the high school office. High School office hours are from 7:30 a.m. until 3:30 p.m. Monday through Friday.

FIRE /TORNADO DRILLS

Fire drills will be conducted twice per semester during each school year. The fire alarm signal is three rapidly successive rings of the bell. Tornado drills will be conducted twice per year (once per semester) to educate the students of proper procedures in the event of severe weather. The severe weather signal is one long continuous bell. Classroom teachers will instruct students of the proper procedure for each type of drill.

STUDENT ACTIVITY REGULATIONS

Students representing the school at out-of-town events will be required to ride the bus to the event site. Any alteration will be made with the principal or activity sponsor in advance of the trip.

WITHDRAWALS

If a student is planning to attend another school, a withdrawal form must be obtained from the principal or counselor. The student's locker must be emptied and all textbooks returned to the issuing teacher. All bills must be paid before records will be sent to the receiving school.

SECTION II – SCHOOL PROGRAM

CURRICULUM

PASS or Priority Academic Student Skills serves as the core curriculum for the Howe High School. Objectives are listed for each grade level and each subject area. A copy of PASS is available on the Oklahoma State Department of Education website and will be available upon request for the parents at the first Open House of the school year.

GRADING

The grading system at Howe High School consists of two (2) eighteen (18) week semesters. Parents/guardians will be notified of their child's academic progress approximately every three (3) weeks. The purpose of the progress report is to inform parents/guardians of the current academic status of their child. Additionally, the report will specify areas of needed improvement as well as segments of the course where the student has shown success.

Cooperation and communication between the home and the school are essential to the successful education of our children. We urge parents/guardians to contact the school anytime there are questions concerning your child's progress.

The grading system utilized is as follows:

A+	98-100%	Superior
A	94-97	
A-	90-93	
B+	88-89	Above Average
B	84-87	
B-	80-83	
C+	78-79	Average
C	74-77	
C-	70-73	
D+	68-69	Below Average
D	64-67	
D-	60-63	
F	0-59	Failing

S = Satisfactory
U = Unsatisfactory
I = Incomplete

SCHOLASTIC ELIGIBILITY

The Oklahoma Secondary Schools Activities Association sets the scholastic eligibility standards that are required of all students participating in any competitive extracurricular competitive activity program.

SEMESTER GRADES

A student must have received a grade of 60% in any five subjects counted for credit that he/she was enrolled in during the last semester he/she attended fifteen or more days.

If a student does not meet the above minimum-scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend. The student may regain his/her eligibility by achieving an average grade of 60% in all subjects enrolled in at the end of the first six weeks of the next semester. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grade required for the preceding semester should be obtained from the records of the school last attended.

STUDENT ELIGIBILITY DURING THE SEMESTER

Scholastic eligibility for students will be checked after the first three (3) weeks of the semester and each succeeding week thereafter. A student must maintain a 60% average in all subjects he/she is enrolled in during the semester. If a student is not maintaining a 60% average in all subjects at the end of a week, they will be placed on probation for the next week. Should the student still be failing one or more classes during the next week, he/she will be ineligible during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. A student becomes eligible with the first class of the new one-week period providing that they meet the criteria listed above. Any student receiving an "I" will be considered failing until the "I" is removed. Maintaining a 60%

average means work of such character that credit would be entered on the records were the semester to close at that time.

STUDENT CLASSIFICATION

Pupils that register as regular high school students are classified as:

Freshmen	Less than 6 Units
Sophomores	6-12 Units
Juniors	13-18 Units
Seniors	More than 18 Units

GRADUATION REQUIREMENTS

Howe High Schools requires 24 or more units of regularly organized classroom instruction for graduation. **(Beginning with the 9th grade class of 2008-09 the number of units for graduation will be 25 or more units.)** 14 of the 24 units required shall be earned in the 10th, 11th, and 12th grades. The 24 required units must include the following:

Standard Diploma:	4 Units of English	3 Units of
		Science
	3 Units of Mathematics	3 Units of Social
Studies:		
	2 Units Fine Arts	1 Unit Computer
Technology		
	1 Unit of Speech	

College Prep Diploma: The requirements for this diploma are addressed by the ACE legislation described later in this handbook.

ACHIEVING CLASSROOM EXCELLENCE (ACE)

The Oklahoma ACE legislation provides a framework for all Oklahoma school systems to implement standards, curriculum and assessments with the rigor and relevance necessary for Oklahoma students to be prepared for college and the world of work.

Beginning with students entering the 9th grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum. Additionally, students will be required to demonstrate mastery of the state academic content standards in the following subject areas.

Curriculum:

4 Units of English

3 Units of Mathematics: Algebra I and above

3 Units of Laboratory Science: Biology I and above

3 Units of History and Citizenship Skills

2 Units of the same Foreign Language

Or

2 Units of Computer Technology

1 Unit of Fine Arts

1 Additional Unit chosen from the areas listed above

Subject Testing Areas:

1. **Algebra I;**
2. **English II; and**
3. **Two of the following five;**
 - a. **Algebra II**
 - b. **Biology I**
 - c. **Geometry, and**
 - d. **United States History**

To demonstrate mastery, the student shall attain at least a satisfactory score on the end-of-instruction (EOI) criterion referenced tests. Students who do not attain at least a satisfactory score and any end-of-instruction test shall be provided remediation and the opportunity to retake the test until a satisfactory score is attained on the previously listed tests or an approved alternative test. A list of alternative tests will be provided upon request.

Beginning with students entering the 9th grade in the 2006-2007 school year, in lieu of the requirements of the college preparatory/work ready curriculum, a student may enroll in the core curriculum upon written approval of the parent or legal guardian of the student.

GENERAL PROGRAM STUDIES

Business/Computer Technology Art

Fund. Admin. Technology	Art I-IV
Accounting I and II	Art Appreciation
Desktop Publishing	Graphic Art Design
Computer Applications I and II	Art History

Foreign Language

Spanish I-II

Language Arts

English I-IV

Speech

AP English

Health/Physical Education

Health

Competitive Athletics

Drivers Education

Mathematics

Algebra I-III

Geometry

Trigonometry/Pre-Cal

Social Studies

US History

Geography

Government

Oklahoma History

World History

Science

Physical Science

Biology I-II

Chemistry

Botany/Zoology

Anatomy

Vocational Family and Consumer Science

Family & Consumer Science I-III

Housing & Home Furnishing

Parenting & Child Development

Food & Nutrition

Marriage & Family Life

Adult/Family Living

Personal Clothing

Management

Career Orientation

Consumer Education

Vocational Agriculture

Agriculture I

Power Technology I-III

Ag Communications

Animal Science

Environmental Science

Natural Resources

Horticulture

Forestry

OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)

OHLAP was established by the Oklahoma State Regents for Higher Education to assist Oklahoma students with tuition at Oklahoma colleges and universities. OHLAP money may be used to cover in-state undergraduate tuition at public colleges, certain vocational-technical courses or programs offered through “cooperative agreements” between public areas career and technical schools and Oklahoma public colleges or universities (not all Career-Technical programs). It may also be applied toward a portion of tuition at accredited private colleges or universities in Oklahoma. For eligibility requirements, please schedule a meeting with the school guidance counselor.

GIFTED AND TALENTED PROGRAM

Gifted and Talented means those students identified at the pre-school, elementary, and secondary levels as having demonstrated potential abilities of high performance capability and needing differentiated or accelerated education or services. The goal of the Howe Gifted and Talented program is identify and provide necessary differentiated curriculum at all grade levels that provide educational challenges and enrichment for each participating student. The students will be given opportunities to grow beyond the realms of the regular curriculum. The objectives of the program are for students to demonstrate at least one of the following:

Creative Thinking/Problem Solving

Leadership Ability

Intellectual Abilities in Specific/General Academics

Appreciation/Production of Fine/Visual Arts

Outstanding Abilities in Visual/Performing Arts

Citizenship/Leadership in School and Community

The curriculum of the Gifted and Talented Program will be provided through a regular pullout program for enrichment activities in addition to collaboration with the regular classroom teachers.

HONORS PROGRAM

It is the policy of the Howe Board of Education to recognize students of outstanding achievement. In accordance with that policy, the following regulation shall govern the selection of students for honors recognition. Students will be selected from each graduating class for the award of valedictorian, salutatorian, and historian. Students must attend Howe High School for at least three (3) semesters prior to the selection of the honors.

The valedictorian of the graduating class will be chosen as the person with the highest seven (7) semester grade point average (GPA) plus honors credits, for the student's high school academic career. A minimum GPA of 3.5 will be required for the valedictorian.

The salutatorian of the graduating class shall be the graduating senior having the second highest GPA plus honors credits for the student's first seven (7) semesters of high school. A minimum GPA of 3.5 will be required for the salutatorian.

The historian of the graduating class shall be the graduating senior having the third highest seven (7) semester GPA plus honors credits. A minimum GPA of 3.25 will be required for the historian.

Beginning with the graduating class of 2009, eligible students must complete or be in the process of completing six (6) honors courses to qualify for the honors program. Honors Courses currently being offered as a part of the curriculum:

Chemistry	Physics (OSSM)	Algebra III
Calculus (OSSM)	Accounting I	Accounting II
Spanish II	Trig/Pre-Calculus	Anatomy

*Courses taken as a part of concurrent college enrollment that meet administrative approval **may** be designated for honors credit.

Grade point averages for all seniors shall be averaged at the end of the first semester. Class ranks will be figured according to these averages, then a final grade point and class rank will be figured at the end of the semester when all grades are recorded on the permanent record.

The valedictorian, salutatorian, and historian will be determined using a five (5.X) point scale. An example of the scale is printed below.

A+ = 5.2	B+ = 4.2	C+ = 3.2	D+ = 2.2
A = 5.1	B = 4.1	C = 3.1	D = 2.1
A- = 5.0	B- = 4.0	C- = 3.0	D- = 2.0

All other course credit (GPA) will be calculated on a four (4.X) point scale. An example of the scale is printed below.

A+ = 4.2	B+ = 3.2	C+ = 2.2	D+ = 1.2
A = 4.1	B = 3.1	C = 2.1	D = 1.1
A- = 4.0	B- = 3.0	C- = 2.0	D- = 1.0

CONCURRENT ENROLLMENT

Concurrent enrollment allows outstanding junior and senior high school students to take credit-earning college courses. If you are a junior or senior in high school, you may enroll in college courses if you meet the admission requirements and other conditions listed below.

Fall 2008 Standards

High school seniors who have earned either a 3.0 GPA or 19 ACT test are eligible for *admissions* and may enroll in any courses in which the *corresponding* ACT subtest score is 19 or above. High school juniors who have earned either a 3.5 GPA or 21 ACT are *eligible* for admissions and may enroll in any course in which the *corresponding* ACT subtest is a 19 or above. Tuition waivers are available for the **Oklahoma** high school **Seniors** and **Juniors** and for a maximum of 6 credit hours per term, beginning with the summer prior to the senior or junior year.

- ✓ Application for Admissions
- ✓ High School Transcript
- ✓ ACT test scores
- ✓ Immunization Compliance form(s)
- ✓ Concurrent Enrollment form (submit new each semester)

All concurrent students must have a signed statement from their high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of their senior year and must also provide a letter of recommendation from their school counselor and written permission from a parent or legal guardian. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. **For purposes of calculating workload, one-half high school credit shall be equivalent to three semester credit hours of college work.**

NATIONAL HONOR SOCIETY

The Howe High School Chapter of the National Honor Society has been organized to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Howe High School. For selection and membership criteria please inquire at the high school office.

HONOR ROLL

Students receiving all “A’s” during each grading cycle will be included on the Superintendent’s Honor Roll. Students receiving no grade below a “B” will be included on the Principal’s Honor Roll.

CLASS/ORGANIZATIONAL OFFICES

Any student that has attended school in the Howe School District for a minimum of one (1) preceding semester and the current semester, and who has a cumulative GPA of 2.0 or higher from the pervious semester will be eligible for class/organizational office – providing that the following criteria is met.

1. Consideration for the presidency of a class/organization, the student must have maintained a 2.0 GPA for the two (2) preceding semesters and the current semester.
2. The Student Council President must have accumulated a 3.0 GPA.
3. A student must be receiving a passing grade in no less than three (3) solid subjects to participate in class, organization, or intra-school activities.

Holding student office and or participating in class, school or organizational activities is a privilege. The privilege may be withdrawn from any student who fails to meet both the academic and attendance standards set forth in school policy.

The maximum number of offices that may be held at the same time is one (1) major office and two (2) minor offices or three (3) minor offices. Listed below are the major and minor offices.

Major	Minor
Class President	Other Organizational/Class Offices
Student Council President	FFA President
FCCLA President	Science Club
BPA President	Spanish Club

PROFICIENCY BASED PROMOTION

Students, parents, guardians, or educators may request the opportunity to demonstrate proficiency in one or more core curriculum areas. The core curriculum as defined in HB 1017 includes Social Studies, Languages, The Arts (Music/Art), Language Arts, Mathematics, and Science.

1. Who should take the test?
Students having outstanding academics, making high grades in the class, or who have exceeded the grade level requirements of a particular subject area.
2. What tests are used?

Multiple-choice test from the Oklahoma Proficiency Tests published by Riverside Publishing Company. Some subject areas also require the student to perform or demonstrate skills. The laboratory sciences will require students to perform relevant laboratory techniques. The criteria for demonstration assessments will be available two (2) weeks prior to test administration.

3. How many tests can be taken?

Proficiency tests may be taken in more than one subject area.

4. How do I apply?

Submit a notification of “Intent to Participate” to the principal no later than two (2) weeks prior to the testing week. Students must be legally enrolled in Howe Public Schools to be eligible to participate.

5. What is a passing score?

Proficiency for advancing to the next level of study will be shown by a score of 90% and/or a comparable level of competency on a performance/demonstration assessment.

6. Students who score 90% or above in a subject area will receive credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

NOTE: “Next level of study” may or may not mean the next grade level.

HIGH SCHOOL PROM

The cost associated with the prom will be divided equally between the junior and senior classes. Each junior and senior class member will register with the prom sponsors the name of any prospective guest that will accompany them to the prom. The prom is semi-formal; young men will wear shirt, tie, and slacks while young ladies will wear appropriate semi-formal evening dresses.

The prom is will start at 9 p.m. and end at 12:00 a.m. An individual that leaves the prom after the 9 p.m. starting time will not be allowed to return.

Prom preparation will be the shared responsibility of the junior and senior class members. All decorations and preparations will be conducted outside instructional time and under the supervision of prom sponsors.

BASKETBALL HOMECOMING

Student must be eligible to participate in basketball games to be eligible for basketball homecoming royalty.

LETTER JACKETS

Students meeting the standards for lettering in a varsity sport may order a letter jacket through the school. Orders will be placed in September of each school year. Students are required to pay the cost of the letter jacket prior to the ordering date. No orders will be placed without payment.

All letter jackets are school jackets and will be uniform in appearance. Modification of the basic jacket must involve the coaches of all activities and administration. Should a change to the jacket appearance be approved, it would not be implemented until the following school year.

LETTERING GUIDELINES

Softball/Baseball/Basketball/Academic Teams: A student/athlete must participate in at least 25% of the varsity team games to receive a letter.

Track: A student must win a medal or ribbon in a track meet or qualify for the regional or state track meet to receive a letter.

Cheerleading: A student must participate in and complete all activities of the organization to receive a letter.

Valedictorians/Salutatorians of the senior class will also qualify for a letter jacket.

Coaches may at their discretion letter a student if he believes the athlete has made a significant contribution to the team during the season. If a student is dismissed from the team or quits, he/she will not letter in that sport. Students forced to drop due to an injury may be lettered at the coach's discretion. Senior students who do not participate in athletics during their senior year will not be allowed to order a jacket.

SPECIALIZED SERVICES FOR STUDENTS

SAFECALL.....1-877-SAFECAL EXT.OK!
Hotline.....1-800-826-2961
Alcohol Information Center... 1-800-522-9054
American Cancer Society.....1-800-227-2345
Child Welfare.....1-918-647-2163
Child Welfare Hotline.....1-800-522-3511

Department of Human Services.....	1-918-647-8123
Juvenile Shelter.....	1-918-647-9154
Kiamichi Career-Tech.....	1-918-647-4525
Leflore County Health/Guidance.....	1-918-647-8601
Leflore County Youth & Family.....	1-918-647-4196
Ok Alliance Against Drugs.....	1-405-787-8200

SECTION III – STUDENT POLICIES

DISCIPLINE

The Howe Board of Education believes that the school’s primary goal is to educate, not discipline. However, without an established standard of social behavior the education process will have difficulty succeeding. When a student’s behavior interferes with the rights of others, action must be taken for the benefit of the individual student and all other students. A teacher in the public school system has the same rights as a parent or guardian with regards to disciplining a child while the child is attending school. This right extends to times when the child is in transit to or from school as well as participating in or attending any sanctioned school activity.

Each teacher will establish classroom procedures, rewards, and/or consequences for student behaviors. Appropriate behavior will be rewarded with praise, special activities, or positive phone calls to parents. Disciplinary action will be taken for unacceptable behaviors. Following are a list of unacceptable actions or behaviors:

- Disobedience and insubordination
- Possession, use, sale, or distribution of alcohol, controlled and dangerous substances, or other habit-forming narcotics.
- Violation of compulsory attendance laws
- Assault and/or use of weapons
- Profanity or obscenities
- Indecency
- Gambling
- Arson vandalism
- Rock throwing
- Possession/Use of tobacco on school property
- Public display of affection (PDA)
- Violation of bus riding rules and regulations

Acts interfering with the teaching/learning process
Truancy

PUNISHMENT/CONSEQUENCES

In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school personnel are not limited to these alternative methods, nor does this reflect an order or sequence of events in disciplinary actions. Each student referred to the principal's office will be posted to the Powerschool system as soon as possible to enable parents/guardians to check on their student's behavior.

Conference with student (SC)
Conference with parent (PC)
In-school Suspension (ISS)
Detention (DET)
Corporal Punishment (CP)
Referral to Counselor
Financial Restitution for damaged property
Cleaning or Straightening items or facilities damaged
Restriction of privileges
Saturday School (SS)
Suspension
Other appropriate disciplinary action as required and indicated by the circumstances

DETENTION

Detention is a time when a student is assigned to report early before school or late after school for misconduct or failure to perform prescribed activities. Morning Detention will be held from 7:30 a.m. until 8:00 a.m. Tuesday through Thursday in a room designated by the administration. Afternoon Detention will be held from 2:55 p.m. until 3:25 p.m. Tuesday through Thursday in a room designated by the administration.

IN-SCHOOL SUSPENSION

Students are placed in a room of isolation supervised by a staff member. Academic assignments are completed in ISS. Violations of conduct while in ISS may result in suspension from school.

SUSPENSION

The principal at his discretion may suspend students when the behavior warrants. Short-term suspensions range from one (1) to ten (10) days. Long-term suspensions may extend for the remainder of the current semester, school year, or calendar year. For reinstatement from a long-term suspension, a student must return to school on the day indicated, with at least one parent/guardian. Failure to return to school on this day may result in further disciplinary actions. **Suspended students are not allowed on campus during the school day or to attend school sponsored activities without administrative approval.**

PROCEDURE IN STUDENT SUSPENSION

The intent of the administration is to follow the rules, regulations, and procedures as prescribed in school policy. The principal will have the initial responsibility and authority to order a student suspended for misconduct. Suspension is the denial by the school administration of the right of a student to attend class or school sponsored activities. No suspended student will be permitted to loiter on any school property. Students suspended and/or their parents are afforded the right to appeal the suspension to the school superintendent. (All suspensions and expulsions will be handled in accordance with applicable State and Federal Laws.)

ENROLLMENT OF SUSPENDED STUDENT FROM ANOTHER SCHOOL DISTRICT

70 O.S. Sec 24-101 was amended in 1992 to provide in section B that a student suspended for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students has no right to enroll in another district, and no district was required to enroll such pupil, until the terms of the suspension had been met or the time of the suspension has expired. The discretion of the now resident district, applies not only when the suspension was imposed by another public school district in Oklahoma, but also when suspended by public or private school in other states.

DRUGS AND ALCOHOL

The use, possession, or distribution of illicit drugs and alcohol on school grounds or at school activities is considered harmful and strictly prohibited.

Disciplinary actions will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office or through the counselor.

TOBACCO USE

State law prohibits minors from possessing tobacco products of any kind. Students, regardless of age, may not possess or use tobacco products of any kind while they are under the supervision of the school. This includes normal school hours and all school sponsored activities.

WEAPONS-FREE SCHOOL

A student who brings a firearm or weapon to school or a school function will be subject to a full year suspension.

CELL PHONES/IPODS/DISCMAN

Students are prohibited from using cell phones, I-pods, or other electronic devices during regular class periods. The purpose of this policy is to eliminate potential interruption of instructional time as well as instances of academic dishonesty (cheating). Should the classroom teacher require the use of one or more of these devices as a part of the instruction process, the rule will be waived. Further exceptions to this guideline will be at the discretion of the building principal.

Students found to be in violation will have the device confiscated until the end of the school day. Use of an unauthorized device during testing will result in a loss of academic credit for that test. A student's failure to comply with faculty directives concerning the use of these devices will result in more severe consequences up to and including suspension.

Howe Public Schools will not be responsible for lost or stolen electronic devices. Students should not bring these devices to school.

DRESS AND APPEARANCE

Reasonable care and neatness in regard to dress and appearance is required of all students. All clothing or garments should be clean as well as the body. Following is a list of clothing requirements for students.

1. Shoes must be worn at all times.
2. Apparel that has obscene wording, insinuates something physically or racially offensive, or advertises unhealthy products is unacceptable.
3. Apparel that exposes a student's back, midriff, or chest will not be allowed.
4. Sleeveless shirts must not expose undergarments. (Undergarments must be worn) All shirts or blouses that will not allow a student to sit, stand, or otherwise perform the required tasks of the school day without attracting unnecessary attention is not allowed.
5. Shorts, skirts, and dresses shall not be shorter than the width of a dollar bill above the knee.
6. Jeans, slacks, shorts, overalls, or any other type of pant must not have holes in them above the knee.
7. Hats or caps are not to be worn inside any school buildings. Hats or caps should not be taken to classrooms.

If a student's clothing is not acceptable, a parent/guardian will be contacted to bring the student something appropriate to wear or the office will provide something. **The administration will have final authority on matters of clothing.**

DRIVING PRIVILEGES

Students are allowed to drive to and from school. Those students who drive must have current drivers license. If the student has a learner's permit, he/she must adhere to Oklahoma driving statutes. Students that drive will be responsible for any passengers and should take care in preventing accidents and in following school policy. Driving privileges may be revoked for any or all students if school policy is not followed.

BUS REGULATIONS

RIDING THE BUS IS A PRIVILEGE. Improper conduct on the buses will result in that privilege being denied. Only regular scheduled bus students are to ride the school buses. Bus students must ride the bus to their routine destination. Offenders will lose their privilege to ride the bus.

LOCKERS

Lockers are issued each year for the convenience of the students. Lockers are to be kept closed at all times. It is the responsibility of the student to keep his/her assigned locker clean. Damage caused to the locker by its misuse will be charged to the student responsible. All locker malfunctions should be reported to the high school office. Students are cautioned not to keep money or other valuables in their locker. **THE SCHOOL RESERVES THE RIGHT TO SEARCH ANY LOCKER AT ANY TIME.**

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity, which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature; such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance, or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees.

HARASSMENT

It is the policy of this school district that students being harassed by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

Harassment as set for on the previous page may include, but is not limited to the following:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, etc
- Demeaning jokes, stories, or activities directed at the student
- Use of cell phones, pagers, or the use of internet sites (My Space, Face Book, etc.) to facilitate the sending of harassing and or demeaning remarks
- Unwelcome physical contact

The superintendent shall develop procedures providing for:

- Prompt investigation of allegations of harassment
- The expeditious correction of the conditions causing such harassment
- Establishment of adequate measures to provide confidentiality in the complaint process
- Initiation of appropriate corrective actions
- Identification and enactment of methods to prevent the reoccurrence of the harassment

A process where the provisions of this policy are disseminated in writing annually to all staff and students

SECTION IV – EDUCATIONAL NOTICES

CHILDREN WITH SPECIAL PROBLEMS HAVE THE RIGHT TO AN EDUCATION

All children have the legal right to a free appropriate public education, even children with special problems no matter how serious. The children deserve the chance to reach their full potential. Since they have special needs they can benefit from exceptional educational programs.

THE FIRST STEP:

A child's problem may not be obvious and in the child's early years the parents may be the only ones who know the child has a special problem. This may also be true for school age children whose problems have kept them out of school. All states are required by law to find handicapped children who are not getting an education.

WHICH CHILDREN ARE WE LOOKING FOR?

We are looking for children with problems who are not getting special education. This includes children in and out of school, whether living at home or in institutions. By children, we mean individuals from birth through 21 years of age. Public law 101-476, the Individuals With Disabilities Education Act, defines children with disabilities as:

“Children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities who by reason thereof need special education and related services.”

HOW SEARCH AND FIND WORKS

If you think your child has a special problem, contact the school at P.O. Box 259, Howe, OK 74940, or call 658-3666. We can help, but first we must find the child.

After you have contacted the school, we will send a form for you to request an initial screening for you child. This screening will be provided at no cost to you.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING & EVALUATION

This notice is to inform parents of the child identification, location, screening and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral: preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening: Screening activities may include vision, hearing, and health. Other screening activities may include review of records and educational history, interviews, observations, and specially developed readiness for educational screening instruments. The Regional Educational Service Centers provide assistance and consultation to local schools in these efforts.

Readiness Screening: Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent of legal guardian.

Educational Screening: Includes procedures for the identification of children who may have special needs and may be eligible for special

education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

Educational screening is implemented for all first grade students each school year.

Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the public system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of such entry.

Evaluation: evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic test administration or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

To request the amendment of education records

To ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other right

To consent to disclosure education records, except where consent is not required to authorize disclosure

To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA

To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the right of parents under FERPA.

SCHOOL DIRECTORY INFORMATION

Howe High School proposes to designate the following personally identifiable information contained in a student's educational record "directory information," and it will disclose that information without prior written consent. Under the No Child Left Behind Act of 2001, section 9528, schools are required to provide access to secondary students' names, addresses, and telephone listings when requested by military recruiters and institutions of high education.

The student's name; names of the student's parents; student's date of birth; student's class designation (i.e. first grade, tenth grade, etc.); student's extracurricular participation; student's achievement awards or honors; student's weight and height if a member of an athletic team; student's photograph; and the school or school district the student attended before the student enrolled in this school district.

Parents or eligible students have two weeks after this notification to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

LOCATION OF EDUCATIONAL RECORDS

Types	Location	Custodian
Cumulative School Records	H.S. Office	H.S. Principal
Cumulative School Records (Former Students)	H.S. Office	H.S. Principal
Health Records	H.S. Office	H.S. Principal
School Transportation Records	H.S. Office	H.S. Principal
Speech Therapy Records	E.S. Office	Speech Therapist

NOTIFICATION OF AHERA ALL PARENTS AND GUARDIANS OF STUDENTS

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed during normal working hours in the office of the high school principal. Please call 658-3368 for an appointment to see this documentation.

NONDISCRIMINATION POLICY NOTIFICATION

It is the policy of the Howe Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disability, or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application of this may be referred to Scott Parks, Compliance Coordinator.

HOWE PUBLIC SCHOOLS
P.O. Box 259
Howe, OK 74940
918-658-3666

DEFINITIONS

Discrimination Complaint: A written complaint alleging any policy, procedure or practice to discriminate on the basis of race, color, national origin, sex, disability, veteran status, or other perceived discrimination.

Student Grievant: A student of the Howe School District who submits a complaint alleging discrimination based on race, color, national origin, sex, or disability.

Employee Grievance: An employee of the Howe Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, disability, or veteran status.

Public Grievant: Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, origin, religion, six, age, disability, or veteran status.

Compliance Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of

1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity. The Compliance Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be listed to designate persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the grievant is encouraged to visit with the compliance coordinator, and reasonable effort should be made to resolve the problem or complaint.

FILING AND PROCESSING DISCRIMINATION COMPLAINTS

Grievant submits written complaint to coordinator stating name, nature and date of alleged violation; name of person responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in all school offices and in the counselor's office.

Coordinator notifies respondent within 10 days and asks respondent to:
Confirm or deny facts
Indicate acceptance or rejection of grievant requested action
Outline alternatives

Respondent submits answer within 10 days to Coordinator.

Coordinator: Within 10 days after, receiving respondent's answer, coordinator refers the written complaint and respondent's answer to the building principal or other designee. The coordinator also schedules a hearing with the grievant, the respondent, and the building principal or other designee.

Principal, grievant, respondent, and coordinator hearing is conducted.

Principal: Within 10 days after the hearing issues a written decision to the grievant, respondent, and coordinator.

Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, the coordinator must be notified within 10 days; and hearing with the superintendent requested.

Coordinator: Within 10 days of receiving a request for a hearing, schedules a hearing with the grievant, respondent, and superintendent. The superintendent, grievant, respondent, and coordinator hearing is conducted.

Superintendent issues a decision within 10 days following the hearing. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, the coordinator must be notified within 10 days and a hearing with the board requested.

Coordinator notifies board within 10 days after receiving a request for hearing.

Coordinator schedules the hearing with the board. The hearing is to be conducted within 30 days from the date of notification to the board.

Board of Education or hearing panel established by the board, grievant, respondent, and coordinator conduct the hearing.

Board of Education: Within 10 days after the hearing, issues a final written decision regarding the validity of the grievance and any action to be taken.

GENERAL PROVISIONS

Extension of Time: Any time set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be not more than 180 days.

Access to Regulations: The Howe Public School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, sex, age, disability, or veteran status upon request.

Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No record shall be entered in the personnel files. Complaint records shall be maintained on file for three years after complaint resolution.

If respondent and principal are the same person, the above procedures are adjusted accordingly with the first hearing being with the superintendent.

HOWE PUBLIC SCHOOLS INSTRUCTIONAL SIMULATIONS CONDUCTED OUTSIDE THE CLASSROOM

Instructional personnel may conclude that learning can be facilitated by the use of simulations that enhance student's ability to understand subject matter which is part of the class curriculum or which provides an alternative way of communicating to students who may benefit from diversity in classroom presentations. When these simulations or demonstrations involve regular education or special education students and are not a regular or customary part of the curriculum or when demonstration or simulation will occur in part or in its entirety outside of the assigned classroom, the following procedures will apply:

The teacher who has primary responsibility for the simulation or demonstration will prepare a written statement describing the planned simulation or demonstration, the relationship of the proposed activity to the curriculum of the class, and the manner in which the activity will be conducted.

The narrative shall be submitted to the building principal for approval prior to the activity.

Upon approval, the parent or guardian will be advised of the activity and extended an opportunity to object to his or her child's participation.

Any child not participating in the activity will be assigned an alternate learning activity and will be placed in a supervised and monitored environment for the purpose of working on the written work assignment, which shall be related to the same area of curriculum which students will be introduced to through the demonstration or simulation.

No student will be penalized because his or her parent selected the writing and study assignment over the student's participation in the alternate classroom activity.

A parent's failure to respond to the notice of a demonstration or simulation, approved by the administration, shall be interpreted as approval of the activity.