

Huron High School

Student - Parent Handbook

2019 – 2020 School Year

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DAILY SCHEDULE

Time	Period	A Day Schedule	B Day Schedule	Period	Time
8:05-9:30	1	Music Classes 1 - 7:55-8:45 Band/Prima Chorale 2 - 8:45-9:30 Orchestra/Concert Choir		2	8:05-9:30
9:35-11:00	3			4	9:35-11:00
11:00-11:45	1st Lunch			1st Lunch	11:00-11:45
11:45-1:10	2nd Class-5			2nd Class-6	11:45-1:10
11:05-12:30	1st Class-5			1st Class -6	11:05-12:30
12:30-1:15	2nd Lunch			2nd Lunch	12:30-1:15
1:15-2:40	7			8	1:15-2:40

2:45-3:15	HR / SH		HR / SH	2:45-3:15
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Huron High School
701 18th SW
PO Box 949
Huron, SD 57350
Office: (605) 353-7800/Fax: (605) 353-7807
www.huron.k12.sd.us

Huron School Board

Board President..... Garret Bischoff
Board Vice-President..... Tim Van Berkum
Board Member.....Craig Lee
Board Member.....Shelly Siemonsma
Board Member.....David Wheeler

Huron School District 2-2 Administration

Superintendent.....Terry Nebelsick
Business Manager.....Kelly Christopherson
Director of Special Services.....Lori Wehlander
Director of Curriculum, Instruction & Assessment.....Linda Pietz
Director of ESL, Federal Programs & Accreditation.....Rodney Mittelstedt
Director of Technology.....Roger Ahlers

Huron High School Administration

Principal.....Mike Radke
Assistant PrincipalJolene Konechne

Huron High School Office Staff

Administrative Assistant.....Romana Olivo
Administrative Assistant.....Barb Hoff
School Resource Officer.....Christian Rodacker

Huron High School Counseling Staff

School Counselor.....Kristin Wheeler
School Counselor.....Lacey Wilde
Administrative Assistant.....Carol Jones

HURON SCHOOL DISTRICT

MISSION STATEMENT

To develop lifelong learners through effective teaching in a safe and caring environment.

Vision Statement

Respect – Pride – Excellence For All

Belief Statements

We believe:

- all children are capable of learning, achieving, and succeeding.
- high expectations produce high achievers.
- our schools provide the opportunity and incentive to challenge each student to develop to the best of his/her ability.
- our greatest resource is people.
- in the worth and dignity of the individual.
- the primary responsibility of education begins in the home and is shared by the student, family, school, and community.
- our school system is accountable to our community.
- that the acquisition of academic skills is the primary objective of our schools.
- our schools emphasize the development of technical and occupational skills.
- change is essential for growth and improvement.
- in the ideals on which the Constitution is based and that educated and involved citizens are essential for a democratic society.
- a quality school system enhances the quality of the community.
- in the interrelationship of personal virtues, civic values, and ethical conduct.
- schools assist in the development of the whole child, including the development of social skills.
- that school safety is essential to student learning and is a responsibility of the school system and community.

Student Exit Outcomes

As a result of emphasis in our instructional program, students will demonstrate the knowledge and skills to:

- link key concepts in the areas of language arts, mathematics, science, and social studies.
- use various technologies to develop products of high standards which are intellectual, artistic, practical, physical, and original.
- problem-solve, including:
 - accessing, organizing, summarizing, interpreting, and producing information.
 - making logical decisions
 - distinguishing fact from opinion.
 - generating effective solutions to problems.
- communicate, including:
 - reading, writing, listening, and speaking effectively for both general information and recreation.
 - reading and interpreting technical information.
 - understanding and developing non-verbal skills.
 - recognizing that the arts are a form of human communication.
- practice American citizenship and democratic principles, including:
 - understanding how government operates at the community, state, and national level.
 - understanding a wide variety of community and world cultures.
in which different governments operate.
 - promoting responsible care of the environment.
 - developing an understanding of the benefits of the economic system of free enterprise.
- be productive in the world of work, including:
 - following directions, practicing timeliness, and demonstrating initiative.
 - developing responsibilities associated with the variety of roles required in the work place (i.e., team member, leader, facilitator, and independent worker).
 - identifying appropriate strategies to achieve success in the workplace.
- maintain physical, social, and emotional well-being, including:
 - understanding the importance of health and safety skills as related to self and others.
 - understanding the importance of developing basic skills through physical activity.
 - acquiring necessary skills for recreational/leisure activities.
 - recognizing the value of participation in both cooperative and competitive activities.
 - understanding the concepts of marriage, parenting, and family.
 - understanding the importance of global awareness.
 - understanding the impact of violence on the individual and society.
- demonstrate the value of community service and service learning

Huron High School

School Calendar 2019-2020

August 21	Freshmen Orientation and Open House
August 22	Freshmen Day
September 3	Class Begins
September 27	Homecoming
September 30	Post-High Planning
September (5:30-8:30 pm)	Parent/Teacher Conferences
October 14.....	Native American Day (No School)
November 2.....	End of First Quarter
November 11.....	Veteran's Day (No School)
November 28-29	Thanksgiving Break
December 3 (5:30-8:30 pm)	Parent/Teacher Conference
December 20 – January 1	Christmas Vacation
January 17	End of First Semester
January 20	Martin Luther King Jr. Day (No School/Teacher In-Service)
January 27 (5:30-8:30 pm).....	Registration Information Night and Open House
February 17	Presidents' Day (No School)
March 6	State Debate (No School)
March 20	Spring Break (No School)
March 19	End of Third Quarter
March 24 (5:30-8:30 pm).....	Parent/Teacher Conferences
April 10-13	Easter Vacation
April 18	Prom
May 15 and 18	Final Exams for Seniors
May 19	Class Day Awards Program
May 20	Baccalaureate
May 22 and 27	Final Exams
May 24	Commencement
May 25	Memorial Day
May 28	Student Check-out/End of Second Semester

Test Date Information ACT

Test Date	Registration Deadline	(Late Fee Required)
September 14, 2019	August 16, 2019	September 1, 2019
October 26, 2019	September 27, 2019	October 13, 2019
December 14, 2019	November 8, 2019	November 25, 2019
February 8, 2020	January 10, 2020	January 17, 2020
April 4, 2020	February 29, 2020	March 25, 2020
June 13, 2020	May 8, 2020	May 25, 2020

PSAT

Wednesday, Oct. 16, 2019

Statement of Rights

Students at Huron High School have the basic constitutional rights guaranteed to all citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of all citizens. One purpose of schools is to encourage the responsible use of these rights and develop good citizenship within the framework of an educational society. The school is a community, and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, students must also accept the responsibilities of citizenship.

Right to Nondiscrimination

The Huron school district does not discriminate in its employment policies and practices, or in its educational programs or activities on the basis of race, color, creed, religion, age, marital status, gender, disability, national origin, or ancestry.

Inquiries concerning the application of Title VI or Title IX may be referred to Mr. Rodney Mittelstedt or Mrs. Linda Pietz, Coordinators, Huron School District, Huron, SD 57350 (605-353-8660) or to the U.S. Dept. of Education, Office of Civil Rights, Customer Service Team, 400 Maryland Ave. SW, Washington, DC 20202-1100 Phone: (800) 421-3481; FAX (202) 245-6840; TDD (877) 521-2172; E-mail: OCR@ed.gov

Right of the Disabled

All students with disabilities in the Huron school district are entitled to the benefits of a free, appropriate educational program. For specific information about eligibility and services, please contact the Special Services Director, Lori Wehlander (353-6997).

Section 504/American Disabilities Act

Section 504 accommodations can be provided for a student who has physical or mental impairment that substantially impacts the student's education. Each situation is based on the individual's needs. For a complete description of the rights granted under Section 504, please contact Lori Wehlander, Coordinator (353-6997) or the high school (353-7800).

Right to Confidentiality of School Records

The Family Education Rights and Privacy Act of 1974 assures the confidentiality of students' records. A parent, guardian, or student over 18 years of age may refuse to permit the release of any information about a student by notifying the principal in writing.

Please address any concerns that you have over compliance of our schools to the FERPA laws to:

Terry D. Nebelsick, Superintendent, 150 5th St SW, Huron, SD 57350

Phone: (605) 353-6990.

For additional information, you may call 1-800-872-5327, or you may communicate with the following address:

Family Policy Compliance Office, US Dept. of Education, 400 Maryland Ave, SW, Washington, DC 20202-8520

www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Right to Due Process

The phrase "due process" means that any person accused of a violation of a rule, responsibility, or policy of law is entitled:

- A. to know what charges are against him/her.
- B. to have the opportunity to present his/her viewpoint before a final disciplinary decision is made.

A student facing serious disciplinary action such as long-term suspension, mandatory reassignment, or expulsion will receive from the school a copy of school policy that outlines a specific procedural process mandated by law to insure due process. If a decision for disciplinary action is made, the student has the opportunity to appeal that decision to a higher authority and must state his/her intent to do so. Disciplinary action must then await the outcome of the appeal. For a copy of the appeal's process, please contact the high school office.

Academics

Requirements for Graduation

In an effort to help students graduating from Huron High School be adequately prepared in today's society, the following minimum graduation requirements have been established.

REQUIREMENTS

HURON HIGH SCHOOL AND STATE BOARD GRADUATION REQUIREMENTS

LANGUAGE ARTS*	4.5
LAB SCIENCE	3
Must Include 1 Credit Biology	
MATH	3
Must Include 1 Credit Algebra I	
GOVERNMENT	0.5
US HISTORY	1
GEOGRAPHY	0.5
WORLD HISTORY	0.5
SOCIAL STUDIES ELECTIVE	0.5
PERSONAL FINANCE OR ECON	0.5
FINE ARTS	1
PHYSICAL EDUCATION	0.5
HEALTH	0.5
COMBINATION OPTIONS	1
World Languages, Career/Technical or Capstone Experience	
ELECTIVES*	7
TOTAL CREDITS*	24
*Local requirements are higher than state requirements	

In addition to the base requirements for an HHS Diploma, students may earn advanced endorsements that align with the student's personal learning plan. Students may earn one or more of the three endorsements. The additional requirements for each endorsement are below.

<p style="text-align: center;">POSTSECONDARY EDUCATION ENDORSEMENT</p> <p>Math Credits Must Include: Geometry Algebra II</p>	<p style="text-align: center;">ADVANCED CAREER ENDORSEMENT</p> <p>2 Credits Of Any Combination of: Approved CTE Credits from the same career cluster Or a Capstone Experience AND Attainment of an industry-recognized credential</p>	<p style="text-align: center;">ADVANCED HONORS ENDORSEMENT</p> <p>4 Credits of Math that Include: Algebra I, Geometry, Algebra II, and Advanced Math 4 Credits of Science that Include: Biology, Any Physical Science, Chemistry or Physics, and a Science Elective 2 Credits of Any Combination of: World Languages or Approved CTE Classes</p>
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Students at Huron High School are required to enroll in a minimum of six classes per semester.

To be a freshman students must have completed the requirements of grade 8.

To be a sophomore students must have a minimum of 6 credits and be in at least their 3rd semester of high school.

To be a junior students must have a minimum of 12 credits and be in at least their 5th semester of high school.

To be a senior students must have a minimum of 18 credits and be in at least their 7th semester of high school or completed the process to graduate early.

- Students not reaching 6, 12, or 18 credits at the end of a school year will have their status changed as soon as they earn the required credits. They will also earn the privileges that go along with the new status.

*Seniors must complete all course requirements and have earned 24 credits prior to participating in commencement activities.

**Students attending beyond four years will be on non-traditional status.

Post-Secondary Education

Requirements for graduation are different from college entrance requirements. Students who expect to enroll for further education in post-secondary institutions should plan carefully to make sure they have included the necessary preparation in a high school program for entrance into the post-secondary school of their choice.

Grading System

The school year is divided into four marking periods--each approximately nine weeks long. A report card will be issued after each quarter is completed. The grade recorded on the permanent record is the final grade of the semester. Parent-teacher conferences are held once each semester. Internet access to grades is available throughout the quarter through Parent Portal. Teachers may send out progress reports any time. These progress reports are usually sent out mid-quarter. They are warning or failure notices to the parents or guardians of students who are doing poor or failing work. Parents are urged to contact the student's teachers to discuss and/or help their student when necessary.

Marking System

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

Grade point average

The grade point average (G.P.A.) is computed by the following procedure: multiply the number of grades by their value, add together, and divide by the number of grades. (Semester academic grades are used for this.)

For example: Suppose a student received 1 A, 2 B's, and 3 C's

$(1 \times 4.0) + (2 \times 3.0) + (3 \times 2.0) = 4.0 + 6.0 + 6.0 = 16$ grade points

6 (classes attempted) divided into the 16 grade points gives the grade point average = 2.7

Incomplete (I) grades

Quarter incomplete shall be given when major papers, book reports, or tests are not completed. Teachers may grant a two-week time limit to make up incomplete work. Exceptions to the two-week period will be made when there are extenuating circumstances. All incomplete grades will become an **F** after this time period.

Guidelines to Add/Drop Classes

The classes Huron High School offers each year are based on the classes students register for the previous school year. As a result, it is difficult to grant schedule requests. If a student would like to request a schedule change they must complete a Schedule Change Request Form and give it to the office or counseling office. The following are general guidelines for dropping and adding classes.

Before the 4th Class Meeting: Students may request to drop a class before the class meets four times. The permanent record will not show the course as taken. If students are not enrolled in a minimum of six classes each semester, another class must be added.

After the 4th Class Meeting: Students may request to drop a class after the fourth class meeting. Students cannot add a class after the fourth meeting of the class. Students who withdraw from a course after the fourth meeting of the class will receive a WITHDRAW PASSING (WP) if they are passing and are above the minimum number of six courses. They will receive a WITHDRAW FAILING (WF) if they are failing. Passing or failing, students who drop below the minimum number of six classes, will receive a WITHDRAW FAILING (WF). WF grades will be counted as an F towards the G.P.A. Students who drop below the minimum number of credits will be placed in a study hall.

Pass/Fail Course Work

Teachers will work with principals in determining whether a class is offered with a pass/fail option. A student may elect to take some course work pass/fail under the following guidelines:

- A. A student may elect a maximum of one class per semester pass/fail.
- B. Check with the school counselors to determine whether a pass/fail grade will jeopardize honors or scholarships. Pass/Fail classes will not meet Regent Scholar requirements.
- C. The student must meet with the instructor to fill out the proper request form.
- D. Only the principal may allow a student to take a traditional grade after they have been approved for a pass/fail request. The principal will limit discretion to a misunderstanding on the eligibility for honors or scholarships as described in B.
- E. Credit received on pass/fail will be applicable toward graduation, but will not count on class rank.
- F. The pass/fail will appear on the student's permanent record folder along with other final grades.
- G. A student will receive an "F" for failing a course regardless of the decision to take as pass/fail or with traditional grading.
- H. Students are encouraged to wait as long as possible before requesting a pass/fail, as teachers and administrators encourage taking a traditional grade whenever possible.
- I. Students are discouraged from taking a class pass/fail in order to avoid a "B" on their report card. The transcript with a "B" is held in higher respect than the one with a "pass" grade.

Repeating a Class

If a student repeats a course both grades will appear on the transcript, however, only the highest grade earned will be used to calculate the GPA.

Honor Graduation

Students who graduate with a grade point average (GPA) of 3.900 or higher are listed as graduating with **HIGHEST HONORS**. Those with a GPA of 3.750 to 3.899 inclusive are designated as graduating with **HIGH HONORS**, and those with a GPA of 3.500 to 3.749 inclusive are designated as graduating with **HONORS**.

A student must have completed at least two full semesters at HHS to qualify for honor graduation. In determining honor graduates, all regular academic courses are considered. Grades in music and driver education are excluded. GPA is computed at the end of the 7th semester to determine candidates for honor graduate status. The GPA is recomputed at the end of the 8th semester to confirm honor status and final class rank. Students who qualify to graduate with **HIGHEST HONORS, HIGH HONORS, or HONORS** after the 8th semester will be recognized at graduation.

Honor Roll

Students are named to the honor roll by maintaining at least a grade point average of 3.500.

Merit Roll

Students are named to the merit roll by maintaining at least a grade point average of 3.000 to 3.499.

Academic Letter

An academic letter can be earned in the following ways:

- Juniors must have a five-semester GPA of 3.750
- Seniors must have a seven-semester GPA of 3.750

Opportunities to earn Post-High School Credit

Information on the following opportunities for earning credit which may apply to post-secondary education is available from the counselors in A-113.

- Juniors and Seniors may enroll in classes at a university or technical school and receive credit at Huron High School. Students can enroll only in classes that are not currently offered at HHS. Upon completion of a 3, 4, or 5 credit college class, ½ credit of high school credit will be granted. More information is available in the Counselors' Office.

Alternative Education

Students who have struggled or are struggling in class can be referred to the principals for additional assistance outside of their regular classroom. Depending on the student's needs they may be assigned to the Credit Recovery Center, required to attend after school tutoring, removed from their regular class for one-on-one instruction, or assigned to PRIDE.

Procedures and Polices

Chemical Abuse/Dependency

Huron Public School District #2-2 recognizes that chemical abuse/dependency is a concern that needs to be addressed by the school and community. Chemical dependency problems often interfere with school behavior, student learning, and the fullest possible development of each student.

The use or possession of alcoholic beverages or any controlled substance, as defined by South Dakota Codified Laws (SDCL), by any student on any school property or while attending any school related function is prohibited. For a copy of the complete policy, please contact the high school office (353-7800).

Routine Procedures

Awards: While attending Huron High School, students have the opportunity to earn various awards for academic achievement, athleticism, fine arts participation and citizenship. A list of all awards, and the criteria used to select the recipients, is posted on the Huron High School website. The majority of student awards are presented to students at Class Day ceremony in May.

Book Fines: Books returned with an ordinary amount of deterioration due to usage should be accepted at no charge to the student. Lost textbooks (and books that suffer extreme abuse) will be charged at the following rates:

- a) the replacement cost of a new book - for a book lost in the year it was purchased.
- b) the replacement cost of a book suffering extreme damage or abuse in the year it was purchased.
- c) 50% of the cost of a replacement book suffering extreme damage or lost after its first year.
- d) \$15 for a book suffering unusual damages.
- e) \$10 for a book suffering minor damages.

Cancellation/Late Start of School: If severe weather conditions require the delay or cancellation of school, local radio (Performance Radio stations) and television (KELO, FOX, KDLT) stations broadcast pertinent information. Additionally, the information is posted on our school webpage, an email goes out to all students and a recorded message will be sent to the primary phone number on each student's record. If school starts late due to bad weather, students will receive a copy of the amended class schedule for that day via their school email account.

Credit Recovery Center: Students may be pulled out of study hall in A121 or the Commons to receive guided instruction in the Credit Recovery Center. Students may also be assigned to the Credit Recovery Center permanently if an instructor, a counselor, and an administrator feel a student needs the assistance.

Detention: A consequence in which students are required to attend before school, during lunch, or after school. Detention may be assigned by a teacher to be served in their classroom with them or by an administrator to be served at a designated location.

Early Graduation: Seniors who will meet the graduation requirements at the end of the first semester and plan to graduate early must pick up a procedure form from the counselors before the start of the school year.

Emergency Drills: Directions will be given by school personnel for you to move to areas of safety.

Fire Drills: The signal for a fire drill is the sounding of a shrill fire horn. Your cooperation is needed to clear the building as efficiently and safely as possible.

GIFT: At the conclusion of each semester teachers may provide students with the opportunity to complete work or make up time that they missed during the semester. This opportunity may not exceed the limitations described in the class syllabus.

Hall Passes: To be in the halls, a student must wear their ID and have a pass from an administrator or teacher. This applies to ANY STUDENT who finds it necessary to enter the halls during class time.

IDs: All students, staff and visitors must wear an ID that is visible on the top half of their torso and is in clean and clear condition. While this is an expectation in every class, it is equally important in the hallways and commons, as the need to check and follow-up on persons without identification is a part of safety protocol. Students in the hallway without an ID may be charged with a tardy in their current or next class and will be assessed a replacement fee of \$5.00 after using their one free temporary.

Immunization Requirements for School Attendance: SD State Law requires any pupil entering school in this state shall, prior to admission, be required to present to school authorities certification that he or she has received a test for tuberculosis and has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, tetanus, pertussis, rubella, mumps, according to the recommendations of the State Department of Health. Students must also provide proof of immunization for chicken pox or documentation of having had the disease previously. The only exemptions are medical exemptions signed by an M.D. and religious exemption.

Internet Availability: Student use of the Huron School District Network (HSD Network) shall comply with the policies of the school board, district staff, and the Children's Internet Protection Act (CIPA). Students will receive a copy of the policy. Student use of school technology may be permitted after the permission form signed by parents/guardians has been received by the office. Students who abuse the privilege of internet access may lose access to it.

Lockers: Lockers are the property of the Huron school district. Each student is assigned an individual locker with a combination lock to be used for coats, books, and other school supplies. The school can assume no responsibility for articles lost or stolen. Inspection of lockers can happen at any time by school personnel. Authorized random searches, including drug dogs, are part of our student safety program.

Messages from Parents: Parents should feel free to e-mail their student. Students are permitted access to e-mail during the school day. In emergency situations please call the office and students will be called from class for a telephone call or have messages delivered to them.

Money and Valuables: Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. *The school cannot accept responsibility for stolen money or other articles.*

Parent/Teacher Conferences: Parents are encouraged to attend conferences during the first and the second semester of each school year to discuss student progress with staff. Parents will be notified of scheduled conference times. Report cards, issued at the end of each quarter, reflect the students' cumulative progress

through that grading period.

Parking Fines: There are designated areas for student parking. Students parking in areas designated for staff, or parking illegally, will be in violation. The first offense will result in the student receiving a ticket informing them of the parking violation. The second offense will result in student signing an agreement that, upon the third offense, the student acknowledges that their vehicle will be impounded and the fees and fines are the student's responsibility. The student may be given the option of a \$25.00 fine in lieu of the vehicle being towed (cost estimate \$90.00).

Posters and Announcements: Any posters or announcements to be displayed in the hallways at Huron High School or read over the network must be approved by an administrator.

Student Dances

Dances and other activities will be supervised by Huron High School staff members. When students enter the activity, they are not to leave unless leaving for the remainder of the event. With the exception of Prom, dances are only open to Huron High School students. When dances are open to non-Huron high school students, guests are subject to the same rules as students and may be required to be pre-registered. School dances are school-sponsored and all rules and expectations for behavior are in effect. Students who are excluded from a school activity for unacceptable behavior may also be excluded from future activities.

Prom – Huron High School Juniors and Seniors who are in good standing with the school may bring a date that does not attend Huron High School. Non-student dates must be registered with the principal's office, currently enrolled in high school, or have not reached the age 21.

Student Electronic Devices: The use of electronic devices during instructional time is up to the teacher. If a student does not follow a teacher's instructions it will be considered insubordination and will be handled as such. If there is reasonable suspicion to believe a student has used an electronic device to cheat, bully another student, or otherwise violate school rules the phone may be confiscated by an administrator."

Note: Any electronic device on campus is subject to inspection, with reasonable suspicion, by a principal at any time.

Student Telephone: A student telephone is located outside the office when the office is closed.

Substitute Teachers: Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with accordingly. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at HHS.

Visitors: All visitors must report to the office immediately when entering the building. During the school day, visitors must stay in the office unless otherwise approved of by the principal's office.

Withdrawals and Transfers: Students who withdraw from school or whose families are moving outside the school district should contact the office to receive the proper forms and information necessary to complete an accurate withdrawal process.

Privilege Package

ENTRY LEVEL

A freshman enters Huron High School with the opportunity to establish themselves as a good citizen and a sound academic student. Attending regularly and passing all classes will lead to the opportunity to earn a set of campus life privileges described below. Please note: students must not take advantage of privileges before they are earned. The privilege package comes with a set of signatures from parents who acknowledge that their student is not being supervised. There is a correct assumption that freshmen are scheduled and supervised the entire school day. Parents must come in the office and personally pick up freshmen if they must leave at lunch.

NOON PRIVILEGES

A sophomore, junior, or senior will be allowed to leave campus during noon break IF:

- He/she has earned SIX credits,
- Is currently passing SIX classes, and
- Displays appropriate conduct in school/community showing the necessary maturity for such privileges.

ON-CAMPUS PRIVILEGES

A junior will be allowed to have “on-campus” privileges in a designated area during study halls IF:

- He/she has earned TWELVE credits,
- Is currently passing SIX classes, and
- Displays appropriate conduct in school/community showing the necessary maturity for such privileges.

OPEN-CAMPUS PRIVILEGES

A senior will be allowed to leave the campus or remain in the commons during study halls IF:

- He/she has earned EIGHTEEN credits,
- Is currently passing SIX classes, and
- Displays appropriate conduct in school/community showing the necessary maturity for such privileges.
- Seniors may lose one quarter of open campus privileges for each section of the Smarter Balance where they do not score at the proficient or advanced level.

Seniors are expected to attend homeroom and assemblies.

INTERVENTION

Maintaining any level of privilege is dependent upon passing all classes. Juniors and seniors who are failing a class or lose their privileges for any other reason may be assigned to study hall in A121.

Those students who are eligible for any privilege must abide by the rules set below:

1. Excessive absences or tardiness will result in revocation of privileges.
2. Any student who violates a school rule or is suspended from school will lose privileges.
3. Any student who has been apprehended by the authorities while out of the building will lose privileges.
4. Any student found violating the rules regarding the use of alcoholic beverages, tobacco, and/or drugs will lose privileges in addition to the other related consequences.
5. Any student who receives a mid-term deficiency notice or an "F" on his/her report card will lose privileges. Privileges reinstatement will occur only at the end of a quarter or at a mid-term break.
6. A student who was not eligible at the beginning of the year, but meets the grade and credit requirements at the end of a semester, will be allowed privileges after credit requirements are reviewed by an administrator.

7. Any student who receives an incomplete on his/her report card will lose privileges until the "I" becomes a passing grade.
8. Students must properly check out to leave the commons for any reason.
9. Privileges are not time off from school. Academics must be the focus of all students during school time when they are not in class. Seniors must study during open campus. Juniors must study in the commons. Sophomores and freshmen must study in study hall. Card/parlor games or hacky sack are not permitted.
10. Vehicles:
 - a. Students are allowed to drive their vehicles during privileges.
 - b. Students must adhere to local traffic regulations.
 - c. Students will not park in the staff reserved parking areas.
 - d. Except for lunch, no underclassmen may ride with seniors during school time.
 - e. Students outside the building with other students who do not have the privilege are subject to loss of their own privileges.
11. 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.
12. Parents must sign a liability clause before privileges are granted. They need to be signed in person in the high school office.

The Privilege Package is Earned through performance!

ATTENDANCE

Students are expected to be in school each day school is in session. Attendance is an important factor in achieving a good education and in preparing for the workforce. High achievement is dependent on student participation in classes on a daily basis. There is a strong link between good attendance and a good education. However, we do understand that there are days when students must miss school. Students should make up all assignments as soon as possible to remain current in the class. In an attempt to improve attendance for a student who is struggling the following steps will be taken.

- After a student's fourth absence in a class the teacher or an administrator will contact the student's parents to discuss the importance of attending class daily.
- After a student's sixth absence an administrator will contact the student's parents to discuss the poor attendance and possible solutions.
- After a student's eighth absence in a class a meeting may be set up with the student, his/her parent(s), the teacher, and an administrator to discuss the student's future in the class. Possible outcomes include:
 - The student will stay in the class with an attendance agreement.
 - The student will be removed from the class and placed in the Credit Recovery Center.
 - The student will be removed from the class and may apply to get into PRIDE.

The reason for the student's absence and their progress in the class will be taken into consideration when determining the best place for the student to experience success in each class. Students on Individual Education Plans or 504 Accommodation Plans will address absences and tardies with the student's team before truancy is referred to the State's Attorney.

While we understand there may be circumstances that may prevent a student from being on time, we will not allow chronic tardiness. Students who are late to class by 5 minutes or more will be assessed one absence toward the policy. The following steps will be taken to address chronic tardiness.

- After a student's eighth tardy an administrator will meet with the student to discuss the reason for being late to class and possible solutions.
- After a student's twelfth tardy an administrator will contact the student's parents to discuss the importance of arriving to class on time and possible consequences.
- After a student's sixteenth tardy the student and parent will meet with an administrator to determine

consequences that will help the student get to class on time.

PROCEDURES

Notes to parents/guardians: Communication with the school regarding absences is essential. If your student is absent from school, you must communicate with the school as soon as possible to confirm your student's absence. Office secretaries are on duty from 7:00 a.m. until 4:30 p.m. each school day to receive your calls regarding absences. Call 353-7800 to leave information about your student. If it is impossible for you to call, a note written to the office will serve as means of communication. **Absences must be verified by 2:00pm on the school day following the occurrence or they will be considered unexcused.**

*If your student must to be absent from school, you are requested to notify the office in advance if at all possible. Students should communicate with their teachers and complete requested school work before the absence occurs.

**Absences for medical/dental appointments: Parents/guardians are encouraged to schedule appointments during non-class time whenever possible. Parents/guardians are asked to communicate with the office before the student checks out.

Sign-Out/Sign-In Procedures: Students are required to remain on campus from the time they arrive in the morning until they are dismissed in the afternoon (with the exception of those students who have earned privileges). Parental/guardian permission must be given to the office **before** a student may check out during the school day. A student must check out from the office **before** leaving. Any student who fails to follow these procedures will have their absence recorded as unexcused. Any student not returning after lunch must notify the office that same day or their absence will be recorded as unexcused.

- If a student fails to check-out of school in the office prior to leaving the building, all absences will be unexcused regardless of parent permission.
- If a student fails to check-in to the office when returning to school or arriving for the first time after 8:05am, all periods missed will be unexcused regardless of parent permission.

EXPLANATION OF ABSENCES and MAKE-UP WORK RESPONSIBILITIES

School Activities: A student representing the school at a school activity during the day is considered present.

Make-up work: The student must make up work in advance of the absence or have work missed ready to hand in the next class meeting at the discretion of the teacher. A student who misses school for two days or more, as for state tournaments or for other programs, will be afforded a reasonable amount of time to complete assignments.

In-School Suspension: A student is considered absent from class, and the absence counts against the absence policy. This includes removal from a class for a single period.

Make-up work: The student will be provided assignments. To earn credit, he/she must hand in assignments upon return to class.

Out-of-School Suspension: A student is considered absent, and the absence will count against the absence policy.

Make-up work: The student will be provided assignments. To earn credit, he/she must hand in assignments upon return to class.

Tardiness: A student arriving late for class will need to be escorted to class by an administrator. Tardiness may result in the loss of privileges or removal from class.

Homebound Absences: A student physically or emotionally unable to attend school will be placed on a homebound or similar program to help earn credits in the areas where most practical. The homebound teacher will confer with a regular classroom teacher to determine the areas where credit may be earned. Following treatment, the student will be returned either to a regular school setting or to the alternative school--whichever is more appropriate for the individual student and his/her needs.

Standard of Conduct and Discipline

The goal of discipline is a self-disciplined individual with a mature attitude and socially acceptable standard of conduct.

Huron High School operates based on the knowledge that the vast majority of students are self-disciplined, make good decisions, and behave in a productive manner. Proper behavior is the responsibility of the student and his/her parents/guardian. The student has the responsibility to know and respect the rules and regulations of the school and to be considerate of the rights of others. Administrators, teachers, counselors, and other school personnel are authorized to enforce rules and regulations to promote the learning climate. High school students are expected to show respect for oneself, for each other, and for public and personal property. Students have the right to expect the orderly conduct of the school program. Behavior that would be detrimental to a stimulating learning climate must be discouraged. Students are under the jurisdiction of the school district while on the school grounds, under the supervision of school authorities, attending a school function, riding a regular bus route, or on any extra-curricular trip.

Conduct that Constitutes Grounds for Short- or Long-Term Suspension, Expulsion, or Reassignment:

School officials have the authority to discipline a student by exclusion, suspension, or expulsion. In addition, in the case of a clear and present danger to the student or to other students, emergency procedures will be followed. For this section, the terms shall have the following meanings:

Emergency Exclusion: Immediate exclusion if the student has a dangerous communicable disease or presents a clear threat to self or others.

Short Term Suspension: Up to and including ten school days.

Long Term Suspension: More than ten school days, but less than 90 school days

Expulsion: Removal of the student for a minimum of the balance of the current school term with the loss of all credits.

The following chart shows examples of appropriate consequences for violation of the standard of school behavior. It does not imply or require that a step-by-step progression of increasing severity be employed by the administration in dealing with a violation. However, there shall be a logical relationship between the severity of the offense and the administrative action.

STUDENT CONDUCT**PROGRESSIVE****DISCIPLINE****CHART**

STUDENT ACTION

(Category I--Attendance) Absence Per Class	4 Absences Contact Parent	6 Absences Contact Parent	8 Absences Academic hearing to determine the student's future in the class		
Unexcused Absence (all classes)	4 Class Periods Contact Parent, Student Meeting	8 Class Periods Contact Parent, Student Meeting, Assign ISS	12 Class Periods Academic hearing to create an attendance plan	16 Class Periods Referral to SRO	20 Class Periods Possible Truancy Ticket
Tardy (all classes)	8 Tardies Student Meeting	12 Tardies Contact Parent, Student Meeting, Assign Detention	16 Tardies Academic hearing to create an attendance plan		
(Category II--Behavior) Bus Misconduct	Two Week Suspension From The Bus	Removal From The Bus Up To The Rest Of The Year			
Obscene language, profanity, inappropriate dress	Verbal reprimand	Contact parent, verbal reprimand	One day ISS	Two days OSS	Five days OSS
Student sent to office due to disorderly conduct, disruption of school day, defiance of authority, insubordination, property damage	Parent Contact 1-4 periods of ISS/OSS	Parent Contact 2-4 Days of ISS/OSS	Parent Meeting 5-7 Days of OSS	Parent Meeting 10 Days of OSS	Parent Meeting Long Term Suspension
Student sent to office due to intimidation, harassment, fighting, verbal abuse	Parent Contact, 3-5 days OSS	Parent Contact, 5-10 days OSS	Long Term Suspension or Suspension pending expulsion		
(Category III--Illegal Activities) Assault, alcohol, drugs (possession/under the influence), false fire alarm, robbery/extortion, theft, hazing on or off school property	Contact parent/law enforcement, 1-5 days OSS, and/or counseling	Contact parent/law enforcement, 6-10 days OSS, and/or counseling	Contact parent/law enforcement, Long Term Suspension and/or counseling		
Tobacco/Betelnut/Vape (use or paraphernalia)	Contact parent/law enforcement, 3-5 days OSS, and/or counseling	Contact parent/law enforcement, 6-8 days OSS, and/or counseling	Contact parent/law enforcement, 10 days OSS, and/or counseling	Contact parent/law enforcement, 10 days OSS	Parent Meeting Long Term Suspension
Drug distribution, purchase or use on school property	Parent Conference, 5-10 days OSS, drug/alcohol evaluation and/or counseling	Parent Conference, long term suspension pending expulsion, notification of law enforcement			
Weapon - No Intent	1 Day OSS	5 Days OSS	10 Days OSS	Long Term Suspension	
Weapons	Parent Conference, long term suspension pending expulsion, notification of law enforcement				

Definitions

- **Alcohol:** Possession, sale, distribution, use, or being under the influence of any alcoholic product while on school grounds or at school-sponsored activities.
- **Assault:** Assault is a violent act causing bodily harm or intentional inflicting of or attempting to inflict bodily harm upon another.
- **Attire:** It is each student's responsibility to come to school clean and neatly dressed. Apparel must meet with health and safety codes, be in good repair, and not interfere with the educational process. Any questions concerning appropriateness of dress will be handled on an individual basis. The following list is not all inclusive, but gives **examples of inappropriate student dress:**
 - Clothing that displays derogatory, negative, obscene, put down, suggestive or off-colored messages or advertises alcohol, tobacco, drug use or gang affiliation (ex. Bandanas).
 - Clothing that is unnecessarily distracting in the school and learning environment.
 - Low riding jeans, pants or shorts that permit undergarments or skin to show. Even when a shirt is used to cover the top of the pants, it is unacceptable to wear pants below the waist.
 - Clothing that is cut up, shredded or full of holes.
 - Undergarments that are worn as outer garments.
 - Tops or shirts that do not touch the top of the jeans or skirt.
 - Tops, such as mesh tops, that permit undergarments to be seen.
 - Tops that are excessively revealing or permit excessive exposure. Tank tops must have high backs and high neckline, small arm holes and cover all undergarments and straps.
 - Hats/caps/hoods/head coverings in the building from 7:00 am until the end of the academic day.
- **Bullying:** Bullying of students is against federal, state, and local policy, and is not tolerated by the Huron School District. School board policy ABB clearly details a student's rights and protection from bullying and harassment. This policy can be read on the internet at <http://www.huron.k12.sd.us/education/components/docmgr/default.php?sectiondetailid=182&fileitem=260&catfilter=9>.
- **Bus Misbehavior:** Any behavior/action that interferes with the bus driver's ability to operate his/her vehicle safely.
- **Damage of School Property:** The willful cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school district.
- **Defiance of Authority/Disobedience:** Refusal to follow school rules and regulations or a legal direction.
- **Disorderly Conduct:** Engaging in offensive, obscene, or abusive language, or boisterous and noisy conduct intending to arouse alarm, anger, or resentment in others.
- **Disruptive Behavior:** Action that interferes with teachers being able to teach and students being able to learn.
- **Drugs/Controlled Substance:** Possession, sale, distribution, use, or being under the influence of an illegal drug or controlled substance on school premises or at school-sponsored activities.
- **Falsification of Records and Identification:** The falsification of signatures or data and/or the refusal, when requested to do so by a staff member, to give proper identification or the giving of false identification.
- **Fighting:** Fighting is mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
- **Fire-False Alarms:** The giving of a false alarm of fire or the tampering or interference with any fire alarm system.
- **Gambling:** The playing of a game of chance for stakes.
- **Harassment:** Participating in, or conspiring with others to engage in, harassing acts that injure, degrade, or disgrace other individuals.

- **Sexual Harassment:** Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Copies of the district sexual harassment policy may be obtained in the high school office or the district office.
- **Hazing or Intimidation:** Huron High School does not approve of hazing or intimidation on or off school grounds and it is illegal. HHS will cooperate with parents if they wish to bring legal action against those who participate in hazing or intimidation. NOTE: It is a violation of school conduct rules for any student including freshmen to willingly participate in any form of initiation.
- **Inappropriate Use of Technology:** Students who use either school issued or personal electronic devices while at school to visit inappropriate websites, harass other students, or otherwise violate school rules may lose the use of those items issued by the school or use of their personal devices while at school.
- **Interference/Obstruction:** Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.
- **Theft:** The unauthorized taking of property of another.
- **Tobacco/Vape:** Possession or use of any type of tobacco or vape product while on school grounds, at school-sponsored activities, or off-campus during school hours.
 - Parents and police will be notified when minors break the possession/consumption laws. Offenders will progress through the discipline chart.
- **Verbal Abuse:** Disrespectful language and/or threatening language.
- **Violence:** Use of violence, force, coercion, threat, intimidation, or similar conduct that constitutes interference with school purposes.
- **Weapons:** A weapon is defined as any firearm, knife, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designated to threaten, do bodily harm, or inflict death.

Police Visitation/Use by School

It is the philosophy and belief of the administration at Huron High School that the responsibility for dealing with student discipline rests with us. Thus, we will make every effort to handle such problems in-house according to the policies and procedures established by the district and the school. However, when violations of law or municipal ordinance occur, or when a student or parent/guardian refuses to work within the established policies of the district and school, or when security of persons or property appears to be in jeopardy, we will call the police and initiate arrest and prosecution proceedings. The school does work with the police department juvenile officers.

Student Services

Media Center

The media center provides students with fiction and nonfiction books, e-readers, magazines and reference materials including computer, CD-Rom, and on-line access. The students are given the privilege of studying in a quiet atmosphere. To continue to utilize their library privileges, students are expected to wear their IDs and follow the rules of the library including normal book checkout and return policies.

Counseling Center

Counselors are available to help students in numerous areas including confidential assistance with personal and academic problems, course scheduling, career planning, and future education. They are located in the A-100 hall.

Sportsmanship at Athletic Events

Huron High School has traditionally had tremendous enthusiasm for sports. This enthusiasm has played a vital role in the success of our teams.

These students are young athletes, not professionals. As members of opposing teams, they are not enemies. The visiting team is a guest of the home team. The officials are adults who, by agreement between the two competing schools, are assigned to administer the rules of the game. Their experience and integrity qualify them for this responsibility. An attitude of friendly sportsmanship should be reflected by all spectators no matter how strong their loyalty to their team. Students and adults should show respect for players, cheerleaders, coaches, officials, and all other spectators attending the event.

Please regulate your actions at all times so that you will be a credit to the team you support. The school gets praise or blame for your conduct, because you represent your school just as athletes do.

Eligibility/Participation in Co-curricular Activities

There are specific requirements governing student eligibility for participation in activities. Some regulations are set by the South Dakota High School Activities Association and some by Huron School District. For a complete listing of requirements, please contact the Athletic Director or the High School Office.

One specific regulation has been established by law. On first offense, any student adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of a controlled substance or marijuana (as defined by SDCL 22-42) or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by SDCL 22-42-15, is ineligible to participate in those activities sanctioned by the SDHSAA for a period of one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. A student may reduce the suspension to 60 school days if the individual participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program.

On second offense, the student will be permanently ineligible to participate in those activities sanctioned by the SDHSAA.

Participation by Home-schooled Students

Students who are home-schooled shall have the opportunity to participate in district co-curricular and interscholastic activities if they meet the requirements of state law, the South Dakota High School Activities Association, and district policy, including regulations specified in the student/parent handbooks.

The activities director, in conjunction with other administrators, will have the responsibility of formulating procedures regarding the participation of home-schooled students in activities. (Board Policy IGD)

Activities

Research has shown the most successful students are those who are involved in school- sponsored activities. There are numerous activities available for students at Huron High School. We encourage each student to find an area of interest and become involved.

Fine Arts Activities

Music:	Marching Band, Concert Band, Jazz Band, Pep Band, Color Guard, Orchestra Concert Choir, Girls' Chorus, Prima Choral, Madrigals
Forensics:	Novice Debate, Varsity Policy Debate, Varsity Lincoln Douglas Debate, Oral Interpretation
Drama:	One-Act Play Competition and Three-Act Play
Publications:	Yearbook and School Newspaper

Athletics

	Boys	Girls
<i>Fall</i>	Cross Country Football Golf Soccer	Cross Country Volleyball Tennis Competitive Dance and Cheer Sideline Cheer Soccer
<i>Winter</i>	Basketball Wrestling	Basketball Gymnastics Sideline Cheer Dance
<i>Spring</i>	Track Tennis	Track Golf

SCHOOL SONG

We're loyal to you, Huron High;
We're orange and black, Huron High;
We'll back you to stand
'Gainst the best in the land,
For we know you are grand, Huron High.
(Rah! Rah!)

So go beat that team, Huron High;
We're backing you all, Huron High;
Our team is our fame protector--TIGERS;
For we expect victory from you, Huron High.

School Letter Awards

The Huron chenille monogram has become the official letter award of the school and is reserved for those to whom it has been officially granted. It is to be worn on the official orange and black letter jacket by one to whom the award was presented. Unless the monogram is worn according to the regulations under which it is awarded, it soon ceases to have value. It must be understood that the letter is earned and is not a gift for participation.

Earning an Activity Letter

The lettering policy adopted for Huron High School is intended to utilize consistency and fairness to all participants. We believe it is a privilege to take part in interscholastic activities and feel that this lettering procedure will allow individual consideration for all participants in activities.

Each extra-curricular and co-curricular activity has specific requirements for earning a letter. A packet containing "Tiger Beliefs," training rules, and a complete listing of requirements for lettering in each individual activity is available from the activities director or at the high school office.

Clubs and Organizations

Art Club: is open to any student that is currently enrolled in an art class or has successfully completed an art class. The goal of the club is to promote the visual arts within the school district and Huron community. The organization has been active in designing and painting signs and murals, sponsoring guest speakers, and organizing art exhibitions. Ms. Halvorson is the advisor.

Drama Club: is open to all students and is involved with more than acting. Members help backstage as well as with sets, costumes, and makeup. Their main fundraiser is a dance to fund the-end-of-the-year awards banquet. Mrs. Perry is the advisor.

FBLA: is an organization open to students who are currently enrolled in or have been in any business or computer class. The activity group has many fundraisers, community, and social activities throughout the year. The student organization is also active in local, state, and national competition and conferences. Mr. Carda is the advisor.

FFA: is open to any student who is enrolled in agriculture education courses. Members annually kick off their year by hosting the Animal Nursery at the State Fair. Their biggest fundraiser is their Christmas fruit sale. They participate in leadership and judging contests held in the state. An awards banquet ends the club's activities for the year. Mr. Postma is the advisor.

German Club: is open to any student enrolled in or who has taken German. Members have several fundraisers during the year. The club celebrates several German holidays. Mrs. Holforty is the advisor.

H-Club: is open to all varsity athletic letter winners including athletes, cheerleaders, and managers. H-Club traditionally sells T-shirts at state tournaments held in Huron to provide the club with funds. And, as needed, the group may provide fund-raising assistance for a school project. Their events throughout the year are for recognition of athletes. Mr. Rotert is the advisor.

HERO: is open to all juniors and seniors who are enrolled in the discovering foods course. The activity group has many fundraisers such as Halloween and Christmas cookie sales. The discovering foods class also opens a restaurant which uses the HERO funds. This offers the students an opportunity to practice restaurant skills. Mrs. Engst is the advisor.

International Club: is open to all students. It was established to promote multicultural awareness, tolerance, and acceptance while developing relationships within the student body and within the Huron community. Students, parents, teachers, and community members share experiences from around the world. Activities include multicultural speakers, International Movie Night, various national holiday celebrations, ethnic dance groups, a feast of ethnic foods, and much more. The International Club is a great way to meet people from around the world, understand other ways of life, and experience other cultures.

Key Club: is a service club affiliated with Kiwanis. Key Club is open to all students who are interested in helping with community service projects. Mr. Hennrich is the advisor.

National Honor Society: In accordance with the national guidelines, junior and senior students are inducted into the National Honor Society. Students must have a 3.5 GPA to qualify. Selection is based on their scholarship, character, leadership, and service. Juniors are eligible in the spring and seniors are eligible in the fall. Students do a variety of community projects throughout the year. Ms. VandenBerge is the advisor.

Pep Club: is open to all students enrolled at HHS. The goal of this group is to increase school spirit and support for all of the extracurricular activities at HHS by displaying signs in the school, organizing themes for various spectator sports and organizing events during breaks of spectator sports. Additionally, this group demonstrates good sportsmanship called for the SDHSAA. Mrs. Stahly is the advisor.

Quiz Bowl: is open to all students enrolled at HHS. Students participate on 3-4 member teams and compete in a variety of knowledge and trivia contests with other schools in SD. Mrs. Brewer is the advisor.

Spanish Club: is open to any student enrolled in Spanish. Each year the group sponsors an orphan from Mexico. The group generally attends the Festival of Cultures at SDSU. The club has festivals to celebrate some Latin American holidays.

Student Council: is an elected group of students chosen to represent their class and the entire student body as well. To be placed on the ballot, candidates are required to gather the signatures of 20 classmates. They are responsible for making decisions that affect Huron High, organizing homecoming week, and setting up other various activities for students. Mrs. Fuchs, Mrs. Rubish, Mr. Radke, and Mrs. Konechne are advisors.

DATE: June 1, 2019

TO: Parent, Teacher and Employee Organizations of the Huron Public Schools

FROM: Rex Sawvell, Director of Buildings, Grounds and Transportation

This is the required annual notification regarding the availability of the Asbestos Management Plan.

The Huron School District #2-2 has on file a complete and updated Management Plan for dealing with asbestos containing building materials within the building. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 am – 4:00 pm at the Administrative office of each attendance center, and at the Building and Grounds Director's Office located @ The Huron Arena 150 5th Street S.W. Copies will be available for \$12.00 within five days of written request.

The asbestos containing building materials are required to be kept under surveillance. The semi-annual surveillance will be conducted by trained personnel.

Sincerely,

Rex Sawvell
Local Education Agency
Designated Person