



2022-2023 Student Handbook Holton High School

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HHS Administration

Superintendent Bob Davies
Principal Rod Wittmer
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Counselor Traci Frazier
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WELCOME!

This handbook is published to remind secondary students of the rules, activities, traditions, and goals of Holton High School. The Board of Education has approved the policies included in this handbook, which were established so that all students may have the best environment in which to receive their education.

From the beginning, students of Holton High School have strived for excellence in all fields, and the school staff has organized educational curriculum and numerous co-curricular activities to help students become responsible, productive workers in American society.

We are proud of our past and our alumni, and we look forward to the future when our present students will assume their roles of leadership.

Please feel free to stop by the office at any time.

Principal

This handbook belongs to: _____

2022-2023 HHS STUDENT HANDBOOK REVISION NOTES



- Page 8 Updated Bell Schedules and School Fees.
- Page 32 Updated Cell Phone Policy to include a 60-minute detention to be served the following day.
- Page 34 Updated School Issued Devices to clarify the replacement of Power Brick and Charging Cable that have the labels removed or missing.
- Page 37 Updated Career Readiness Time (CRT) to include Character Strong, Xello, Math & Reading Intervention and Progress Monitoring.

TABLE OF CONTENTS

ACADEMIC DISHONESTY	12
ACADEMICS	10
ATTENDANCE POLICY	13
BUILDING USE POLICY	35
BULLYING	17
BUS REGULATIONS	19
CAREER & TECHNICAL EDUCATION PROGRAMS	12
CAREER READINESS TIME	37
CELL PHONE POLICY	32
COLLEGE CLASSES/DUAL CREDIT	6
DANCES	25
DETENTION	21
DRESS CODE	18
DRUG FREE SCHOOLS AND COMMUNITIES ACT	18
EARLY RELEASE	6
ENROLLMENT/WITHDRAWAL INFORMATION	5
FEES, TEXTBOOKS, SCHOOL SUPPLIES	8
FUND-RAISING	28
GENERAL INFORMATION	30
GRADUATION TIERS & HONOR ROLL	11
HEALTH AND SAFETY	28
LUNCH REGULATIONS	30
MAKE-UP WORK	14
PARKING	32
PROBLEM SOLVING STRATEGY	38
QUALIFIED ADMISSIONS	6
RECORDS & DIRECTORY INFORMATION	9
RELEASE OF STUDENT DURING SCHOOL	15
SCHEDULES	8
SCHOOL EXTRA-CURRICULAR POLICY	27
SCHOOL SPONSORED ACTIVITY TRIPS	26
SEARCHES OF STUDENTS	24
SEXUAL HARASSMENT	17
SIX-TRAIT WRITING MODEL	38
STUDENT DISCIPLINE PLAN	16
STUDENT NOT IN GOOD STANDING	26
STUDENT SERVICES	36
SUSPENSION/EXPULSION	21
TARDY POLICY	15
TECHNOLOGY USE POLICY	33
THE KSHSAA AND ELIGIBILITY	27
TUTOR PROGRAM	37
WEAPONS POLICY	15

Holton High School

NON-DISCRIMINATION STATEMENT

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. USD #336 Holton does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Superintendent and/or Assistant Superintendent has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Holton High School Mission Statement

Holton High School's mission is to provide all students with a basic foundation of knowledge, attitudes, and skills necessary for successful lifelong learning.

USD 336 District Mission Statement

"With the fundamental belief that every student can learn, the primary purpose of Holton School District #336 is to provide each student with learning opportunities in order to establish a foundation for success, both now and in the future."

USD 336 Report Card

Holton USD 336 Report Card can be found on the Kansas State Department of Education website for State Report Cards: <http://ksreportcard.ksde.org/>

Staff Names

Please see school website <http://www.holtonks.net/>

Board of Education Members

Please see school website <http://www.holtonks.net/>

Important Phone Numbers

Holton Elementary School 364-3251

Holton Middle School 364-2441

Holton High School 364-2181

USD 336 District Office 364-3650

USD 336 Special Education 364-3463

ENROLLMENT (JBC)

- All resident students shall be admitted to attend school in the district unless they have been expelled.
- A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.
- All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in PreK-12th grade shall provide a certified copy of their birth certificate or a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families.
- The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended or other relevant agencies to obtain necessary enrollment documents.
- If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Non-resident Students

- Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment, supplies and funding are available, and will be re-evaluated on a semester basis.
- Request for permission to attend must be made in writing to the superintendent each year and will be based on space available by grade level as well as the student's past attendance record, academic performance, and behavior. The above criteria will also be considered in re-evaluation on a semester basis.
- Transportation to and from school is the responsibility of the non-resident student and his/her family.
- A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.
- Each year during enrollment, parents and students must fill out a pupil information form including the following information:
 - name(s), phone number(s) and address of the student's parent(s)/guardian(s);
 - name of individual(s) to contact in case of emergency;
 - name of the student's physician; and
 - description of any medical conditions of which the staff needs to be aware.
- This information is kept on file and made part of the student's record.

Address/Phone Number Change

- Please notify the school secretary within seven days if any of the following change: a) numbers for home or parents' work; b) mailing or street address; or c) emergency contacts.

Withdrawal From School

- Transferring: A student transferring to another school must pick up a sign-out sheet in the office. All teachers must sign this sheet when the student turns in textbook and other materials. The student is to return the sheet to the office and inform the office where he/she will be transferring. When the student enrolls in the new school the school will request a transcript, which HHS will fax. All late fees and bills must be paid before a transcript will be sent.
- Drop-out: No student under the age of 16 may drop out of school. Students between the ages of 16 and 18 require a parent signature. Students 18 or older may sign themselves out. Signing out of school is required by law and must be done in the office. First, contact the principal to schedule a meeting. Both the student and parent must attend this meeting. Both parent and student will be required to sign the dropout form. The student will also need to complete the sign-out sheet (see transferring).

EARLY RELEASE

- During the second semester of a senior year a student can apply for early release. The students on early release program will be allowed to take only the courses needed toward graduation. When not in class they are expected to leave school grounds or make special arrangements with the office to use the school building.
- To apply for early release the student must pick up a release form from the counseling office. The form must be signed by parents and the building principal then returned to the counseling office. Students who have demonstrated a struggle in previous classes may not be approved.
- If a student applies and is granted early release, this privilege can be revoked or suspended if the students grades drop below a C. If this happens the students will be required to stay at school during their early release time, until the grades have been improved.

Assignment to School/Classes (JBC)

- The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.
- Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Advanced Placement

- Advanced Placement courses are nationally recognized curricula that require extensive work on the part of the student. Each course has it's own grade level requirements, but most are open only to juniors and seniors (exception: Human Geography). At the conclusion of the course a national test is offered which could lead to college credit, depending on the score and the college of choice. While the school strongly encourages all students to take the AP exam, the cost of this exam is left to the student. A student can request financial assistance depending on need. All AP Courses will have a Weighted GPA.

Kansas Academy of Mathematics and Science (KAMS)

- KAMS is Kansas' premier residential learning experience for exceptional high school juniors and seniors with an interest in mathematics and science, located on the Fort Hays State University campus. All Math and Science credits at KAMS will have a Weighted GPA @ HHS and students attending KAMS will be eligible for all activities and graduation honors at HHS.

COLLEGE CLASSES/DUAL CREDIT

- With parental permission, juniors and seniors who are on track to complete graduation requirements as prescribed by the board are eligible to take college courses during the school day. The cost of each course is the responsibility of the student.
- A student may take an evening course (as long as the course is not offered during the school day) and receive dual credit. The course must be from a recognized state institution, and the transcript must be submitted to the counseling office upon completion. Students should check with the counseling office prior to taking an evening course if they plan to request dual credit.

QUALIFIED ADMISSIONS

Under Kansas law, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed the pre-college curriculum prescribed by the State Board of Regents.

Also, note that a total of 27 units of credit are required by this district for graduation from high school. Consult with a school counselor to determine specific graduation requirements.



Qualified Admissions

Current Freshman Criteria – Under 21 <i>Requirements for Accredited High School Graduate</i>	Amendments <i>Accredited High School Graduate</i>	
ESU, PSU, FHSU, KSU, and WSU	ESU, PSU, FHSU, and WSU	K-State
ACT: 21+ <u>or</u> Rank in top third of class	ACT: 21+ <u>or</u> Cumulative GPA of 2.25	ACT: 21+ <u>or</u> Cumulative GPA of 3.25
Complete Precollege Curriculum with a 2.0 GPA (Resident)/2.5 GPA (Nonresident). Curriculum consists of: -English (4 units); Math (3 units with ACT benchmark of 22 or 4 units with one taken in senior year); Natural Science (3 units with one unit in chemistry or physics); Social Science (3 units); Electives (3 units) <i>Note: As part of the admission application,</i> <i>students list each high school course taken along</i> <i>with the grade.</i>	Units (but not specific courses) are recommended; units are not required.	Units (but not specific courses) are recommended; units are not required.
2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school

Current Freshman Criteria – Under 21 <i>Requirements for Accredited High School Graduate</i>	Amendments <i>Accredited High School Graduate</i>	
KU	KU	
Cumulative GPA of 3.25 and ACT 21+ <u>or</u> Cumulative GPA of 3.0 and ACT 24+	Cumulative GPA of 3.25 and ACT 21+ <u>or</u> Cumulative GPA of 3.0 and ACT 24+	
Complete the Precollege Curriculum as described above	Units (but not specific courses) are recommended; units are not required.	
2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school	

High School Graduating Class of 2020	High School Graduating Class of 2021
Current QA Criteria Apply	Amended QA Criteria Apply

AG Internship (Formerly On The Job Training (OJT))

- Several programs offer students the opportunity to get real world experience during their senior year. This is not the old fashioned “Work Study Programs” of the past. A student must complete all the course requirements of a vocational program before they can apply for an AG Internship. In addition, the student must have demonstrated the ability to work independently in a trustworthy manner and have no challenges with credits towards graduation.
- Each AG Internship has individual requirements that must be met (see the instructor and counselor for detailed information) and the length of time spent on the AG Internship is determined by the program and availability of the student (depending on credits).

SCHEDULES

- First Day of School: All students are to report to their first block. Students will then report to the auditorium for a short assembly and directions concerning the rest of the day.
- The Daily Time Schedule
 - Commons area opens to students7:30 a.m.
 - Building open, students to lockers7:50 a.m.
 - Block Time Schedule Monday through Friday
 - (Note: Blue Day classes will have the same time schedule as White Day)
 - 1st Block.....8:00 -- 9:20 a.m.
 - 2nd Block- CRT-Career Readiness Time9:24 -- 10:24 a.m.
 - 3rd Block10:28 -- 11:46 a.m.
 - 4th Block.....11:50 -- 1:38 p.m.
 - Lunch (1)11:46 -- 12:11 p.m.
 - Lunch (2)12:30 -- 12:55 p.m.
 - Lunch (3)1:13 -- 1:38 p.m.
 - 5th Block.....1:42 -- 3:00 p.m.

FEES (JS) AND TEXTBOOK RENTAL

- Fees and textbook rental are to be paid when the student enrolls. Additional money may be charged in some classes for consumable materials. Textbooks are furnished on a rental basis and will be checked out the first day of school. Students are expected to care for these books and return them at the end of the year. Books will be inspected and checked in by each teacher. Any book lost, misplaced, or damaged beyond normal wear will require the replacement of that specific text at student expense.
 - Activity Fee & Passes
 - Grade 6-12 Student Activity Fee/Pass = \$30 (All Sports except Spirit Squad)
 - A waiver is available for those who qualify.
 - Sport Passes (all seasons, excluding tournaments and state events)
 - HHS Adult = \$75, HHS Family = \$175, HMS Family = \$60
 - Ag Ed Fees: Ag. Exploration, **AFNR**, Ag. Mgmt, Horticulture, Plant & Soil Science, Animal Science, Ag. Leadership, Environmental Science, Ag. Internship = \$15 Each; Ag. Mechanics, Ag Welding, & Ag. Fabrication = \$25 each.
 - AP Class Test Deposit=\$100 (no refunds)
 - AV/Comm. Arts Fees: Principles Of Illustration, Graphic Design Fundamentals, Graphic Design = \$15 each; Art II, Art III, Advanced Art, Crafts 1&2, & Adv. Crafts = \$20 each.
 - Band: Instrument Rental Fee=\$30, **Percussion Fee** = \$30
 - Class Dues – 9th – \$25.00, 10th – \$25.00, 11th – \$10.00 (Required if attending Prom your Jr/Sr year.)
 - Driver’s Education = \$152; **Non-USD 336 Student** = \$300
 - FACS Fees: Intro To FACS, Nutrition & Wellness, Culinary Essentials = \$15 each; Advanced Foods = \$20
 - FFA Club Dues = TBD
 - FCCLA Club Dues = \$20
 - FBLA Club Dues = \$15
 - Summer Weights Fee = \$15 (\$30 Non USD 336)
 - Text Book Fee = \$45.00
 - Yearbook=TBA

	<u>HS/MS Student</u>	<u>Elem.</u>	<u>Adult</u>
Breakfast	\$1.90	\$1.90	\$2.65
Lunch	\$2.95	\$2.75	\$4.00
Milk	\$0.45	\$0.45	\$0.45
Ala’ Cart Main Entrée	\$1.85		

Notes: 1) Students may not charge more than \$35; 2) Students must maintain a positive lunch balance to eat 2nd Entrée; and 3) Replacement lunch cards are \$5.

School Supplies

Students and parents need to consult the supply sheet handed out at enrollment and the classroom syllabus passed out during the first-class period.

Transfers from Non-Accredited Schools

The principal will place students transferring from non-accredited schools. Initial placement will be made after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

RECORDS (JR)

- All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.
- (The following may serve as the required annual notification to parents and eligible students concerning their rights under FERPA.)
- Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:
 - The right to review and inspect all of your educational records except those which are specifically exempted.
 - The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - we have your prior written consent for disclosure; the information is considered directory information and you have not objected to the release of such information (see "Directory Information"); and disclosure without consent is permitted by law.
 - The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 - The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 336 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
 - The right to obtain a copy of USD 336 policies for complying with FERPA. A copy may be obtained from the USD 336 Central Office.

DIRECTORY INFORMATION (JRB)

- For purposes of FERPA, USD 336 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.
- Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.
- You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with the USD 336 Central Office. If refusal is not filed, USD 336 assumes there is no objection to the release of the directory information designated.

ACADEMICS

Grade Level/ Course Outcomes

Recommended course completions:

- Freshman: 9th English, Earth and Space Science, 1 math, computer applications / financial literacy, 4 electives (P.E., Civics/World History highly recommended).
- Sophomore: 10th English, Biology, 1 math, 5 electives (PE and Civics/World History a must if not taken 9th grade year).
- Junior: 11th English, 1 American History, 1 math, 1 science and 4 electives.
- Senior: ½ Government, 1 English ... reminder need 27 credits to graduate.

Testing Program

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

Promotion and Retention (JFB)

- To qualify to be a 9th grader the student must have received approval from the 8th grade.
- To qualify to be a 10th grader the student must have passed his/her English class and earned at least a total of 7 credits.
- To qualify to be an 11th grader the student must have earned 2 credits of English and at least a total of 14 credits.
- To qualify to be a 12th grader the student must have earned 3 credits of English and at least a total of 20 credits.

Grading

- The high school general grading scale is
 - 93 – 100 = A
 - 90 – 92 = A-
 - 87 – 89 = B+
 - 83 – 86 = B
 - 80 – 82 = B –
 - 77 – 79 = C+
 - 73 – 76 = C
 - 70 – 72 = C-
 - 67 – 69 = D+
 - 63 – 66 = D
 - 60 – 62 = D-
 - 0 --- 59 = F
- Incompletes are issued when a student has not completed the work required to obtain a grade. Students receiving an incomplete on their report card have 10 school days to complete the work or the incomplete becomes a failing grade.

Report Cards (JF)

- Periodic reports, either written, by telephone or individual conference with the parent(s), may be made to parents during the interim between issued formal reports. Staff shall contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last formal reporting period.
- Formal reports shall be made to students and parents following the end of each established grading period.
- The high school issues a report card at the completion of each semester. Grades obtained on the report card determine whether credit is issued or not. During the semester the high school will provide progress reports. The purpose of a progress report is to provide information to the student and parents where the student currently stands.

- Parents with e-mails will receive e-mail reminders every three weeks that it's Progress Report time. Parents can check their student's grades on PowerSchool to see where they currently stand. Students who have failing grades and/or incompletes will receive a Progress Report via mail.

Parent/Student/Teacher Conferences (JFAB)

- Parents and students are encouraged to request a conference with teachers at any time convenient to all parties.
- The high school hosts their Parent-Teacher Conferences in the commons. Parents first report to the office to pick up their students progress report. They then can choose which teacher is available and meet with them. If parents are concerned about privacy they can request a private meeting with the teacher.
- If the parent doesn't pick up the progress report generated for Parent-Teacher Conferences, it will be mailed out following the Conferences.
- Conferences will be held two times a year once in the Fall and once in the Spring.

Homework

Homework is an important part of the learning process where students are expected to practice newly learned material, or become familiar with a new topic. As a general rule, all students should be able to carry out their homework without external help, provided they were focused during class sessions. CRT is held each school day and will run roughly 55 minutes. While the purpose of CRT is not for homework/study hall, it can serve that way for many students on many occasions. Students can use their laptop as a tool to track upcoming homework. In addition to assigned homework, students are expected to review the material covered in class and do additional studying if needed. Under the Academic Assistance policy the student will be required to meet with the teacher if so assigned before being allowed to attend any other meetings.

GRADUATION TIERS

- Effective with the graduating class of 2011, Valedictorian and Salutatorian will be determined by the following criteria with coursework based on completion of the Kansas Scholars Curriculum.
- Eligible students are those who attend HHS for their full Senior year and the ACT scores will be attained by the February test date for inclusion into the tiers. Weighted GPA's will be used.

Summa Cum Laude

- Completion of Kansas Scholars Curriculum
- 4.0 GPA on all classes
- ACT Superscore 30 or above
- 2 Advanced Placement Courses & Exams OR 1 AP Course & Exam AND 2 Honors Courses

Magna Cum Laude

- Completion of Kansas Scholars Curriculum
- 3.95 GPA on all classes
- ACT Superscore 28 or above
- 1 Advanced Placement Course & Exam

Cum Laude

- Completion of Kansas Scholars Curriculum
- 3.85 GPA on all classes
- ACT Superscore 26 or above
- 1 Advanced Placement Course & Exam

Honor Roll

An honor roll is published every semester. Students must have a 3.2 GPA or higher to be on the honor roll.

Blue=4.0
White=3.6-3.99
Wildcat=3.2-3.59

Awards and Honors (JN)

- Students who obtain all A grades for the two semester grading periods will be presented with a scholastic letter award.
- Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Graduation Exercises

- Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.
- Commencement speakers will be selected by the building principal.
- Students are expected to follow school dress code.
- Students are given their diploma cover during the graduation ceremony. Should the student demonstrate any misconduct during the ceremony the student will return to school the following Monday for disciplinary action. The student diploma may be picked up at the HHS office at the conclusion of the school year, if not, they will be mailed to the home address.

Early Graduation

Currently Holton High School does not offer early graduation. If early graduation is desired a request to the BOE must be made during the fall of the Senior Year.

ACADEMIC DISHONESTY

- Academic dishonesty—as in cheating or plagiarism—is not acceptable at HHS. Cheating includes copying another student’s work; such as homework, class assignments, projects or worksheets; copying another student’s test answers; or having someone else complete an assignment, project or test and submit such as one’s own work. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. Materials taken from electronic sources are covered by this policy.
- A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.
 - First Offense – “F” on material and parent notified.
 - Second Offense – “F” on material, parent notified, and three days suspension.
 - Third Offense – All of the above plus possible loss of course credit.

AIDS and Sexuality Curriculum Inspection (IKCA)

- The human sexuality and AIDS curriculum is available for inspection from the high school principal.
- A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district’s required curriculum.
- To receive information on the opt-out provision, contact the principal’s office.

CAREER & TECHNICAL EDUCATION PROGRAMS

Holton High School offers a number of Career & Technical Education opportunities. A student entering HHS can discuss with the counseling department the various career pathways that are available.

Credit Recovery

Credit Recovery is available through Fresh Start with USD 336 Administrative approval and is dependent on course availability. Students will be charged \$150 per ½ credit course.

Concurrent Credit Courses Outside School Day

- It is our hope students will take challenging courses when possible. To help encourage this the district will provide concurrent credit for any college course taken outside the school day as long as it meets the following: (Only courses that are NOT offered currently at HHS may be taken for concurrent credit.)
- Must be offered by a Kansas Regent School (Special permission may be given for online university courses). The instructor of the college course must meet “Highly Qualified” requirements in accordance with state law.
- Upon completion of the course, a transcript must be submitted to the counseling office.

Online Courses

- To provide more opportunities for Holton High School students, the district has approved various online courses to be taken at student’s expense. (Only courses that are NOT offered currently at HHS may be taken.)
- Requirements:
 - For every 2 online courses a student is enrolled in, a student will be provided 1-block of time within the HHS Schedule.
 - Student must demonstrate self-motivation in previous classes.
 - Online courses will be assigned in the student’s schedule. The student is required to report to the assigned staff member and is expected to work on the online course. The staff member will monitor student progress throughout the semester.

ATTENDANCE/TRUANCY (JBD, JBE)

- When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.
- **Please contact the school by 8:15 a.m. for any absences. If no parent/guardian contact is received, school officials will attempt to make contact.**
- **Excused/Unexcused Absences**
 - The definition of “Excused Absence” includes the following:
 - Personal illness;
 - Health-related treatment, examination, or recuperation;
 - Serious illness or death of a member of the family;
 - Obligatory religious observances;
 - Participation in a district-approved or school sponsored activity or course;
 - Absences pre-arranged by parents and approved by the principal; and
 - Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
 - All absences which do not fit into one of the above categories would be considered an “Unexcused Absence.” A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Definition of Absences

- **Documented Excused Absence:** Occurs when the school has documentation that the student visited a doctor, dentist, court, lawyer, or an approved job shadow. All funerals of the immediate family shall be counted as a Documented Excused Absence. Notes/documents may be faxed to the HHS Office at 364-5360.
- **Parental Excused Absence:** Occurs when the parent contacts the school to excuse their child for one of the above-mentioned reasons. **The student is allowed five Parental Excused Absences during a semester.**

- Unexcused Absence: Occurs when the absence doesn't meet the above BOE approved excused absences, when the student has exceeded the five Parental Excused Absences during the semester or when the school has not been contacted by parents/guardian.
- School Related Excused Absence: Occurs when the student misses a school day due to a school activity. Students need to make arrangements with all their teachers prior to attending a school event.
- College Visit/Job Shadowing Excused Absence: Students desiring to visit the University/College Campus/Job Shadow of their choice will not be counted absent from classes missed and should meet the following requirements:
 - Make prior arrangements with the college admission officers/Employer/HHS Counselor.
 - Student must bring back verification of their college visit or Job Shadow.
 - Arrangements for homework should be handled or turned in beforehand.

Consequences for Absences

- See Truancy: (Listed Below)
- Consequences for Unexcused Absences: Class assignments and tests given during an Unexcused Absence can result in reduced or no credit. Students with an Unexcused Absence other than school-approved activities should not expect to participate in or attend any school activities, which occur on that day or evening or on a Saturday following the unexcused day.
- Attendance and Extracurricular Activities: Any student that is absent after 12:00 p.m., due to illness or for any "Unexcused" reason shall NOT be eligible to attend and/or participate in any extra-curricular activity scheduled during that particular day. Participation in activities on days any student is absent for "Documented Excused Absences" shall be at the discretion of the principal.
- Significant Part of a School Day
 - An absence of two or more hours (120 minutes) in any school day shall be considered an absence for a significant part of the school day.

MAKE-UP WORK

Students with excused absences have two days (not class periods) after returning to their class to make up their assignments. If students are gone for more than two days, they need to discuss with their teachers what was assigned while gone and when work needs to be turned in. Students are encouraged to see their teachers to find out what they missed. It is the responsibility of students to obtain the necessary information from their teachers with respect to making up schoolwork lost during absences.

ATTENDANCE: TRUANCY (JBE)

- Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal shall report students who are inexcusably absent from school to the appropriate authority.
- Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.
- Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.
- Waiver of Compulsory Attendance Requirements
 - Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law

and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

- Involvement of Law Enforcement
 - Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.
- Reporting to Parents
 - If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.
- Dual Enrollment Students
 - Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational school, or Washburn University.

TARDY POLICY

- Tardiness is defined as any appearance of a student after the scheduled time school or a class begins. Tardiness of more than ten (10) minutes to a class will be considered an absence and should not be admitted without a pass from the office. The principal shall have the authority to determine whether a tardy is "Excused" or "Unexcused" relative to the administration of this policy. Legitimate excuses shall be those over which the student has very little or no control. Tardiness within the same SEMESTER, will result in the following consequences:
 - Tardies 1-3: warning from instructor.
 - Tardies 4-9: 30 minutes detention/BASS for each.
 - Tardies \geq 10: 2 Points and a hour of detention/Bass for each.

Sign In/Sign Out

- Students must sign out in the office before leaving school premises during the school day. Students must sign in when arriving at school after the 8:00 bell rings.
- With permission from the office a student may sign out to the parking lot to obtain textbooks and other school material. Students will not be allowed to do this on a regular basis.

RELEASE OF STUDENT DURING SCHOOL (JBH)

- Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.
- Students shall not be allowed to run personal errands for school employees off school premises.
- In some situations parents may sign a sheet giving permission for their child to leave school grounds without having to contact the parent. See the office for sign-out sheet.
- See "Sign In/Sign Out."

WEAPONS (JCDBB)

- A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. **DO NOT carry pocketknives at school.**
- Possession of a Firearm
 - Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see "Expulsion" and "Probationary Status"). Expulsion hearings shall be conducted by the superintendent or other certified employee or committee

of certified employees of the school, in which the pupil is enrolled or a hearing officer appointed by the board.

- Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.
- Definition of Firearms and Destructive Devices
 - As defined in district policy, the term “firearm” means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.
 - The term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

STUDENT CONDUCT/DISCIPLINE

- Students may be disciplined for any of the following reasons:
 - willful violation of any published, adopted student conduct regulation;
 - conduct which substantially disrupts, impedes, or interferes with school operation;
 - conduct which endangers the safety or substantially impinges on or invades the rights of others;
 - conduct which constitutes the commission of a felony;
 - conduct which constitutes the commission of a misdemeanor;
 - disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
 - possession of a weapon at school, on school property or at a school-sponsored event.
- Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. See “Suspension/Expulsion.”
- The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

DISCIPLINE MATRIX				
Level 1	Level 2	Level 3	Level 4	Level 5
1 pt - Min. 30 minutes Detention	2 pts – 60 to 90 Minutes of Detention	3 pts – ISS and/or Friday Night School	5 pts – Min. 1 day of OSS	12 pts – Long Term Suspension or Expulsion
*Clothing violation *Display of affection *Failure to Cooperate *Tardies (4-9) *Cell Phone *Parking lot without permission *In an unauthorized area without permission *Assembly misconduct *Technology violation *Bullying (depending on the infraction will determine placement on discipline plan – repeat offenses automatically increase level)	*Forging a signature *Hazardous driving *Failure to comply with reasonable request *Leaving class without permission *Skipping class (1 st offense) *Bullying (2 nd offense) *Profanity/vulgarity *Tardies (>=10)	*Conflict with student – verbal *Disrespect towards staff *Refusing consequence *General Misconduct *Theft *Bullying (3 rd offense) *Skipping detention *Skipping B.A.S.S. *Unexcused Absence *Skipping Class (Repeat)	*Disrespect towards staff *Threat towards staff *Fighting *Fire alarm pull *Tobacco/ENDS possession (police contacted; ticket issued) *Vandalism to school *Bully action including but not limited to intimidation, harassment or verbal abuse. *Major Technology violation *Possession of a Knife (Includes pocket knife) *Repeat Level 1, 2 or 3 offense	*Setting a fire *Vandalism – depending on severity *Physical contact with staff *Bomb threat *Possession of weapon at school *Possession of Alcohol/Drug (see district substance abuse policy)

1. Each point earned will accumulate towards 21; a total of 21 points per school year; a hearing may be recommended for long-term suspension or expulsion depending on severity of infractions.
2. Zero is base of point system; there is no banking of points.

BULLYING

- HB 2261 (2013) states “bullying” is an intentional gesture or threat creating an intimidating environment for a student or staff member. The bill clarifies the definition of bullying to mean any threat by a student, staff member, or parent toward a student or by any student, staff member, or parent toward a staff member.
- The bill defines “parent” to include a guardian, custodian, or other person with authority to act on behalf of a child. The bill defines “staff member” to mean any person employed by the school district.
- By HHS definition the intentional gesture may be written (including electronically transmitted), verbal, graphic, or a physical act or threat that is sufficiently severe, persistent, or pervasive.

SEXUAL HARASSMENT (JGE)

- Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.
- It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.
- Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:
 - submission to such conduct is made, explicitly or implicitly, a term or condition of the individual’s education;
 - submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
 - such conduct has the purpose or effect of interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive academic environment.
- Sexual harassment may include, but is not limited to:
 - verbal harassment or abuse;
 - pressure for sexual activity;
 - repeated remarks to a person, with sexual or demeaning implication;
 - unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades, participation in extra-curricular activities, etc.
- Specific examples of sexual harassment include:
 - making sexual comments or jokes;
 - looking or gesturing in a sexual manner;
 - touching, grabbing, pinching in a sexual way;
 - brushing up against;
 - flashing or mooning;
 - spreading sexual rumors about an individual;
 - pulling clothing in a sexual manner;
 - possessing, showing or giving sexual pictures, messages or notes;
 - blocking passage in a sexual way;
 - writing sexual messages or graffiti on walls, locker rooms, etc.;
 - forcing a kiss on someone;

- calling someone gay or lesbian;
- spying while someone is showering or dressing.
- When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.
- Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.
- The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

DRESS CODE (JCDB)

- Neatness, decency and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.
- Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.
- Students who are inappropriately dressed will be required to change their clothing. The board-approved dress code for school days and school activities is as follows:
 - Wearing apparel that is excessively short, excessively tight, or excessively low-cut may not be worn.
 - Cut-off shorts/jeans/shirts (must have a hem), biking shorts, short shorts/skirts, sagging pants, shirts with spaghetti straps, trench coats, non-school related bandanas, etc. are not in good taste.
 - Tank tops and or blouses must be a minimum of two inch width over the top of shoulders with a full front and back.
 - Hats, Hoodies & sunglasses shall not be worn in the building.
 - Shoes must be worn at all times. Sandals are permitted.
 - Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements.

DRUG FREE SCHOOLS AND COMMUNITIES ACT (JDDA)

- Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.
- As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to any one or more of the following sanctions:
- **First Offense:** A first time violator shall be subject to following sanctions:
 - A punishment up to & including long-term suspension;
 - Suspension from all student activities for a period of not less than one semester or four months.
 - A student placed on long term suspension under this policy may be readmitted to classes only, in a probationary status, if the student agrees to complete a drug and alcohol rehabilitation program.
- **Second and Subsequent Offenses.** A student who violates the terms of this policy for the second time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school for the remainder of the school year.
- Suspension from participation and attendance at all school activities for a year.
- A student who is expelled from school under the terms of this policy may be readmitted to classes only, during the term of the expulsion, if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.
- Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for the district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.
- A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the director of the programs to determine the cost and length of the program.
- Compliance with this policy is mandatory.
- See “Suspension/Expulsion.”

Tobacco (JCDA)

Possession and/or use of any tobacco product (including Electronic Nicotine Delivery System (ENDS)) (any device that delivers a vaporized solution) by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. In addition to action taken under the Discipline Plan the local police will be called and a ticket will be issued.

BUS REGULATIONS

Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner. Riding the school bus is a privilege. If you behave appropriately, you will be allowed to ride the bus.

Ride the bus safely.

- Stay seated (seat to seat, back to back, with seat belt fastened);
- Keep aisles free of backpacks, instruments;
- At stops, remain at designated area until bus comes to complete stop;
- DO NOT distract the driver;
- DO NOT put any part of my body outside the window;
- DO NOT push or shove others; and
- DO NOT leave seat while bus is in motion.

Follow all bus rules and be responsible.

- Keep hands and feet to myself;
- No eating on the bus;
- Respect bus property;
- Sit in assigned seats;
- DO NOT possess weapons or facsimiles of a weapon;
- DO NOT possess driver distractors including laser pens;
- DO NOT possess alcohol, tobacco, or illegal drugs; and
- DO NOT tamper with emergency door or equipment.

Treat the bus, the driver, and all passengers with respect.

- Obey directions from the bus driver;
- Talk level 0-2 and act kindly to others;
- DO NOT leave trash, food, etc. on the bus;
- DO NOT throw, spit, kick, or hit; and
- DO NOT use foul language, tease, threaten others, or use Inappropriate gestures.

The following consequences will occur or in the event of a serious offense, a student may be suspended from the bus immediately and face other school consequences:

1. My parent(s)/guardian will be notified by an administrator at my school and I will be warned about the consequences of not following the school bus rules. Depending on severity, I understand that other disciplinary measures may include a lunch detention, after school detention, suspension from school, expulsion from school, or other consequences as assigned by the building administrator including loss of bus privileges for a range of 1-5 days.
2. My parent(s)/guardian will be notified by an administrator and I may lose all bus privileges for a range of 1-10 days. **In-town bus riders will lose bus privileges to the end of the semester after receiving 2 referrals.** I understand that other disciplinary measures may include a lunch detention, after school detention, suspension from school, expulsion from school, or other consequences as assigned by the building administrator.
3. My parent(s)/guardian will be notified by an administrator and **I may lose all bus privileges for the remainder of the semester (three strikes).** I understand that other disciplinary measures may include a lunch detention, after school detention, suspension from school, expulsion from school, or other consequences as assigned by the building administrator.

*** Severity Clause: Students may be suspended immediately from the bus for severe infractions for a period of time to be determined by the school administrator. A serious infraction may result in bus privileges being suspended immediately as well as after school detention, suspension from school, expulsion from school, or other consequences as assigned by the building administrator. The student may be required to remain at school and law enforcement may be called.

Gangs (JHCAA)

- Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.
- The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:
 - shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related; shall not present a physical safety hazard to self, students, staff, and other employees; shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.
- If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary. See "Suspension/Expulsion," and "Behavior/Conduct."
- Also, see "Hazing/Initiations," below.

Hazing/Initiations (JHCAA)

- Incidents involving initiations, hazings, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. See "Gangs."
- Discipline Measures
 - The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.
- Also see discipline measures listed under "Unexcused Absences," "Tardies," "Gangs," "Weapons," "Vandalism," "Sexual Harassment," "Dress Code," "Drug Free Schools," "Bus Regulations," "Computer Use" and "Food Service." Detention

DETENTION (JDB)

- Detention time will be assigned by office, and student is expected to make up that time, either before/after school or BASS as assigned by the office. The office will notify student that he/she has been assigned detention time. If detention is not served additional discipline action could take place.
- If a teacher assigns detention the student must have at least 24 hour notice and time will be served with the teacher in their classroom.

SUSPENSION/EXPULSION (JDD)

- Suspension and Expulsion Procedures
 - A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal.
 - A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.
 - Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

- Rules Which Apply in all Cases When a Student May be Suspended or Expelled
 - Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
 - Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
 - A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
 - A student who has been suspended or expelled shall be notified of the day the student can return to school.
 - If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
 - If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
 - The days a student is suspended or expelled are not subject to the compulsory attendance law.
 - During the time a student is suspended or expelled from school, the student may not:
 - Be on school district property or in any school district building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.
- Reasons for Suspension or Expulsion. Students may be suspended or expelled for one or more of the following reasons:
 - willful violation of any published, adopted student conduct regulation;
 - conduct which substantially disrupts, impedes, or interferes with school operation;
 - conduct which endangers the safety or substantially impinges on or invades the rights of others;
 - conduct which constitutes the commission of a felony;
 - conduct which constitutes commission of a misdemeanor;
 - disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
 - possession of a weapon at school, on school property or at a school-sponsored event.
- Short-term Suspension Procedures. Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend. At the informal suspension hearing, the student shall be:
 - notified of the right to be present;
 - informed of the charges;
 - informed of the basis for the accusation; and
 - allowed to make statements in his/her defense.
- When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.
- Long-Term Suspension or Expulsion Procedures
 - Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a

- hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:
- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
 - The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
 - The hearing may be conducted by either a certified employee or committee of certified employees.
 - Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
 - Findings required by law shall be prepared by the person or committee conducting the hearing.
 - Records of the hearing shall be available to students and parents or guardians according to Kansas law.
 - Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.
 - Student Rights During a Long-Term Suspension/Expulsion Hearing: The student shall have the right:
 - to counsel of his/her own choice;
 - to have a parent or guardian present;
 - to hear or read a full report of testimony of witnesses;
 - to confront and cross-examine witnesses who appear in person at the hearing;
 - to present his or her own witnesses;
 - to testify in his or her own behalf and to give reasons for his or her conduct;
 - to an orderly hearing; and
 - to a fair and impartial decision based on substantial evidence.
 - Appeal to the Board. The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:
 - Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
 - The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
 - The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
 - The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
 - The board shall provide a certified court reporter to transcribe the hearing.
 - The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Corporal Punishment (JDA)

Corporal Punishment is not approved by the Board of Education.

Probationary Status (JDC)

- Any punishment, suspension or expulsion, may be deferred by the principal. The student involved may be placed on probation for a set period of time. See "Suspension/Expulsion."
- The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.
- A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

- Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent. See “Weapons.”

SEARCHES OF STUDENTS (JCABB)

- Students have limited control over their lockers, desks and other assigned areas for the storage of property. Lockers, desks and other such assigned areas are the property of the Holton school system.
- Lockers, desks, and other such storage areas and the contents thereof shall be subjected to inspection and search by school officials at any time without prior notice if there is reasonable suspicion that such will produce evidence of violations of law or of school rules, or that lockers may contain property which school officials reasonably believe may be intended for use in a manner disruptive to the orderly operation of the school.
- School officials may search students or personal property in their possession or under their control, including motor vehicles on school grounds, if there are reasonable grounds to suspect that the search will produce evidence of violations of law or school rules. The school administration may contact local law enforcement agencies to assist in these searches.

Make-Up Time

- Students who are unexcused have the right to make up any work they miss. However, the teacher may reserve the right to not provide credit.
- Students who have an excused absence must meet with the teacher upon their return to school to arrange to pick up any work missed. The student who misses a day has two days (not two class periods) after their return to complete the work or special arrangements with the teacher. Students who miss more than one day need to make special arrangements but are expected to complete all make-up work in a reasonable time.

Activities

- Fall Season
 - Girls Golf (Varsity and JV teams)
 - Cross Country (girls and boys Varsity and JV teams)
 - Football (Varsity, JV and Freshman teams)
 - Volleyball (Varsity, JV and Freshman teams)
- Winter Season
 - Basketball (girls and boys Varsity, JV and Freshman teams)
 - Wrestling (Varsity, JV and Freshman contests)
- Spring Season
 - Boys Golf (Varsity and JV teams)
 - Softball (Varsity and JV teams)
 - Track and Field (girls and boys Varsity and Freshman meets)
 - Baseball (Varsity and JV teams)
- Each freshman that participates in and completes a season in three sports will be awarded numerals (year they graduate).
- Forensics (Speech and Drama contests including League and State level)
- Band (Concerts, athletic contest performances, League and State)
- Vocal Music (Mixed Chorus participation in concerts, League and State festivals -- Select vocal groups that perform not only in concert and at festivals but at functions year-round)
- Scholars' Bowl Team (Knowledge Bowl competitions during the winter and early spring seasons)
- Note: - If you wish to participate in any of these activities or the following organizations, simply talk with a coach or sponsor, or let your interest be known to the counselor or someone in the office.

DANCES

- All dances have a time set when they start. 30 minutes after the dance starts the door will close and no student will be admitted. If you know you will be late to the dance make special arrangements with the office in advance. Once a student leaves the dance he or she will not be allowed to return.
 - Dances that follow school activities will end at 11:30. Dances that start early due to no earlier activity will end at 11:00 (exception Prom).
 - Dates of HHS students must be at least a Freshman in HS and a student in good standing at their respective school and/or under the age of 21.
 - HHS and USD 336 do not support underage drinking. As deterrence to underage drinking, a Breathalyzer may be used at HHS dances. If a Breathalyzer is used, only random students, students who volunteer, or students who exhibit a lack of sobriety will be tested. A positive test will result in non-admittance to the dance & parents will be called to come pick up.
 - The HHS STUCO will recognize kings/queens nominated by the student body in the fall and winter. Class size will determine the number recognized.
 - Class size 0-59 will recognize a total of 3 boys /3 girls per ceremony.
 - Class size of 60-79 will recognize a total of 4 boys/4 girls per ceremony.
 - Class size of 80 and up will recognize a total of 5 boys/5 girls per ceremony.
- STUCO mixer is held after the scrimmages in the fall. Only high school students may attend. No outside dates. All school policies apply.
- HOMECOMING is held during the fall. Outside dates are allowed but must be approved by administration in advance. All school policies apply.
- WINTER SPORTS is held during the winter. Outside dates are allowed but must be approved by administration in advance. All school policies apply.
- PROM is held in the spring. Outside dates are allowed but must be approved by administration in advance. All school policies apply. (Student must dress formally to be allowed to attend).

Organizations

- FFA - The mission of the National FFA organization is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through Agricultural Education. FFA allows students with an interest in agriculture and environmental sciences to explore a variety of different career options and instills the skills necessary to become tomorrow's future leaders. The Holton FFA Chapter is a member of the Northeast District in Kansas.
- FBLA – FBLA is the largest business career student organization in the world. The high school division has 215,000 members, while the postsecondary division reaches over 11,000 college students. Each fall, new leaders and advisers from chapters across the nation gather for one of four conferences designed to guide and motivate their success for the year. FBLA sponsors conferences and seminars for members and advisers. These programs are designed to foster the development of business leadership skills.
- FCA – Fellowship of Christian Athletes is a student-led, non-denominational outreach for any interested student. The purpose of FCA is to provide an opportunity for students to gather together for worship, fellowship, discipleship, and service. FCA usually meets every Tuesday morning at 7:30 and participates in numerous other activities at other times. All students are always welcome to join us.
- FCCLA - Family, Career & Community Leaders of America's mission is to promote personal growth and leadership development through Family-Consumer Science. Focusing on the multiple role of family member, wage earner and community leader, members develop skills for life -- character development, creative and critical thinking, interpersonal communications, practical knowledge and vocational preparation.
- KAYS - KAYS is an organization of the K.A.Y. (Kansas Association for Youth) program sponsored by the Kansas State High School Activities Association. It is a service

organization, which encourages a positive outlook on life, showing appreciation for others, and caring for self and others.

- National Honor Society - The E. D. Holton Chapter of the N.H.S. was established to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. Juniors and seniors with a 3.6 cumulative GPA are eligible for consideration. Students do not apply for membership, but are selected by faculty committee. Selection is based not only on scholarship but also on the above criteria of leadership, service and character. More information on this process or NHS is available from the sponsor.
- Student Council - The StuCo is composed of representatives elected from each of the classes and each of the organizations. A president, vice-president, secretary-treasurer, and historian are also elected from the student body at large the preceding spring. The general purpose of this organization is to promote the activities and general welfare of the total school and the different classes and organizations. The StuCo sponsors the following events: the first mixer, Homecoming Dance and ceremony, Winter Royalty Dance and ceremony, the elections, monthly citizenship awards and the awards assemblies. The awards assemblies acknowledge outstanding students in various areas.
- Social Functions - Social functions held in connection with school should be held on Friday evening and must be approved by the principal one week in advance of the date of the function so it may be posted on the office calendar. No social gatherings will be scheduled for Wednesday evening; this evening is reserved for the churches' activities. Any social function for senior high students must be over by 10:00 p.m. on a night preceding a school day and by 11:30 p.m. on other nights. At all HHS social functions, students may leave the social, but will not be readmitted. Students below the 9th grade are not to attend HHS social functions and no out-of-town guests may be invited to class or club social functions. Out-of-school guests may be invited to the homecoming dance, winter royalty dance and the prom if these guests are signed up in the office.

SCHOOL SPONSORED ACTIVITY TRIPS

Members of the athletic teams and other school groups will travel in school transportation provided for this purpose. This includes members of cheering squads, music groups, etc. The sponsor and administration will arrange transportation for activity trips. Any student who does not plan to ride home from an activity on the bus or wishes to be let off the bus at a location other than HHS must have a parent call the office (and provide written notice) in advance or contact an administrator in charge or the designated sponsor at the activity to give permission to do so. Students will not be given permission to ride home from said activity with anyone other than their parents or another set of designated parents. Any student causing a disturbance or being disorderly while riding an activity bus will not be allowed to ride an activity bus for the remainder of the school year and will be disciplined. Conduct not becoming to a student of Holton High School will not be tolerated. All rules apply to school trips including those involving overnight stays.

Cheerleaders and Drill Team

The HHS cheerleaders and Drill Team provide much enthusiasm and pride that corresponds with our athletic endeavors. Members for these groups are selected in the spring of each school year. Pep assemblies or rallies will be held at the discretion of cheerleaders, coaches, and administrators. Rules and regulations for cheerleaders and drill team can be found in their constitution.

STUDENT NOT IN GOOD STANDING (SNIG)

- Every Wednesday the school compiles a weekly progress report. If a student is failing two or more classes he/she may not participate any after school activities, including sporting events, dances, club meetings, etc. We do allow, and strongly encourage, that he/she attend BASS

Monday - Friday (7:25-7:55 A.M.), Monday - Thursday (3:00 - 4:00) and/or Fridays 3:00 - 5:00 in the Tutor room on the second floor.

- Students can return to "Good Standing" by getting a signed note from the instructor that they are no longer failing or get their grade raised so that when the next week's progress report is run, they are no longer failing two classes.
- We understand that this is a hard line, but as we stress to our students, if they want to enjoy in the activities of school, they must first accomplish the number one reason they are here - to receive an education.
- The greatest impact of having a failing grade at semester is the student does not earn the 27 credits needed towards graduation. For each class the student fails, the student misses out on 1/2 credit.
- Students may also qualify for "Student Not In Good Standing" based on disciplinary points at any time during the school year.

THE KSHSAA AND ELIGIBILITY

The Kansas State High School Activities Association, organized in 1938, is composed of member senior and junior high schools and sets up the rules and regulations under which athletic, music, speech, debate, STUCO, and other activities are conducted. According to KSHSAA rules, in order for a student to represent his/her school in any inter-school activity, he/she must be a bona fide undergraduate in good standing. In addition, he/she must be passing in five subjects the previous quarter or season. Also, there is an age limit as well as residence requirements. Should a student plan to move or have any questions that might affect his/her eligibility, contact a principal immediately. All contestants from HHS are held strictly to these rules.

- Students legally charged or found guilty of committing acts within the school or community that would bring discredit to them or to a school program may be withheld from representing HHS.
- Eligibility rules: To be eligible to compete in a high school interscholastic activity, a student must be currently enrolled in five subjects, have passing grades in at least five subjects for the preceding semester, and must have a current Physical form on file as well as a Concussion & Head Injury release form on file.

SCHOOL EXTRA-CURRICULAR POLICY

Violation of Rules Policy

Involvement in activities at Holton High School and Holton Middle School should be considered a privilege. In order for any student to be involved in any activity program he/she must abide by the following regulation:

- If any student athlete/activity participant, during the season of practice and/or competitive play is 1) referred to law enforcement authorities by school officials for school rule violations, and/or 2) is arrested for a felony or Class A or Class B misdemeanor at or away from the school, and the violation is substantiated by a law enforcement official, faculty member, or school administrator, the following penalties will apply:
 - First Violation: Upon completion of a hearing, to be held within a reasonable time, not to exceed two school days, with the Athletic Director, coach, parent or guardian, and student athlete/activity participant, the student athlete/activity participant will lose eligibility for a minimum of the following day of competition in which he/she would normally compete.
 - Second Violation: Upon completion of a hearing, to be held within a reasonable time, not to exceed two school days, with the Athletic Director, coach, parent/guardian, and student athlete/activity participant, the athlete/activity participant may lose eligibility for the remainder of that season. However, if the student athlete/activity participant seeks and receives counseling or any other appropriate remedy as deemed appropriate by the Athletic Director, coach or parent/guardian, he/she may rejoin the team after a suspension of three calendar weeks, beginning at the onset of the intervention program. Eligibility will be reinstated with written proof of attendance and successfully following the

- recommendations from counseling or other decided remedy. The student athlete/activity participant is responsible for all counseling costs.
- Third Violation: Upon completion of a hearing, to be held within a reasonable time, not to exceed two school days, with the Athletic Director, coach, parent or guardian, and student athlete/activity participant, the student athlete/activity participant will be dismissed from the squad for the remainder of the season. The athlete must seek counseling (at the cost of the student athlete/activity participant) to become eligible for any other athletic activity at Holton USD 336, with written proof of attendance and successfully following the recommendations from counseling or other decided remedy.
 - Students need to be in good standing at all times to be eligible for school activities.

FUND-RAISING (JK)

Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

All student sales projects shall require the principal's prior approval.

Parties/Social Events

All classroom parties and other school social events must be approved in advance by the administrative office.

Transportation to & from Washburn Institute of Technology

- The student may ride to and from the WIT Campus via transportation arranged by USD 336. The bus for WIT will depart from the East side of HHS at approximately 7:00 am. Students will return to HHS at approximately 12:00 pm via the same transportation. If the student misses the bus, transportation to Washburn Tech will be the responsibility of the family.
- Situations will arise with WIT that will require for the family to arrange for transportation to Topeka for Job Shadowing, Clinicals, Testing, Competitions, WIT Student Activities, etc.
- HHS monitors bus behavior. If the bus driver reports disrespectful and/or inappropriate behavior on the bus, disciplinary action will be taken in accordance with the HHS discipline plan.

Field Trips (IFCB)

Students may participate in a field trip if the parental consent form for the trip has been completed and turned in.

Student Publications (JHCA)

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

- No student shall distribute any publication which:
 - Is obscene according to current legal definitions;
 - Is libelous according to current legal definitions; or
 - Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

HEALTH AND SAFETY

Accidents, Reporting of (JCFG)

- Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.
- When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

First Aid (JGFG)

- If a student has an accident that requires medical treatment, no action shall be taken by an employee except the following:
 - send for medical help;
 - make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
 - notify the principal.
- If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

Medications, Administering (JGFGB)

- The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.
- In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.
- School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.
- The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.
- Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.
- The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore.
- In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

Inoculations (JGCB)

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

Health Assessments (JGC)

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. See "Physicals," below and "Inoculations,"

Physicals

Students participating in athletics must have a current Physical form on file as well as a Concussion & Head Injury release form on file before participating.

Communicable Diseases (JGCC)

- Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.
- The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.
- NOTE: Healthcare officials recommend students remain home for 24 hours after fever, diarrhea or vomiting without the use of fever reducing medications.

Safety Drills (EBBE)

Students shall be informed of emergency drill procedures at the beginning of each school year.

Weather Emergencies (EBBD)

- When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s).
- If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. See "Release of Student During the School Day."

Asbestos

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the USD 336 district office.

GENERAL INFORMATION

Calendar

A district calendar will be distributed at the beginning of the school year. You may also see a calendar online at <http://www.holtonks.net/>

Lunch Regulations

Holton High School allows seniors the privilege of having an open lunch. We would like parents/guardians and seniors to be aware of the following conditions:

- Seniors may leave the campus only during their assigned lunch period.
- Seniors are expected to return before the end of their lunch period and be to class on time. Attendance and tardy policies will apply as usual.
- Administrators may revoke the privilege as a disciplinary action for any reason they see appropriate.
- Only seniors are allowed an open lunch. All other grade levels must remain on campus during their lunch period.
- Holton High School and USD 336 are not responsible for any incidents/accidents a student might be involved in while off campus.
- Occasionally seniors may be required to remain on campus for special circumstances.

Complaints about Policy (JCE, KN)

Any student may file a complaint with the principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the

application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

PROBLEM RESOLUTION: The Board of Education, administration, teachers, and staff members, recognize that parents of students may have complaints regarding a teacher or staff member. In order to provide a process of handling such complaints which is fair to the board, administration, teachers, staff member, and parents the following procedure should be utilize. Meeting the best interest of the students will always be the desired outcome of any problem resolution step.

Step 1: The parents and/or students should meet with the teacher or staff member to discuss the conflict and alternatives in a professional, productive, civil manner. The goal is to seek understanding of what is causing the issue or hardship so a solution can be reached.

Step 2: If the meeting between the teacher, staff member, parent and/or student does not resolve the conflict, the parents should contact the building principal to initiate a meeting with the teacher, staff member, parent and/or student to resolve the conflict. This would be where both sides have an opportunity to present documents that can help the principal establish a timeline and may show where a policy was not followed, a handbook rule is incomplete and might need further clarification, or a syllabus was vague or misinterpreted. The principal will make and keep a copy of all documentation presented at this meeting and may have to recess to take some time to research the issue. Employee sanctions or discipline of other student sanctions or discipline will not be shared.

Step 3: If there is no resolution at Step 2, then any of the parties above may file a formal complaint with the superintendent of schools. A formal complaint form is in the District office or can be sent by email from district office staff but the form is not necessary to file a formal complaint. The superintendent will conduct an investigation into the matter utilizing the research done in step 2 and will utilize any new information brought to light by any of the parties that is relevant to the matter at hand. The superintendent will present his finding in writing in as much detail as allowed to all parties concerned but due to the nature of employee rights and potential FERPA rights, much may be redacted. The board of education will see the full complaint finding in the board of education's next scheduled executive session.

It is understood that parents may contact the administration or board members directly. When this occurs, every attempt will be made to handle the complaint through the process of steps listed above. Parents may pick up formal complaint forms in the district office if they deem it necessary to skip to Step three.

Distribution of Materials (KI)

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

Gifts (JL)

Student Gifts to Staff Members

The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Student Organization Gifts to the School

- Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.
- A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

- Any student organization gift to the district shall become district property when accepted by the board.

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

Electronic Devices

Each teacher in his or her classroom determines electronic device usage. Teachers may confiscate MP3 players, iPods, and other electronic devices. Cameras and any other device capable of making pictures are banned from bathrooms and locker rooms. Students shall not capture/record/video (via school or personal devices) another student, teacher, staff, or classroom without specific authorization.

Telephone Calls

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. High school students need to be responsible for their own actions and will be discouraged from calling for materials they have forgotten. Students may use the office phone whenever necessary for illness and emergency purposes. Students must have permission to use phones.

CELL PHONE POLICY

- Cellular devices shall not disrupt the educational process. Cell phone use is allowed during passing periods and lunch. They are not allowed during the time classes are in session.
- Use of cell phones during school time will result in the confiscation of such cell phone until the end of that day and a 30-minute detention on the day of the infraction or a 60-minute detention to be served the following day.

Hall Passes

Students should not be in the halls during class periods unless accompanied by a teacher or unless they have a hall pass in their possession.

Posters

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school. Posters should be hung only on cement walls.

PARKING

East paved parking lot is for juniors and seniors. The gravel parking lot (NE Corner) of the school and the West paved parking lot is open for anyone to park. New York Street is reserved for Visitors and Staff parking. Students parking in the wrong areas or parking incorrectly may be assigned a detention or be fined by the STUCO.

Visitors (KM)

- Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal.
- To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.
- Students are not allowed to bring visitors to school. This includes family members and friends.

School Property

Building Opening and Closing Time

- **Opening Time:** School begins at 8:00. Students living in town should plan to arrive at school at 7:50 a.m. Breakfast will be served beginning at approximately 7:30 a.m.
- **Closing Time:** School is dismissed at 3:00. Students are expected to clear the building and grounds unless under the supervision of a teacher or unless they have special permission to stay in the building.

TECHNOLOGY USE POLICY

Appropriate Use of Technology Equipment and Supplies

- Use of technology equipment and supplies (including cameras) is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.
- Students shall not waste technology resources, including printers and space on network and mail servers.
- Printers are for class related printing only, unless permission is obtained. A fee will be charged for non-classroom use of printers.

School Issued Devices - School Computers - Network Facilities

- USD 336's network facilities, and school computers, including laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 336. Access to the USD 336 computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.
- Each student shall be provided with a laptop/iPad (device) computer to be used for school related assignments and classroom projects. Please note the following policies:
 - Student users shall display appropriate conduct and courtesy and will respect the rights and privacy of others. Only school appropriate images shall be stored on or transmitted from USD 336 school computers and networks. Only appropriate language, which is not abusive, obscene, profane, or otherwise offensive will be used in all messages transmitted from USD 336 school computers and networks.
 - Students shall not capture/record/video (via school or personal devices) another student, teacher, staff, or classroom without specific authorization.
 - Student users shall only contact host sites that are considered by the staff and administration to be appropriate for school or instructional use. Under no circumstances shall students access pornographic websites.
 - Technology devices must be stored and transported in the technology case issued with the computer.
 - They may NOT be kept in regular book bags or backpacks, as damage to the screens or case can happen.
 - Students must have school issued devices with them, never be left unattended. Staff will pick up and give unattended devices to the Office.
 - School issued devices should not be left in extremely hot or cold locations (such as a vehicle). Devices left in locker rooms during class times or sports events are to be stored in the provided locations or locked in a locker.
 - Students are not to deface their school issued devices in any way, for example, with stickers, whiteout, markers, etc.
 - Students and parents may be required to sign a computer loan agreement form related to the use and care of the school issued device.
 - Students are responsible for any damage to the school issued device from misuse, including, but not limited to, damage caused by siblings, friends, or parents using the

- laptop, improper storage or transport of the laptop, misplacement or theft of the laptop. Students are responsible to pay for lost or damaged adapters if the damage is from improper care of the adapter. Good common sense should be exhibited at all times with laptop care.
- **School Insurance requires situations of THEFT to be reported to Law Enforcement within 5 days. Otherwise the student is responsible for FULL replacement costs.
 - **There is no Student Insurance premium and no deductible for student iPads. Note: Damaged screens caused by accidents may qualify for a 1X School Insurance claim with no deductible. All replacement iPads, cables and power bricks (must be properly labeled) will be purchased at student expense if damaged, lost or not identifiable with appropriate label or identification number. Estimated prices are: 1) New iPad which includes power brick and cable = \$300; 2) Keyboard case = \$130; 3) Power brick = \$20; & 4) Charging cable = \$20.
 - Each student will receive a Holton email address, which is to be used for all classroom related activities. Email and other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others. Email is not guaranteed to be private.
 - Use of the computer (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during instructional time.
 - Internet computer games are prohibited during regular school hours, except as directed by a teacher for classroom instruction. Social networking sites, such as Facebook, while in school are also prohibited.
 - Students may use their own headphones to listen to music, etc., if they have permission from the instructor.
 - Students may not install, copy, change, or transfer any software or documentation provided by Holton schools, teachers, or another student. Students may not install unapproved hardware on district computers or make changes to software settings that support district hardware.
 - Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, or hinder the performance of any computer's memory, file system or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
 - Installation of peer-to-peer sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. Questions related to what constitutes a copyright violation may be directed to an administrator, technology personnel, or media specialist.
 - Unlawful information may not be stored on any USD 336 district owned technology. This includes, but is not limited to, the downloading and storing of music files that violate copyright.
 - Files stored within the USD 336 district owned technology should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity may not be stored on the USD 336 district owned technology.
 - Students shall not erase, change, rename, or make unusable anyone's computer files or programs.
 - Students shall not let other persons use his/her name, logon, password or files for any reason.
 - Students shall not use or try to discover another person's password, email, or other files.
 - Deliberate attempts to degrade the USD 336 network, to disrupt system performance, or to tamper with equipment will result in disciplinary action. Students shall not attempt to bypass the school filtering settings. These settings are part of Board policy in compliance with the Children's Internet Protection Act (CIPA).

- All information on any school or district computer or networks is considered property of USD 336. Students have no expected right to privacy for any information created, stored, or used on any district system.
- Administrators or appointed staff may monitor students working on computers, or student folders and information stored on school computers or network servers.
- Personal technology devices, such as cell phones, iPads, and student owned laptops, etc., need to be approved by technology staff before they may access the school network. Technology staff reserve the right to refuse access.
- Violation of technology policies is a serious offense, which will be addressed as indicated in the discipline plan. Administrators or appointed personnel also reserve the right to remove a student from the network, Internet, and or e-mail. They may also take away a student's laptop.

BUILDING USE POLICY

Appropriate Use of Equipment and Supplies

- Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.
- Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

No Right to Privacy

- Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons.
- Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created, as part of any assignment undertaken on school time shall be the property of the district.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Lockers (JCAB)

- Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.
- The combinations and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students may place locks on lockers with permission of the principal.

Textbooks (IF)

Textbook fees are paid at the beginning of the school year. All books are expected to be returned in good condition at the end of the school year. Lost textbooks or damaged textbooks will be charged to the student.

STUDENT SERVICES

Counselor (II)

- Academic Counseling: Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, promotion requirements, and other academic issues.
- Personal Counseling: The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should come to the office.

Library (IF)

- Holton High School offers a very well-equipped media center that provides learning, supplemental, and recreational materials through books, magazines, computers, audiovisual materials, cameras, and other equipment.
- Students needing to make use of the library before and after school need to make arrangements with the librarian.
- There is a late fee charged for books not turned in on time. Any lost or damaged library item will be charged to the student.

Nurse

The school nurse is available to students upon request. Come to the office to request a visit with the nurse.

Food Service (JGH)

- Freshman/Sophomore/Junior Students will remain at the school through meal periods. (Only Seniors will have Open Lunch privileges.) Lunch will be eaten in the cafeteria. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home. No food is to leave the cafeteria area and students are expected to use good eating manners and behaviors.
- Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.
- All high school students are eligible to eat breakfast at the Holton High School. Breakfast time begins at approximately 7:30 a.m.
- A text, email or phone call will be placed every Tuesday and Thursday when a student's meal balance goes below \$3.00. Parents and students will continue to be notified as long as the account is negative. A lunch letter is also mailed out once each month to those students with a negative balance.
- If payment of the negative balance is not received within 30 working days of the account going into the negative, the debt will be turned over to the superintendent or the superintendent's designee for collection in accordance with the board policy DP. If the debt is not paid prior to the end of the school year then the balance will be added onto enrollment fees for the following year. If the prior year negative account balance remains to be unpaid 60 days after enrollment, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. At this time it will be turned over to a collection agency.
- All refunds of meal balances are handled at the district office. The district office must receive a request from the school building signed by the principal in order to process the refund. Refunds will only be made if a student is leaving the school district or at the end of the school year. Refunds of \$5.00 or less will only be refunded at the written request of a parent or guardian. A request must be received at Holton High School in the case that a student is graduating and the parent/legal guardian wishes the positive balance to be transferred to another family member in the district.

CAREER READINESS TIME (CRT) GENERAL GUIDELINES

Students are assigned to a grade level CRT each year. CRT is worth 1/4 credit - students are graded (see following grade requirements).

CRT Rules

1. Career Readiness (Xello) and Social Emotional Learning (Character Strong) activities will be a required segment of this period.
2. Math & Reading Interventions and Progress Monitoring will be a required segment of this period.
3. Behavior Expectations: No sleeping – Arrive with material to work on and/or free reading (book, newspaper, magazine) - Make good use of time - No radios, headphones, electronic games, etc. without permission of instructor.
4. If a student needs to go to the library to get material to work on after the bell, a pass will be issued, but student will be assigned a tardy for not being in class prepared to work.
5. Refusing to work or do as CRT instructs will lead to a discipline referral.
6. Students should always first report to their assigned room for attendance. Student will not be allowed to leave to see another teacher without having permission from the teacher they wish to visit. Students should have a pass to be in the hallway.
7. Students reporting to the library must be doing school related work.
8. An unexcused absence from CRT will be treated the same as one from any other class.
9. Failing CRT students may result in referral to the counselor and/or an administrator and possible removal from the current CRT to a more restrictive environment.
10. CRT will be used for scheduling of school activities, school improvement activities, college recruiters, etc.

CRT Grade

Students will receive a grade for CRT. Grades will be based on the student's appropriate use of time and adherence to CRT rules. This grade is being assigned to communicate more effectively with parents and appropriate support personnel. The grade will appear on the student's grade card. A student can earn a full credit over four years by passing CRT.

SIT (Student Improvement Team)

- The SIT is a group of caring teachers, staff and administrators that meet on a regular basis to determine needs, effective interventions and a course of action on behalf of referred students. The team continuously monitors students' progress.
- The Student Improvement Team process is designed to provide prompt, individualized support to students. It allows schools to focus and connect resources for students experiencing academic or behavioral difficulties, and seeks to create a meaningful process to connect students with the appropriate resources.

TUTOR PROGRAM

The tutor class was created to assist students who need additional help, study skills and class time to work on assignments. Enrollment is closed and only qualified students will be enrolled. Students who are enrolled in this class are expected to meet all requirements established by the tutor instructor and classroom teachers. Students who fail to meet these obligations will be removed from the tutor program.

- Enrollment will be based on the following criteria:
 1. A student failed two classes from the previous semester.
 2. A student who is failing or nearly failing a course or struggling in some other way may be referred to the tutor program, through the SIT, by the teacher of that course or parent/student request -- their enrollment into the program would not be automatic; it would have to be approved by the SIT.
 3. A student enrolled in tutor class will also spend a minimum of 15 minutes working on study skills. The tutor will provide the lessons.

4. A student who qualifies for Special Education will not qualify for the tutor program.
5. A student who continues to struggle in the tutor class may be evaluated by the SIT for additional help.

IDEA PROBLEM SOLVING STRATEGY

Identify the problem.

- Read the problem carefully.
- Explore what the problem is about.
- Identify what information is given.
- Identify what you are asked to find.

Develop the plan.

- Choose a strategy:
 - Write an equation
 - Look for a pattern
 - Solve a simpler problem
 - Act it out
 - Guess and check
 - Draw a diagram
 - Make a table or chart
 - Work backwards
 - Research

Execute the plan.

- Use the strategy you chose to solve the problem.
 - Show your work.
 - Label if needed.

Analyze the results.

- Check your answer within the context of the original problem.
 - Does it make sense?
 - Does it fit the problem?
 - Did I leave anything out?
 - Report & explain your response.

SIX-TRAIT WRITING MODEL

- **Ideas and Content**: My message is clear, focused and interesting. It includes specific details to enrich the theme or story line or to enhance idea development.
- **Organization**: My writing has an order, structure, or presentation, which is compelling and enhances the central idea.
- **Word Choice**: My words convey the intended message in an interesting, precise, natural way.
- **Voice**: My writing speaks to the reader in an individualistic, expressive, engaging way.
- **Fluency**: My sentences are well built, with consistently strong and varied structure that makes oral reading easy and enjoyable
- **Conventions**: My writing is mechanically correct. It has been edited and proofread.

EMERGENCY SAFETY INTERVENTIONS (SEE GAO, JRB, JQ, & KN) GAAF

- The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below.
- The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.
- This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the

following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions (See K.A.R. 91-42-1)

- “Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
- “Incident” means each occurrence of the use of an emergency safety intervention.
- “Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
- “Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(b)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.
- “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.
- “School security officer” means a person who is employed by the board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.
- “Seclusion” means placement of a student in a location where all of the the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he/she will be prevented from leaving, the enclosed area.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

- All staff members are prohibited from engaging in the following actions with all students:
 - Using face-down (prone) physical restraint;
 - Using face-up (supine) physical restraint;
 - Using physical restraint that obstructs the student’s airway;
 - Using physical restraint that impacts a student’s primary mode of communication;

- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Documentation

- The principal or designee shall notify the parent the same day as an incident. Documentation of the ESI used shall be completed and provided to the student's parent no later than the school day following the day of the incident.
- Except as specified with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation of any time ESI is used with a student. Such documentation must include all of the following:
 - Date and time of the ESI,
 - Type of ESI,
 - Length of time the ESI was used,
 - School personnel who participated in or supervised the ESI,
 - Whether the student had an individualized education program at the time of the incident,
 - Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.
- All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Local Dispute Resolution Process

- The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.
- If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.
- Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended corrective action, if any, to the board in executive session.

- Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.
- If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

McKinney-Vento Homeless Education Assistance Act

- If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground; on the street, in an abandoned building, trailer, or other inadequate accommodations, or; doubled up with friends or relatives because you cannot find or afford housing – THEN, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.
- Your area contact is: Superintendent of Schools, 515 Pennsylvania, Holton, KS 66436. 785-364-3650. Your state coordinator is: Linda Aldridge, Kansas Department of Education.

Safe School Hotline

- A statewide school safety hotline, staffed by the Kansas Highway Patrol, has now been established. This toll-free hotline allows students to anonymously report possible impending violent acts in school. The hotline, enacted by House Bill 2489 (1999), connects to the Kansas Highway Patrol central dispatch center. From there, information is transferred to local law enforcement that will relay information to the local school administrator. The hotline is a cooperative effort between the Kansas Highway Patrol and the Kansas State Department of Education. The hotline number is 1-877-626-8203.
- Holton USD 336, 515 Pennsylvania, Holton, Kansas 66436, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact: Superintendent of Schools, 515 Pennsylvania, Holton, KS 66436, ph. 785-364-3650, (Title IX Coordinator/Section 504 Coordinator).

Memo from the Principal

- The HHS principal retains the right to issue discipline for acts not specifically stated in this handbook and to alter penalties as considered necessary. Also, the right is reserved to amend provisions in this handbook, with board approval, which are deemed to be in the best interest of the educational process. Students will be notified if any changes are made in handbook after printing.