

Student Handbook

2025-2026



District Office

515 Pennsylvania Ave.
Holton, KS 66436
(785) 364-3650
Fax: (785) 364-3975

Table of Contents

District Policies.....	4
ENROLLMENT AND WITHDRAWAL	4
ENROLLMENT.....	4
RESIDENT STUDENTS.....	5
NON-RESIDENT STUDENTS	5
PART-TIME STUDENTS	6
ENROLLMENT RESTRICTION	6
ENROLLMENT PROCEDURE.....	6
ASSIGNMENT TO SCHOOL/CLASSES (JBC)	6
SCHEDULES	6
TRANSFERS FROM NON-ACCREDITED SCHOOLS.....	6
WITHDRAWAL FROM SCHOOL.....	7
ACADEMICS AND STUDENT PROGRESS.....	8
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)	8
MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT	8
REPORT CARDS.....	8
PARENT/STUDENT/TEACHER CONFERENCE (JFAB).....	9
PROMOTION AND RETENTION (JFB, JFC, JFCA):	9
ACADEMIC DISHONESTY	9
AIDS AND SEXUALITY CURRICULUM INSPECTION (IKAC)	10
ATTENDANCE.....	11
COMPULSORY ATTENDANCE REQUIREMENTS	11
ATTENDANCE (JBE).....	11
TRUANCY (JBD).....	13
ILLNESS	14
SIGN IN/SIGN OUT	14
WEATHER EMERGENCIES (EBBD)	14
STUDENT SUPPORT SERVICES	15
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)	15
MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT	15
SUBSTITUTE TEACHERS	15
NURSE.....	15
COUNSELOR (II)	16
SAFE SCHOOL HOTLINE	16
SCHOOL ACTIVITIES AND EVENTS.....	17
SCHOOL SPONSORED CLUBS	17
NON-SCHOOL SPONSORED STUDENT CLUBS.....	17

FUNDRAISING (JK).....	17
PARTIES/SOCIAL EVENTS	17
HEALTH AND SAFETY	18
ACCIDENTS, REPORTING OF JGFG	18
FIRST AID (JGFG).....	18
MEDICATIONS, ADMINISTRATION OF (JGFG).....	18
IMMUNIZATIONS/INOCULATIONS (JGCB)	19
HEALTH ASSESSMENTS (JGC)	19
PHYSICALS	19
COMMUNICABLE DISEASES (JGCC).....	19
CRISIS PROCEDURES.....	20
ASBESTOS	20
STUDENT CONDUCT AND DISCIPLINE	21
BEHAVIOR/CONDUCT (JCDA).....	21
WEAPONS (JCDBB).....	21
VANDALISM (EBCA)	22
DRESS CODE (JCDB).....	22
BUS REGULATIONS	23
DRUG FREE SCHOOLS AND COMMUNITIES ACT (JDDA)	24
TOBACCO (JCDA)	25
GANGS (JHCAA).....	25
HAZING/INITIATIONS (JHCAA)	26
DETENTION (JDB)	26
SUSPENSIONS/EXPULSIONS (JDD).....	26
SEARCHES OF STUDENTS (JCABB)	28
INTERROGATIONS AND INVESTIGATIONS (JCAC)	28
EMERGENCY SAFETY INTERVENTIONS (See GAO, JRB, JQ, & KN) GAAP	29
SCHOOL OPERATIONS AND OTHER POLICIES	33
PROBLEM RESOLUTION	33
CALENDAR.....	33
DISTRIBUTION OF MATERIALS (KI).....	34
GIFTS (JL)	34
PERSONAL PROPERTY	34
VISITORS (KM).....	34
BUILDINGS AND GROUNDS (KGA):.....	35
LIBRARY (IF)	35
HARASSMENT AND BULLYING PREVENTION	36
BULLYING	36
RACIAL AND DISABILITY HARASSMENT (See GAACA, GAAB, GAF, JDDC, KN, JGECA).....	36
SEXUAL HARASSMENT	39
TECHNOLOGY USE	41
TECHNOLOGY USE POLICY	41

ELECTRONIC DEVICES/HEADPHONES	41
NO RIGHT TO PRIVACY	42
OWNERSHIP	43
INTERNET	43
AI USAGE GUIDELINES	43
FOOD SERVICE	44
MEAL PRICES	44
FREE AND REDUCED PRICE MEALS	44
UNPAID MEAL CHARGES	44
REFUNDS	44
Elementary Handbook	45
Middle School Handbook	49
High School Handbook.....	56

District Policies

ENROLLMENT AND WITHDRAWAL

ENROLLMENT

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.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

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.

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
- contact information.

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:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

RESIDENT STUDENTS

Children who are "homeless" as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, "parent" means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, "person acting as a parent" means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

NON-RESIDENT STUDENTS

Non-resident enrollment applications and policies can be found on the website at:

<https://www.holtonks.net/o/holton-usd-336/page/enrollment>

PART-TIME STUDENTS

Part-time students may enroll with the (board's/administration's) permission if they complete the paperwork in a timely fashion and are in attendance no later than (Insert date.) Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and the students follow the district's student conduct policies and rules.

ENROLLMENT RESTRICTION

Unless approved in advance by the Board of Education, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

ENROLLMENT PROCEDURE

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public. Enrollment information can be found at: <https://www.holtonks.net/o/holton-usd-336/page/enrollment>

ASSIGNMENT TO SCHOOL/CLASSES (JBC)

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.

SCHEDULES

Student schedules are determined by the staff. Schedules can be accessed through PowerSchool.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal 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.

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 the 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).

ACADEMICS AND STUDENT PROGRESS

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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.

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: **Danyel Rockwell**, Holton, Kansas 66436. 785-364-3251.

[Kansas State Department of Education Homeless Support](#)

REPORT CARDS

Report Cards:

Formal reports cards will be mailed at the end of each semester.

Progress Reports:

Will be handed out during Parent Teacher Conferences at the end of each quarter.

State Report Card/Report Cards:

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

Periodic reports either written, by telephone or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued. Staff may 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.

PARENT/STUDENT/TEACHER CONFERENCE (JFAB)

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. See the school calendar for scheduled dates and time for Parent/Teacher conferences.

PROMOTION AND RETENTION (JFB, JFC, JFCA):

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

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.

Elementary:

Middle School:

High School: 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 as other disciplinary measures:

- First offense – “F” on material and parent notified
- Second offense – “F” on material, parent notified, and three (3) days of suspension
- Third offense – All of the above plus possible loss of course credit

AIDS AND SEXUALITY CURRICULUM INSPECTION (IKAC)

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.

ATTENDANCE

COMPULSORY ATTENDANCE REQUIREMENTS

Kansas law requires students to attend school until the age of 18. 16 and 17 year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court orders exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Students aged 16 or 17 who are not exempt shall be reported as truant. See “Attendance/Truancy” below.

ATTENDANCE (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 8:00 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.
 - Students must bring back verification of their college visit or Job Shadow.
 - Arrangements for homework should be handled or turned in as directed by the classroom teacher.

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.

Elementary Tardy Policy: Any student arriving from 8:05 - 8:30 am will be counted tardy. A student arriving after 8:30 am and before 11:30 am will be counted absent for ½ day. A student leaving before 2:40 will be counted absent for 1/2 day and if after 2:40 pm will be counted tardy.

Middle School Tardy Policy:

High School 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 ≥ 10: 2 points and an hour of detention/BASS for each

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

It is the student’s responsibility to obtain make-up assignments (see Homework section of the handbook).

TRUANCY (JBD)

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.

ILLNESS

Illness at School: If a student becomes ill during the school day, he/she shall report to the office nurse area.

Healthcare officials recommend students remain home for 24 hours after fever, diarrhea or vomiting without the use of fever reducing medications.

The office will contact a parent or guardian before releasing the student. If nobody can be reached, the student will be kept at school. Please make sure your emergency information is up to date.

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 an absence.

Sign In/Sign Out: Parents must sign out in the office before having their student leave school premises during the school day. Parents must also sign the student in when returning.

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 will be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

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) and/or text or email through the district communication platform.

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.

STUDENT SUPPORT SERVICES

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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.

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: **Danyel Rockwell**, Holton, Kansas 66436. 785-364-3251.

[Kansas State Department of Education Homeless Support](#)

SUBSTITUTE TEACHERS

If a substitute teacher writes a student's name down for misbehavior and leaves it for the regular teacher, that student will receive consequences as outlined in the discipline matrix.

NURSE

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

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.

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).

SCHOOL ACTIVITIES AND EVENTS

SCHOOL SPONSORED CLUBS

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

NON-SCHOOL SPONSORED STUDENT CLUBS

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

FUNDRAISING (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 principal.

Gifts or deliveries of items for special events (birthday flowers, candy, cards...) will be kept in the office until the end of the day to be distributed to students.

HEALTH AND SAFETY

ACCIDENTS, REPORTING OF JGFG

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, which 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, ADMINISTRATION OF (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 a 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.

IMMUNIZATIONS/INOCULATIONS (JGCB)

Immunization of all students enrolled in the school district shall be current as medically appropriate and shall be maintained for protection from diseases, specified in KAR 28-1-20.

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 physical on file before participating. Physicals for the upcoming school year must be complete after May 1st of that year.

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.

CRISIS PROCEDURES

In the unlikely occurrence of a crisis in which the building would have to be evacuated, students will be assembled outside the school building or taken to a prearranged safe area off of school grounds. Children will be released only to parents or a person designated by the parent. Any person picking up a child will be requested to sign the child out of school supervision. Teachers will be responsible for students until the students are officially dismissed.

ASBESTOS

***The following may serve as the required annual notification to students and parents regarding the asbestos management plan if asbestos is present in district facilities.*

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.

STUDENT CONDUCT AND DISCIPLINE

BEHAVIOR/CONDUCT (JCDA)

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.

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.

Definition of Weapons and Destructive Devices:

As used in this policy, the term "weapon" and/or destructive device 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 weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- 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 ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in

converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife

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. Expulsion hearings shall be conducted by the superintendent or other certificated employees or committee of certificated 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.

VANDALISM (EBCA)

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent or principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Restitution payments shall be made by juveniles or their parents to the office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

DRESS CODE (JCDB)

The Holton School District emphasizes neatness, decency, and good taste in student attire. Students are expected to dress in a manner that is not obscene, offensive, sexually suggestive, or substantially disruptive to the learning environment. Apparel promoting violence, illegal activities, drugs, alcohol, tobacco, or identified as gang-related is prohibited. The principal retains the authority to make the final determination regarding the appropriateness of a student's appearance, and students deemed inappropriately dressed will be required to change.

The following guidelines apply to school days and school activities:

- Clothing must be neat, clean, and not excessively short, tight, or low-cut.
- Shorts are permitted but must be mid-thigh or longer. Cut-off shorts, biking shorts, and short shorts are not acceptable.

- Shirts and tops must be in good taste, cover the entire stomach, and have a minimum of a two-inch width over the top of the shoulders with a full front and back. Spaghetti straps and tops with excessively large armholes are not permitted.
- Pants must be worn appropriately and not "sag."
- Writing or pictures on clothing must not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language, or violent acts.
- Hair must be clean and well-groomed. Clothing must not be unreasonably soiled or badly worn.
- Hats, bandanas, "doo-rags," and sunglasses are generally not to be worn inside the building, though classroom teachers may have discretion regarding hats and hoodies.
- Heelys/roller shoes and wallet chains are not permitted.
- Shoes must be worn at all times; sandals are permitted.
- Students participating in extra or co-curricular activities representing the district must adhere to the sponsor's dress requirements, subject to administrative approval.

Student apparel and grooming must also meet any specific requirements for courses in which they are enrolled.

BUS REGULATIONS

Riding the school bus is a privilege, and ensuring the safety of all passengers is a shared responsibility of students, parents, bus drivers, teachers, and administrators. Responsible behavior and adherence to all bus rules are expected.

Safe Riding Practices:

- Remain seated (seat to seat, back to back) with seat belts fastened.
- Keep aisles clear of belongings.
- Wait at the designated area until the bus comes to a complete stop.
- Do not distract the driver.
- Keep all body parts inside the bus.
- Do not push or shove others.
- Do not leave your seat while the bus is in motion.

Responsible Conduct:

- Keep hands and feet to yourself.
- No eating or drinking is allowed on the bus.
- Respect bus property and help keep it clean.
- Sit in assigned seats.
- Do not possess weapons (or facsimiles), laser pens, alcohol, tobacco, or illegal drugs.
- Do not tamper with emergency doors or equipment.

Respectful Behavior:

- Obey all directions from the bus driver.

- Maintain a quiet conversation level (level 0-2) and treat others with kindness.
- Do not litter or leave trash on the bus.
- Do not throw objects, spit, kick, or hit others.
- Refrain from using foul language, teasing, threatening others, or making inappropriate gestures.

Consequences for Misconduct:

Failure to follow bus rules may result in the following consequences, and severe offenses may lead to immediate bus suspension and additional school disciplinary actions:

1. **First Offense:** Parent/guardian notification and a warning from a school administrator. Other disciplinary measures may include detention, school suspension, expulsion, or loss of bus privileges for 1-5 days, depending on the severity.
2. **Second Offense:** Parent/guardian notification and potential loss of all bus privileges for 1-10 days. In-town bus riders may lose bus privileges for the remainder of the semester after two referrals. Additional disciplinary measures may apply.
3. **Third Offense:** Parent/guardian notification and potential loss of all bus privileges for the remainder of the semester. Additional disciplinary measures may apply.

Severity Clause: Students committing severe infractions may face immediate suspension of bus privileges for a duration determined by the school administrator, along with other disciplinary actions such as detention, school suspension, expulsion, or law enforcement involvement.

DRUG FREE SCHOOLS AND COMMUNITIES ACT (JDDA)

(The following may serve as the required annual notification to students and parents regarding the board policy on drug free schools.)

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, sell, 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 the following sanctions:

First Offense

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspension.
- Suspension from all student activities for a period of not less than two weeks.
- An evaluation from an acceptable drug and alcohol program. (Name(s) of acceptable programs are on file with the board clerk.)

Second Offense

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than one month.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the school office.)

Third and Subsequent Offenses

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program. (Name(s) of acceptable programs are on file with the school office.)

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. 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. In the event a student agrees to enter into 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 directors 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 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 in the discipline plan the local police will be called and a ticket issued.

GANGS (JHCA)

Gang activities that threaten the safety or well-being of individuals or property on school grounds or at school-sponsored events, or that disrupt the school environment, are strictly prohibited. Students are expected to refrain from any dress, apparel, activities, acts, behavior,

or manner of grooming that could reasonably lead school officials to believe is gang-related. This includes anything that:

- Presents a physical safety hazard to oneself or others.
- Creates an atmosphere where well-being is hindered by undue pressure, behavior, intimidation, overt gestures, or threats of violence.
- Implies gang membership or affiliation through written communication, marks, drawings, paintings, designs, or emblems on school buildings, personal property, or one's person.

If a student's behavior or appearance violates these provisions, the principal will request the student to make the necessary corrections. If the student refuses, their parent/guardian may be notified and asked to facilitate the correction. The principal will take appropriate corrective and disciplinary action as deemed necessary, in accordance with the district's policies on suspension/expulsion and behavior/conduct.

HAZING/INITIATIONS (JHCAA)

The school district strictly prohibits any incidents involving initiations, hazing, intimidation, or related activities that are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or that negatively affect another student's attendance. Disciplinary measures for violations will be applied on a case-by-case basis, considering the severity of the infraction, and may include consequences outlined in other district policies (e.g., Unexcused Absences, Tardies, Gangs, Weapons, etc.) as well as other appropriate administrative actions.

DETENTION (JDB)

Detention time will be assigned by the office, and students are expected to make up that time, either before/after school or BASS as assigned by the office. The office will notify the 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.

SUSPENSIONS/EXPULSIONS (JDD)

The following procedures govern student suspensions and expulsions, which may be imposed by the superintendent, assistant superintendent, or principal for reasons outlined in Kansas law, including: willful violation of student conduct regulations; disruptive conduct; endangering others; felony or misdemeanor commission; disobedience leading to disruption; and weapons possession on school grounds or at school events.

Suspension and Expulsion Procedures:

- A **short-term suspension** shall not exceed ten school days. Except in emergencies, it requires prior oral or written notice of charges and an informal hearing. If the hearing occurs after suspension, it must be within 72 hours. Written notice of a short-term suspension will be provided to the parent/guardian within 24 hours. The student has the right to be present, informed of charges and accusations, and to respond.
- A **long-term suspension** (up to 90 school days) or **expulsion** (up to 186 school days) requires a formal hearing conducted by a designated hearing officer, following Kansas law. The student and parent/guardian will receive written notice of the hearing details, including the relevant laws and policies. The hearing may be conducted by a certified employee or committee. For weapons violations, expulsion hearings will be conducted by individuals appointed by the board. Findings will be prepared, and hearing records will be accessible according to Kansas law. Written notice of the hearing outcome will be provided within 24 hours.
- During a long-term suspension/expulsion hearing, the student has the right to counsel, parental presence, access to witness testimony, the ability to confront and cross-examine witnesses, present their own witnesses, testify on their behalf, and to an orderly and fair hearing based on evidence.
- Refusal to attend a hearing waives the student's opportunity for the hearing.
- Students suspended for over 10 days or expelled may appeal to the board within 10 calendar days of receiving the hearing results. The board will schedule an appeal hearing within 20 calendar days, providing 5 days' written notice to the student and parent/guardian. Appeal hearings are formal, transcribed by a court reporter, and the board will issue a final decision within 5 days.
- Students facing long-term suspension or expulsion will be provided with information about relevant support services.
- Students will be notified of their return date. For non-weapon violations, the principal may set behavioral requirements and probation. For weapon-related expulsions, the superintendent may establish these conditions.
- Days of suspension or expulsion are not subject to compulsory attendance laws.
- During suspension or expulsion, students are prohibited from being on school property or attending school activities without principal permission.

Probationary Status:

Principals may defer any punishment, suspension, or expulsion by placing a student on probation for a specified period. Written notification of probation terms and conditions will be provided to the student and parent/guardian. The student must sign an acknowledgement of understanding and agreement to the terms, with the understanding that failure to comply may reinstate the original punishment. The superintendent handles probation for weapon policy violations.

Other Related Policies:

COMPLAINTS ABOUT POLICY

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.

Corporal Punishment (JDA): Shall not be used in the district.

Searches of Students (JCABB): Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

Interrogations and Investigations (JCAC): Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

SEARCHES OF STUDENTS (JCABB)

Students have limited control over lockers, desks, and other assigned storage areas, as these remain the property of the Holton school system. School officials may inspect and search these areas and their contents at any time without prior notice if there is reasonable suspicion that they will yield evidence of legal or school rule violations, or if there is reasonable belief that the contents could disrupt school operations.

School officials are also authorized to search students and personal property in their possession or control, including vehicles on school grounds, if there are reasonable grounds to suspect a violation of law or school rules will be discovered. The school administration may involve local law enforcement agencies to assist in these searches when deemed necessary.

INTERROGATIONS AND INVESTIGATIONS (JCAC)

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the

appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

EMERGENCY SAFETY INTERVENTIONS (See GAO, JRB, JO, & 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 students medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - (1) 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;
 - (2) Any device used by a certified law enforcement officers to carry out law enforcement duties; or
 - (3) 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:

- (1) Date and time of the ESI;
- (2) Type of ESI;
- (3) Length of time the ESI was used;
- (4) School personnel who participated in or supervised the ESI;
- (5) Whether the student had an individualized education program at the time of the incident; and,
- (6) 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.

SCHOOL OPERATIONS AND OTHER POLICIES

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 utilized. 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.

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/>

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.

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.

BUILDINGS AND GROUNDS (KGA):

Requests for use of the district's buildings and grounds by individuals or outside organizations must be submitted to the Athletic Director for consideration. Fees or Rental charges may apply.

The use of all school equipment and supplies, including technology resources, is restricted to official and approved assignments. Using district resources for personal projects is prohibited without explicit prior permission from a teacher. Students are responsible for handling all equipment and supplies with care and will be held accountable for any damage they cause.

LIBRARY (IF)

Holton USD 336 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.

HARASSMENT AND BULLYING PREVENTION

BULLYING

Bullying, which includes intimidation, is strictly prohibited. Bullying is defined as any intentional gesture or any intentional written (including electronic transmissions), verbal, graphic, or physical act or threat that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member. This prohibition extends to threats made by students, staff members, or parents (defined as including guardians, custodians, or others with authority to act on behalf of a child) toward students or staff members.

Bullying may include, but is not limited to:

- **Verbal actions:** Threatening, taunting, teasing, name-calling.
 - **Physical actions:** Hitting, kicking, pushing, pinching, restraining.
 - **Nonverbal actions:** Other negative actions carried out without words or physical contact.
 - **Cyberbullying:** Using electronic communication (e.g., email, text messages, instant messaging, defamatory websites, online polls) to deliberately and repeatedly harm others.
-

When acts of bullying or other violations of district policy are substantiated, appropriate disciplinary action will be taken against the individual involved. Any student who believes they have been subjected to bullying should promptly report the incident to the principal, assistant principal, guidance counselor, or any other certified staff member. If the issue is not resolved to the student's satisfaction at this initial meeting, the student may pursue a formal complaint through the district's discrimination complaint procedure.

RACIAL AND DISABILITY HARASSMENT (See GAACA, GAAB, GAF, JDDC, KN, JGECA)

The Board of Education is committed to providing a positive and productive learning and working environment free from discrimination, including harassment, based on race, color, national origin, or disability. Racial harassment and disability harassment are strictly prohibited and will not be tolerated within the school district. This prohibition applies to all board members, administrators, certificated and support personnel, students, vendors, and any others having contact with the school district, and extends to harassment of employees or students.

Racial harassment is unlawful discrimination based on race, color, or national origin under applicable federal and state laws. Disability harassment is unlawful discrimination based on disability under applicable federal laws. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events, as well as against individuals associated with the school, regardless of where the harassment occurs.

It is a violation of this policy for any student, employee, or third party to engage in racially or disability-motivated conduct that:

- Affords a student different treatment solely based on race, color, national origin, or disability, which interferes with or limits their ability to participate in or benefit from school services, activities, or programs.
- Is sufficiently severe, pervasive, or persistent to create a hostile academic environment.
- Is sufficiently severe, pervasive, or persistent to interfere with a student's academic performance or their ability to participate in or benefit from school services, activities, or programs.

Racial or disability harassment may involve verbal, physical, or written/graphic conduct.

All victims and individuals with knowledge of racial or disability harassment are strongly encouraged to report it immediately. The district will promptly investigate all complaints and take appropriate corrective action to end the harassment.

Any student who believes they have been subjected to or witnessed racial or disability harassment should discuss the matter with the building principal, another administrator, the guidance counselor, or any certified staff member. Employees receiving such a complaint from a student must inform the student of their obligation to report it to the building principal and any proposed resolution. If the building principal is the alleged harasser, the complaint should be reported to the district compliance coordinator. The principal will discuss the complaint with the student to determine if it can be resolved informally. If not resolved to the student's satisfaction, a formal complaint may be initiated under the district's discrimination complaint procedure.

Complaints will be investigated to determine if the alleged behavior constitutes racial or disability harassment based on the totality of the circumstances, including the severity, pervasiveness, and persistence of the conduct. Unacceptable student conduct that does not meet the definition of harassment may still be subject to disciplinary action under the student code of conduct, with potential enhancement of discipline if the conduct is racially or disability-motivated.

Employees who witness racial or disability harassment must report it to the building principal. Failure to report or to investigate and take appropriate corrective action may result in disciplinary action for the employee or administrator.

When a complaint reveals potential criminal activity or child abuse, it will be reported to the appropriate law enforcement or child protective services authorities.

Confidentiality will be maintained to the extent possible during the investigation, balancing the need for confidentiality with the district's obligation to conduct a thorough investigation, take corrective action, and provide due process.

Filing a complaint or reporting racial or disability harassment will not negatively impact a student's status or grades. Retaliation against anyone who files a complaint, testifies, assists, or participates in an investigation is strictly prohibited and will result in immediate disciplinary action, up to and including expulsion for students or termination for employees. False or malicious complaints may also lead to corrective or disciplinary action against the complainant.

Elementary: To ensure bullying and/or cyber bullying does not occur on school campuses, the Holton School District provides all staff training in bullying prevention. Staff members immediately intervene when they see a bullying incident occur or if one is reported to them. A teacher, the counselor, or the principal will promptly investigate each complaint of bullying. This policy applies on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during school-sponsored activities. Teachers and the school counselor discuss this policy with their students in age-appropriate ways and assure them bullying behaviors are not acceptable at Holton Elementary School. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct at Holton Elementary includes, but is not limited to:

- Students who participate in bullying behaviors may be subject to disciplinary action up to and including expulsion.
- If students witness incidents of bullying, they should immediately report what they have seen to a teacher, counselor, or the administration.
- Students should be aware that once the incident is reported, a staff member will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the principal should be contacted.

Intervention:

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students, and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook.
- Holton Elementary School will make reasonable efforts to keep a report of bullying type behaviors. Results of investigations will be kept confidential.
- Staff are expected to immediately intervene if they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Middle School

High School: 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 towards a student or by any student, staff member, or parent toward a staff member.

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

Sexual harassment and bullying are strictly prohibited within the school district on school property, in school vehicles, or at school-sponsored activities. This prohibition applies to all interactions between and among board members, administrators, certificated and support personnel, students, vendors, and any other individuals having contact with the school district. It is a violation of district policy for any employee to sexually harass or bully a student, for a student to sexually harass or bully another student, or for any employee to discourage a student from reporting sexual harassment or bullying or to fail to investigate such complaints.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when directed by a staff member towards a student or by one student towards another, particularly when:

- Submission to such conduct is made, explicitly or implicitly, a condition of an individual's education.
- Submission to or rejection of such conduct is used as the basis for academic decisions affecting the individual.
- The 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 sexual or demeaning remarks; unwelcome touching; suggestions or demands for sexual involvement accompanied by threats or promises related to grades or extracurricular activities.

Specific examples of sexual harassment include: making sexual comments or jokes; sexual looks or gestures; touching, grabbing, or pinching in a sexual way; brushing up against someone sexually; flashing or mooning; spreading sexual rumors; pulling clothing in a sexual manner; showing or giving sexual pictures, messages, or notes; blocking passage in a sexual way; writing sexual messages or graffiti; forcing a kiss or other sexual acts; calling someone gay or lesbian in a derogatory way; or spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate disciplinary action will be taken against the individual involved. Any student who believes they have been subjected to sexual harassment should promptly discuss the matter with the principal, assistant principal, guidance counselor, or any other certified staff member. If the issue is not resolved to the student's satisfaction at this initial meeting, the student may pursue a formal complaint through the district's discrimination complaint procedure. Filing a

complaint or reporting sexual harassment will not negatively impact a student's status or grades. Confidentiality will be maintained throughout the complaint procedure to the extent possible.

TECHNOLOGY USE

TECHNOLOGY USE POLICY

Access to district computers, software, internet, and other online services is provided to enhance educational development and is limited to students and employees for approved learning activities. Responsible, efficient, courteous, and legal use is required. Students agree to the following rules:

1. Use all computer equipment carefully.
2. Use computers and the internet for schoolwork only, accessing teacher-approved programs and websites.
3. Do not share passwords.
4. Do not damage or tamper with hardware, software, or the network.
5. Obey copyright laws.
6. Report any inappropriate content encountered online to a teacher.
7. Never use computers to be hurtful to others or view, send, or display inappropriate messages or pictures.
8. Print only when instructed by a teacher.
9. Use only assigned files or folders on the student server.
10. Understand that work on school computers is not private.
11. Understand that breaking these rules may result in loss of computer privileges and other disciplinary actions, including suspension.

Only district-purchased software may be loaded onto district computers, and district-licensed software cannot be used on personal devices or copied for personal use. Students are prohibited from using electronic communications, including email and the internet, to harass staff, students, or other individuals. Wasteful use of technology resources, including printers and server space, is not permitted. Printers are for class-related printing only unless permission is granted, and fees may apply for non-classroom use.

ELECTRONIC DEVICES/HEADPHONES

Students are not allowed to use any electronic devices or use headphones during the school day, unless school authorized. Teachers may confiscate any electronic devices. Cameras, cell phones, and any other device capable of making pictures are banned from bathrooms and locker rooms.

ELEMENTARY:

MIDDLE SCHOOL:

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 phones 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.

HIGH SCHOOL:

Cell phones shall not disrupt the educational process. Any cell phone that is heard or disrupts the educational process between 8:05 a.m. and 3:05 p.m. without permission will be subject to the following:

1st Offense: Cell phone confiscated for the remainder of the school day.

2nd Offense: Cell phone confiscated until parent or guardian retrieves it from the office.

Detention

3rd Offense: Cell phone confiscated until parent or guardian retrieves it from the office.

Detention

4th Offense: Student is suspended from school and parent or guardian must retrieve phone from the office.

Teachers may require the collection of devices (including cell phones) at the beginning of class, to be held in a safe area. Teachers may totally restrict use in their room(s).

Cell Phones: Cellular devices shall not disrupt the educational process. It is suggested that cell phones not be at school. Keep cell phones in school bags. Any cell phone that is seen or heard between 7:45 a.m. and 3:05 p.m. without permission will be subject to the following:

1st Offense: Cell phone confiscated for the remainder of the school day.

2nd Offense: Cell phone confiscated until parent or guardian retrieves it from the office.

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.

AI USAGE GUIDELINES

Academic Honesty: AI tools can aid learning, but presenting AI-generated work as your own is plagiarism and will be addressed in accordance with the Academic Honesty/Plagiarism policies. Cite AI sources properly and use AI for research assistance only when permitted by your teacher. Misuse will result in disciplinary action.

Ethical Responsibility: AI can be biased and generate inaccurate information. Critically evaluate AI outputs and always protect your privacy online. Do not use AI to create or spread harmful content. Remember, human judgment is essential.

AI as a Resource: AI can personalize learning and provide feedback. Explore approved AI tools for research and study. Your student's individual teachers will guide AI integration into lessons. Utilize AI to enhance critical thinking, not replace it and it is important to remember that AI is a tool, not a substitute for learning.

FOOD SERVICE

MEAL PRICES

All meal prices will be determined by the board.

FREE AND REDUCED PRICE MEALS

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of each school year.

UNPAID MEAL CHARGES

The district's meal charging requirements are as follows. Charge accounts for students paying full or reduced price meals will be established with the district upon enrollment.

A text, email, or phone call will be placed regularly 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.

If payment of the negative balance is not received within thirty (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 unpaid sixty (60) days after enrollment, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

REFUNDS

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.

Elementary Handbook

NONDISCRIMINATION

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.

MISSION STATEMENT

The mission of Holton Elementary is to promote and recognize growth in every student.

PARENTS RIGHT TO KNOW

Title I Annual Notification: This notification is provided to inform you of your right to request the following specific information concerning the school and teachers: Parents may request information regarding the professional qualifications of their child's/children's classroom teachers and paraprofessionals.

Professional qualifications include:

- Whether or not the teacher has met Kansas licensing criteria for the grade levels and subject areas being taught;
- The baccalaureate degree and any other graduate certification or degree and the field of discipline of both;
- If services are provided by paraprofessionals, their qualifications;
- If the teacher is teaching under an emergency or professional waiver.

All teachers at **HOLTON ELEMENTARY** meet the above criteria. Each one is licensed for the grade levels and subject areas being taught. Each one has a baccalaureate degree and none are teaching under an emergency or provisional waiver. The paraprofessional(s) who work under the direction of Title I and classroom teachers meet required qualifications for the positions.

PARENT-SCHOOL COMPACTS

Schools receiving Title I funds are required to make a Parent-School Compact or Learning Agreement available. This Learning Agreement will be available upon request from the front office.

TITLE I SCHOOLS IDENTIFIED FOR IMPROVEMENT

Holton Elementary met the state requirements for the 2022-2023 school year as Holton Elementary and has not been identified for improvement. If you have questions or would like to request further information, please feel free to contact your building principal.

TESTING PROGRAM (II)

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, JFC, JFCA)

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

DRILLS (EBBE)

Students shall be informed of emergency drill procedures at the beginning of each school year. Fire drills will be held every month so that children are aware of the safest procedure to follow if the need should ever arise. Tornado drills are held three times a year. If a tornado occurs during the school day, we do not encourage you to come to the school. We have safe areas where the children will be sheltered. When the danger has subsided, children will be sent home or taken home. If a tornado warning occurs as school is being let out and you are waiting or on your way, we will encourage you to stay inside the school with your child.

TREATS AND SNACKS (UPDATE)

Please refer to the Nurse's Peanut/Nut-Free Snack List submitted to parents at the beginning of the year. This can also be found on the school's website. Treats that are not on this list may not be passed out to students.

SCHOOL PICTURES

School pictures are a service to parents and families. We use the fall school pictures for the yearbook. Parents will be notified of dates for Fall and Spring Pictures.

FIELD TRIPS (IFCB)

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

STUDENT INSURANCE

Holton USD 336 **does not** provide accident insurance for students. A copy of the policy is available in the office. If a student needs health insurance please contact the school nurse for references of where coverage may be available.

OPENING TIME

School begins at 8:10. Breakfast will be served in the lunchroom beginning at 7:45 a.m. and ending by 8:05 a.m. Supervision will not be provided before 7:45. Students should not arrive before supervision begins at 7:45.

CLOSING TIME

School is dismissed at 3:10. (All walkers will be dismissed at 3:10) Students are expected to clear the building and grounds by 3:20. Walkers will exit the building out of the east doors towards the playground. Students getting picked up will exit out of the southwest doors and wait with school staff for their ride to arrive. Bus riders will exit out of the main entrance/exit of the building by the office.

FOOD SERVICE (JGH)

Students will remain at the school through meal periods. 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. **No hot-lunches will have a peanut based product on the tray.**

RECESS

Students are expected to follow the rules of the recess supervisor(s) at all times. Please be sure your child has proper clothing for outdoor play. If the 'real feel' temperature is between 40-60 degrees Fahrenheit, sweatshirts/coats/jackets are encouraged during recess. Students will go to recess in the clothing their families send them to school in.

Temperature Guidelines for PK-5th Grade (Real Feel Temp):

- 20 degrees or above - regular outdoor recess
- 11-19 degrees possible shortened outdoor recess at administration discretion
- 10 degrees or below - indoor recess.
- If the heat index indicates a high risk or temperature is above 95 degrees Fahrenheit, we will have indoor recess.

- If there is significant precipitation, we will have indoor recess.

If parents wish their child to stay in for recess due to health reasons, a note should be sent to the child's teacher indicating the reason for the request. If a child is to be kept in for three consecutive days, a note from the child's doctor is requested.

The same guidelines for attire apply to outside events such as city and school district parades.

MUSIC CONCERTS

Students are expected to participate in any evening music programs. This participation is a component of a student's final grade in music class. Failure to attend an evening program or notify the music teacher of the reason for absence could result in a deduction in one's final music grade.

Middle School Handbook

Administration

Michael Kimberlin, Principal
Steven Meier, Asst. Principal
Annette Marten, Counselor

INTRODUCTION

The Holton Middle School Student Handbook lists the guidelines, policies and procedures parents and students must follow during their time in the Holton Middle School. It is essential that students and parents familiarize themselves with these policies and procedures, as they have been designed to ensure the safety, organization and quality education for which our district is known.

The Holton Middle School 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 by the building principal to amend and interpret all policies and provisions in this handbook, with Board of Education approval.

NONDISCRIMINATION

(The following serves as the required annual notification to students regarding the board's policy on nondiscrimination.)

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 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.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

MISSION STATEMENT

ALL STUDENTS CAN LEARN

TESTING PROGRAM (II)

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, JFC, JFCA)

ACCOUNTABILITY POLICY: Students must pass required courses with a 60% or above. Any grade below 60% will be recorded as a Fail (F) and the student must achieve a passing grade in all required courses before the student is promoted to the next grade level. Students who receive a failing grade for either 1st or 2nd semester will be given an opportunity to increase their grade to passing during a session of Credit Recovery during June/July or repeat the failed class(s).

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

GRADING SCALE

Holton middle school uses a 4.0 grading system.

Grading Scale: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 & Below

HONOR ROLL

Academic excellence is generally the result of abilities blended with hard work, and study.

Requirements for the honor roll: Principal's Honor Roll (All A's) and Wildcat Honor Roll (All A's and B's, no C's can be earned).

MAKE-UP WORK/HOMEWORK (IHEA)

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Students are expected to complete homework assignments on time. Students shall be given the number of days missed, plus one, to complete missed work for full credit.

AFTER SCHOOL POWER HOUR

Holton Middle School offers an after school academic assistance program to aid students in making up work, or in receiving additional support from teachers/staff. This hour of support is meant to be used working on school material and is subject to all school rules. Students who do

not follow school rules can be disciplined according to school discipline policies. Students who receive 3 discipline referrals during a semester will be asked not to return to Power Hour for the rest of that semester.

BUS TRANSPORTATION

Buses arrive in front of the middle school. Buses depart from the circle drive west of the high school and from in front of the middle school. Care should be exercised when going to and from the buses, especially when crossing the street. Good conduct is expected while waiting for the buses and while riding. (See Bus Behavior Guidelines)

Clubs and Organizations (JHC)

DANCES

Only middle school students in good standing may attend dances.

EXTRACURRICULAR ACTIVITIES PARTICIPATION REQUIREMENT (JH)

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements; and other requirements established by the administration.

ACTIVITY FEE/PASS (HMS & HHS)

During the yearly enrollment period, all HMS students (grades 6-8) will have the ability to pay for a Student Activity Fee/Pass Card, for \$30. This \$30 fee/pass will cover all athletic activity fees associated with middle school athletics. Students do not have to participate in athletics to purchase a pass. This fee/pass also will serve as a gate pass for all home HMS/HHS athletic activities (except KSHSAA sponsored events), students must present the card at the time of entry into the event. Replacement cards will be created for a \$5 replacement fee.

ELIGIBILITY

All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extracurricular activities.

STUDENT NOT IN GOOD STANDING (SNIG)

Every Tuesday the school compiles a weekly progress report. If a student is failing any classes he/she may not participate in any after school activities, including sporting events, dances, club meetings, etc.

We do allow, and strongly encourage, that he/she attend PowerHour: Monday - Thursday, (3:05-4:05 pm). PowerHour location is posted daily in the student hallways or is announced by the office.

Students can return to "Good Standing" at any time, by:

- (1) Receiving a signed note from the instructor that they are no longer failing, and taking it to the office (this could also be an email from the teacher to the office staff), or
- (2) Raising their grade to passing, so that when the next week's progress report is run, they are no longer failing any classes.

As soon as notification is received by the office, the student is considered back in "Good Standing" and is eligible for competition.

We understand that this is a hard line, but as we stress to our students, if they want to enjoy the activities of school, they must first accomplish the number one reason they are here - to receive an education.

Students may also qualify for "Student Not In Good Standing" based on disciplinary actions taken at any time during the school year.

TRANSPORTATION TO AND FROM ACTIVITIES

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

FIELD TRIPS (FCB)

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.

SAFETY/DRILLS (EBBE)

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

HALL PASSES

Students should not be in the halls during class periods unless accompanied by a teacher or they have permission to be out of class.

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.

PARKING

No allowances are made for student car parking and middle school student driving is discouraged. Students riding their bicycles should park them at the racks. Locks are recommended. **THIS HAS CHANGED.**

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 in the lunchroom beginning at 7:40 a.m. Students are not to come early to school unless requested by a teacher.

Closing Time: School is dismissed at 3:05. Students are expected to clear the building and grounds by 3:15 unless under the supervision of a teacher or unless they have special permission to stay in the building. All students must exit the building by the front or rear doors (**NOT DRIVERS OR PICK-UPS OUT BACK.**)

COMPUTER NETWORK USE GUIDELINES

All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.

- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass email messages).

CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

All of the policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of Holton Middle School concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

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 = \$19; & 4) Charging cable = \$19.

Level 1: Warning: Student will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations: Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable Offense: Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years. See "Suspension/Expulsion."

LOCKERS (JCAB)

- Lockers in the district schools shall be under the supervision of the building principal and may be 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.

FOOD SERVICES MANAGEMENT (EE)

All policies are established to cover any meal accounts regardless whether they may be free, reduced or paid. Students, parents and guardians of students are encouraged to prepay meal costs.

Parents and students will be notified in writing of the district's policies at enrollment and to families and students that transfer into the district at the time of transfer. It will also be available on the district website, student handbooks and the district calendar. The terms of this policy will be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when information is communicated to households and staff will be retained.

Supervision: A supervisor/director may be hired by the board to oversee the district's food service program. If there is not a supervisor this duty will fall under the principal of the building.

Sanitation Inspections: The food service director shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records: The food service director shall be responsible for keeping food service records required by state and federal laws and regulations.

This director shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

High School Handbook

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 BUILDING 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/>

EARLY RELEASE

- During the second semester of a senior year a student can apply for Early Release. The students on an “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 student's 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.

ADVANCED PLACEMENT

Advanced Placement courses are nationally recognized curricula that require extensive work on the part of the student. Each course has its 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 at 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. All College Courses will have a Weighted GPA.

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 twenty-seven (27) units of credit are required by this district for graduation from high school. Consult with a school counselor and/or Individual Plan of Study (IPS) 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, and WSU	K-State
ACT: 21+ or Rank in top third of class	ACT: 21+ or Cumulative GPA of 2.25	ACT: 21+ or 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, students list each high school course taken along 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	
Cumulative GPA of 3.25 and ACT 21+ or Cumulative GPA of 3.0 and ACT 24+	Cumulative GPA of 3.25 and ACT 21+ or 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

- 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.

2024-2025 HHS BELL SCHEDULE (405 Minute Day) (3 Lunches)

<u>Block</u>	<u>Start</u>	<u>Finish</u>
First (80 min)	7:55 AM	9:20 AM
Second (78 min)	9:24 AM	10:42 AM
Third-CRT/Seminar (60 min)	10:46 AM	11:46 AM
Fourth (83 min)	11:50 AM	1:38 PM
Lunch-1 (25 min)	11:46 AM	12:11 PM
Lunch-2 (25 min)	12:30 PM	12:55 PM
Lunch-3 (25 min)	1:13 PM	1:38 PM
Fifth (78 min)	1:42 PM	3:05 PM

Commons area will open to students at 7:25am. Students may begin going to class at 7:45am.

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. *See Fee Sheet.*

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. You can also check out the website for a supply list!

ACADEMICS

Grade Level/Course Outcomes

Recommended course completions:

- **Freshman:** 9th English, Earth and Space Science, one math, computer applications / financial literacy, four electives (P.E., Civics/World History highly recommended).
- **Sophomore:** 10th English, Biology, one math, five electives (PE and Civics/World History a must if not taken 9th grade year).
- **Junior:** 11th English, one American History, one math, one science and four electives.
- **Senior:** one-half Government, one English

27 credits are required to graduate.

New Graduation Requirements for Class of 2028

Present System	Class of 2028 Requirements
4 units of English Language Arts	Communications (4) <ul style="list-style-type: none"> • 3.5 ELA (reading, writing, literature, technical) • .5 Communications (speech, debate, forensics, journalism, public speaking)
3 units of history & government 1 unit of fine arts	Society and Humanities (4) <ul style="list-style-type: none"> • 3.0 Social Studies (world, US, government) • 1.0 Fine Arts
3 units of science 3 units of math	STEM (7) <ul style="list-style-type: none"> • 3.0 Math (algebraic and geometric concepts) • 3.0 Science • 1.0 STEM (advanced math, advanced science, robotics, advanced CTE, agriculture, etc)
1 unit of PE 6 unit of electives	Employability & Life Skills (6) <ul style="list-style-type: none"> • .5 Physical Education • .5 Health • .5 Financial Literacy*** • 4.5 Electives (driven by IPS planning)

HIGHLIGHTS FROM KSDE

- The Financial Literacy course provides students with an understanding of the concepts, principles and skills involved in making and applying sound financial decisions. This course emphasizes earning income, spending, saving, investing, managing credit and managing risk.
- Qualified teachers to teach Financial Literacy are Family and Consumer Sciences, Gen Business, Business Ed Comp, Business Economics, Business Finance, Economics, History and Government, Social Studies Comp (with verifiable Financial Literacy Training).

POSTSECONDARY ASSETS

(Students will complete **two or more** postsecondary assets, aligned with their IPS)

The items on the list below are official at this time. The agency is developing a process to review the assets and ask for feedback from across the state on what might need to be added or edited. The agency will communicate our formal review process soon, which will require state board

approval each year, but again, the list is currently official for the 24-25 school year, with the 8th graders being the first group impacted.

- Youth Apprenticeships
- 40 or more Community Service hours
- Client-centered Projects
- Workplace learning experience directly related to a student IPS
- Industry-Recognized Certifications
- Seal of Biliteracy
- ACT Composite (Score of 21 or higher)
- WorkKeys Level (Silver or higher)
- 9+ College hours
- State Assessment scores of three or four for Math, ELA, Science
- ASVAB per requirements of military branch selected
- SAT score (1200 or higher)
- Completing Board of Regents Curriculum
- International Baccalaureate Exam (4+)
- Advanced Placement Exam (3+)
- CTE Scholar
- Eagle Scout or Gold Scout
- 4-H Kansas Key Award
- Two or more high school athletics/activities
- JROTC
- 90% attendance in high school
- Senior Exit Interview/Senior Project

CHANGES FOR ALL GRADE LEVELS EFFECTIVE SPRING 2024

Students must take English 9 and English 10. Students who attend Washburn Tech may replace English 11 and English 12 with Washburn Tech reading IF their program awards reading credit.

Washburn Tech - Credit Conversion
Jackson County High Schools
Updated: Fall 2023

Program	Math	Reading	Science
Advanced Systems Technology	0.5	0.5	0.5
Auto Collision Repair			0.5
Auto Service Technician			0.5
Building Technology	0.5		
Business, Bookkeeping, Accounting		0.5	

Cabinet / Millwork	0.5		
Carpentry	0.5		
Certified Medication Aide (CMA)			0.5
Climate and Energy Control Technologies (HVAC)	0.5	0.5	0.5
Commercial and Heavy Construction	0.25	0.25	
Cosmetology			0.5
Culinary Arts	0.5*		
Diesel Technology		0.25	0.25
Early Childhood Professional		0.5	
Electrical	0.5	0.5	0.5
Emergency Medical Technician (EMT)	0.25		0.5
Emergency Medical Responder (EMR)	0.25		0.5
Fast Track Machine Tool	0.25		
Foundations of Healthcare Pathways			0.5
Graphics Technology		0.5	
Heavy Diesel Construction Technology	0.25	0.25	
Home Health Aide (CNA)			0.5
Industrial Production Technology	0.5		0.25
Information Systems Technology		0.5	0.5
Machine Tool Technology	0.25		
Phlebotomy		0.5	0.5
Plumbing Technology	0.5		0.5
Practical Nursing			0.5
Sterile Processing	0.25*	0.25	0.5
Surgical Technology	0.25	0.25	0.5
Engineering Drafting and Design	0.5		

Welding	0.5		
---------	-----	--	--

*1st semester only

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 seven credits.
- To qualify to be an 11th grader the student must have earned two credits of English and at least a total of 14 credits.
- To qualify to be a 12th grader the student must have earned three 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)

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.

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 classrooms. 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 are 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

Eligible students are those who attend HHS for their full Senior year and their 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

Magna Cum Laude
Completion of Kansas Scholars Curriculum
3.95 GPA on all classes
ACT Superscore 28 or above

Cum Laude
Completion of Kansas Scholars Curriculum
3.85 GPA on all classes
ACT Superscore 26 or above

WEIGHTED GRADES

- The following classes carry a weighted Grade Point Average (GPA):
- Honors Classes, KAMS (Math and Science), College Classes, Trigonometry, Statistics, Pre-Calculus, Calculus, Physics, and Anatomy and Physiology.
- Grades in these classes carry a 1.0 weighted value. For example, students that receive an "A" in these classes will receive a "5" instead of a "4" towards the calculation of their GPA.

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 the 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 before or during the fall of the Senior Year.

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 two online courses a student is enrolled in, a student will be provided 1-block of time within the HHS Schedule.
 - Students 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.

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 ≥ 10 :** 2 Points and an hour of detention/Bass for each.
- 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.
- 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.

DISCIPLINE MATRIX				
Level 1	Level 2	Level 3	Level 4	Level 5
1 pt - Min. 30 Minutes of Detention	2 pts - 60 - 90 Minutes of Detention	3 pts - ISS	5 pts - Min. 1 Day of OSS	12 pts - Min. 3 days of OSS and/or 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)	*Forging a signature *Hazardous driving *Failure to comply with reasonable request *Leaving class without permission *Skipping (1st offense) *Bullying (2nd offense) *Profanity / vulgarity *Tardies (≥ 10)	*Conflict with student - verbal *Disrespect towards staff *Refusing consequence *General misconduct *Theft *Bullying (3rd offense) *Skipping BASS *Unexcused absence *Skipping class (repeat) *Failure to serve office assigned detention	*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	*Setting a fire *Vandalism - depending of severity *Physical contact with staff *Bomb threat *Possession of weapon at school *Possession of Alcohol / Drug (see district substance abuse policy)

placement on discipline plan - repeat offenses automatically increase level)			*Possession of a knife (includes pocket knife) *Repeat Level 1, 2, or 3 offense	
--	--	--	--	--

- (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.

ATHLETIC AND ACTIVITY PARTICIPATION CODE OF CONDUCT

Holton USD 336 believes that those students provided the opportunity to represent USD 336 can and must be held to a higher standard than those who choose not to be involved. With this privilege, the Board fully charges the students to assume the responsibility of good behavioral conduct and serve as role models around the clock and must be willing to take on this added responsibility if they are to be a member of any USD 336 organization.

SPORTSMANSHIP

A primary goal of participating in extracurricular and co-curricular clubs and organizations is to teach students character and self-discipline skills which will enable them to develop to their highest potential. As ambassadors for the school district and as role models for their peers and younger students, students who participate in these clubs and organizations are held accountable for their actions at a higher standard of conduct both in and out of school. Therefore, each student participating in extracurricular and co-curricular activities will be expected to abide by a code of conduct. Students involved in representing our school who continually misbehave in the classroom will forfeit their privilege of representing our school. In addition, specific acts of unacceptable behavior of students in respect to school activities or on school property may result in the loss of the privilege of representing our school for the entire activity season or for the entire school year. Infractions of any district policies or regulations can result in a loss of student privileges in attending or participating in extracurricular activities.

ATHLETIC AND ACTIVITY EXPECTATIONS OF STUDENTS

- Be on time
- Come prepared to work (practice).
- Respect the facilities
- Respect and take care of school issued equipment.
- Show and address coaches, sponsors, and support people with respect.
- Treat officials, game personnel, administration, and fans with respect.
- Be and remain a student in good standing.

- Discuss any circumstances with the coach or sponsor that could cause you to miss or be late prior to those practices or competitions.
- Talk to the coach or sponsor if you have any questions regarding performance or playing time.

While intense and emotional game action and conduct is certainly a reasonable part of a sports contest or some activity participation, the intent of our student-athletes and activity participants should never be to demean the dignity and individuality of the opponent, official, or the athletic contest. To that end, our student-athletes and activity participants are expressly prohibited from engaging in the following behavior at any sporting events or extra-curricular activity participation:

- Fighting opponents, fans, or officials.
- Taunting officials, opponents, or their fans.
- Engaging in inappropriate "celebrations" with the intent to demean opponents.
- Exhibiting a disrespectful attitude toward opponents or officials.
- Inciting crowd hostility in an unsportsmanlike manner.
- Using profane and vulgar language and/or gestures.

CITIZENSHIP RESPONSIBILITIES

In addition to academic responsibilities, the athletic and activity department takes a leadership role in requiring that student-athletes and activity participants display good citizenship. As a student-athlete and activity participant you are a highly visible representative of The Holton School District. It is very important that you act in a manner that will not embarrass either yourself or the school district. Therefore, each student-athlete and activity participant is expected to:

- Show respect for all members of Holton Public Schools (faculty, staff and students).
- Demonstrate good citizenship and sportsmanship with fellow students.
- Present a positive public demeanor at all times whether on or off campus.
- Act as a role model for young people and other student-athletes.
- Participate and be involved in community service projects.

DISCRIMINATION/HARASSMENT

Discrimination or harassment in any form is a violation of this Code of Conduct. Discrimination is defined as any act, written, verbal, or physical, which is based on prejudice or bias.

Harassment is the creation of an intimidating, hostile, or offensive situation through verbal, written, or physical conduct. Both discrimination and harassment can be manifested in many different ways. It can, for example, be directed at gender, sexual identity, race, national origin or physical characteristics.

Student-athletes and activity participants at the Holton School District should experience an environment free of discrimination and harassment. If you believe you are the target or victim of

such acts by someone in the school, you should talk to your coach, your sponsor, the athletic director, or the principal.

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 (girls and boys 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. Thirty (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 a 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. (Students 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 roles 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 a 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 of 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 in 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 athletics, 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.

TRANSPORTATION TO AND 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.

- Students that wish to provide their own transportation may fill out a form in the office.
- 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.

SAFETY DRILLS (EBBE)

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

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.

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. Alongside the weight room is reserved for staff. Students parking in the wrong areas or parking incorrectly may be assigned a detention or be fined by the STUCO.

BUILDING OPENING AND CLOSING TIMES

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.

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. 1) New iPad which includes power brick and cable = \$300;
2. 2) Keyboard case = \$130;
3. 3) Power brick = \$20; &
4. 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.
- o 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. o 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.

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 school will provide a lock for any student that requests one through the office. Students must use the school issued lock, unless permission is given by the principal for the use of an alternative lock. It shall be the responsibility of the secretary to store combinations 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. A replacement fee of \$5 will be assessed for lost or stolen locks.

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.

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 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 the 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. Students 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, completion of IPS/testing, 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:
 - o Write an equation
 - o Look for a pattern
 - o Solve a simpler problem
 - o Act it out
 - o Guess and check
 - o Draw a diagram
 - o Make a table or chart
 - o Work backwards
 - o Research

Execute the plan.

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

Analyze the results.

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

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 the handbook after printing.
