




Humboldt High School

"Learning and Success for All"

Parent/Student Handbook
2026-2027



Wildcat Welcome

Administrators

Ryan Fedders, Superintendent	401 13th St. S., Humboldt rfedders@humboldt.k12.ia.us	332-1330 fax 332-4478
Jenna Haselhuhn, Principal, Mease Elementary and Director of Curriculum, Instruction & Assessment	23 3rd Street N., Dakota City jehaselhuhn@humboldt.k12.ia.us	332-3578 fax 332-7151
Michelle Dyvig, Principal, Taft Elementary	612 2nd Avenue North mdyvig@humboldt.k12.ia.us	332-3216 fax 332-7102
Cassie Smith, Principal, Middle School	1400 Wildcat Road csmith@humboldt.k12.ia.us	332-2812 fax 332-2023
Tiffany Nelson, Assistant Principal, Middle School	1400 Wildcat Road tnelson@humboldt.k12.ia.us	332-2812 fax 332-2023
Creighton Jenness, Director of Special Education	1500 Wildcat Road cjenness@humboldt.k12.ia.us	332-1430 fax 332-7150
Travis Sprague, Principal, High School	1500 Wildcat Road tsprague@humboldt.k12.ia.us	332-1430 fax 332-7150
Jessica Goodenow, Assistant Principal, High School and Director of Safety and Mental Health	1500 Wildcat Road jgoodenow@humboldt.k12.ia.us	332-1430 fax 332-7150
Ryan O'Hern, District Activities Director	1500 Wildcat Road rohern@humboldt.k12.ia.us	332-1430 fax 332-7150

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It is the intent of this booklet to inform students about major expectations. Not every situation can be anticipated and will be addressed as they occur. Information contained herein may be adapted or altered by the administration on an as-needed basis.

Information is accurate at the time of printing. For most current and updated information, please refer to the school or district website.

Introduction

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the administration office at 332-1330 for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved, whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Calendar–[Link to website](#) (English) and [Link to website](#) (Spanish)

Humboldt & Twin Rivers Community School Districts 2026-2027

Learning and Success For All

		Total H	Total D	August M	T	W	T	F	Days	Staff Days	Date	Events
				3	4	5	6	7			Aug 10-13	New Teacher Orientation
				10	11	12	13	14	0	1	Aug 14-21	Staff Development
				17	18	19	20	21	0	5	Aug 19-20	PK-12 Orientation / Conferences
				24	25	26	27	28	5	5	Aug 24	K-12: 1st Day
				31					1	1	Aug 27	Preschool: 1st Day
		39.0	6	September					6	12		
									0	0		
Summary of Calendar					1	2	3	4	4	4	Sept 7	Labor Day / No School
Start-Finish: August 24-May 21				7	8	9	10	11	4	5		
				14	15	16	17	18	5	5		
Days in the Classroom: 177				21	22	23	24	25	5	5		
Hours in the Classroom: 1147				28	29	30			3	3		
	Conference Days 2	135.9	21	October					21	22		
									0	0		
Q1	October 15 (38 Days)						1	2	2	2	Oct 15	End of 1st Q - 38 Days
Q2	December 22 (44 Days)			5	6	7	8	9	5	5	Oct 16	Staff Development - Full Day - NO SCHOOL
Q3	March 12 (48 Days)			12	13	14	15	16	4	5	Oct 19 & Oct 22	PK-12 Conferences - 2 HR Early Out
Q4	May 21 (47 Days)			19	20	21	22	23	5	5	Oct 23	No School - Conference Compensitory
				26	27	28	29	30	5	5		
Staff Development Full Day		137.9	21	November					21	22		
	October 16								0	0		
	January 4			2	3	4	5	6	5	5		
	February 12			9	10	11	12	13	5	5		
	May 24			16	17	18	19	20	5	5		
				23	24	25	26	27	2	3	Nov 25-27	Thanksgiving / No School
				30					1	1		
		116.9	18	December					18	19		
									0	0		
Staff Development: 1 Hour Early Out					1	2	3	4	4	4		
	26 Wednesdays			7	8	9	10	11	5	5		
				14	15	16	17	18	5	5	Dec 22	End of 2nd Q - 44 Days
Staff Development 2 Hour Early Out				21	22	23	24	25	2	3	Dec 22	2 HR Early Out
	October 19 & 22			28	29	30	31		0	0	Dec. 23-Jan 1	Winter Break (No School)
	December 22	101.6	16	January					16	17		
	February 16 & 18							1	0	1		
	May 21			4	5	6	7	8	4	5	Jan 4	Staff Development - Full Day - NO SCHOOL
				11	12	13	14	15	5	5	Jan 5	School Resumes
Holidays:				18	19	20	21	22	5	5		
	Labor Day			25	26	27	28	29	5	5		
	Thanksgiving	123.5	19	February					19	21		
	Christmas								0	0		
	New Years			1	2	3	4	5	5	5	Feb 12	Staff Development - Full Day - NO SCHOOL
	Good Friday			8	9	10	11	12	4	5	Feb 16 & 18	PK-12 Conferences - 2 HR Early Out
	Memorial Day			15	16	17	18	19	5	5	Feb 19	No School - Conference Compensitory
				22	23	24	25	26	5	5		
Order of Snow Make-Up Days		124.5	19	March					19	20		
1st	None								0	0		
2nd	None			1	2	3	4	5	5	5		
3rd	None			8	9	10	11	12	5	5	Mar 12	End of 3rd Q - 48 Days
4th +	May 24-May 28 - TBD			15	16	17	18	19	5	5		
				22	23	24	25	26	3	4	Mar 25 & 29	No School-Holiday Break
Calendar Legend				29	30	31			2	2		
	Early Out	130.2	20	April					20	21		
	No School - Vacation						1	2	2	2		
	Professional Development			5	6	7	8	9	5	5		
	Holiday			12	13	14	15	16	5	5		
	PK-12 Conferences / Orientation			19	20	21	22	23	5	5		
				26	27	28	29	30	5	5		
		142.5	22	May					22	22		
				3	4	5	6	7	5	5	May 16	Graduation
				10	11	12	13	14	5	5	May 21	End of 4th Q - 47 days;
				17	18	19	20	21	5	5	May 21	Last Student Day - 2 HR Early Out
				24	25	26	27	28	0	1	May 24	Staff Development - Full Day - NO SCHOOL
				31						1	May 31	Memorial Day
		95.9	15						15	17		
		1147.8	177.0	June					177	193		
					1	2	3	4				

Humboldt Community School District Mission

"Learning and Success for All"

Humboldt Community School District Belief Statements

- We Believe Everyone Can Learn and Be Successful
- When the environment is safe, stimulating, and caring
- When there is mutual respect
- When the individual social, emotional, intellectual, physical, cultural and behavioral needs are met
- When they have a choice in what they learn
- When expectations are clearly defined
- When the curriculum is relevant, rigorous, and engaging
- When instruction and assessment are varied to meet student needs
- When challenged with learning situations that require critical and creative thinking
- When feedback is thorough and consistent
- When all stakeholders are involved and supportive
- Student Essential Learning

Governor's Safety Hotline

The Iowa Department of Public Safety's Governor's School Safety Bureau, partnering with the Department of Education, has launched a free and anonymous school safety threat reporting platform.

The app will be available to students, staff, parents, and community members to help identify a crisis. Reports made through the app will be anonymous.

You can make reports in three ways:

- Downloading and using the free Safe+Sound Iowa app
- Going to SafeandSoundIowa.gov
- Calling the Safe+Sound Iowa hotline at 800-224-6018

Annual Nondiscrimination Notice

The Humboldt Community School District offers career and technical programs in the following service areas: Agricultural, Business, Health Occupations, Family and Consumer Sciences, Industrial, and Marketing Education.

“It is the policy of the Humboldt Community School District not to discriminate on its educational programs, activities, and employment practices on the basis of race, creed, color, age (for employment), sex, sexual orientation, marital status (for programs), national origin, disability, or religion. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for more information about the district’s grievance procedures, please contact the District Equity Coordinator, Michelle Thomas, 401 13th St. S., Humboldt, IA 50548 (515 332-1330), mthomas@humboldt.k12.ia.us, or the Iowa Civil Rights Commission: 6200 Park Avenue, Ste 100, Des Moines, IA 50321-1270; (515-281-4121/800-457-4416); web site: https://icrc.iowa.gov. or Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone (303-844-5695)-Fax (303)844-4303. TDD: 800-877-8339, Email: OCR.Denver@ed.gov

El Distrito Escolar Comunitario de Humboldt ofrece programas profesionales y técnicos en las siguientes áreas de servicio: Agricultura, Negocios, Ocupaciones de la Salud, Ciencias de la Familia y del Consumidor, Industria y Educación en Marketing.

“Es política del Distrito Escolar Comunitario de Humboldt no discriminar en sus programas educativos, actividades y prácticas de empleo por motivos de raza, credo, color, edad (para el empleo), sexo, orientación sexual, estado civil (para los programas), origen nacional, discapacidad o religión. Existe un procedimiento de quejas para tramitar las reclamaciones por discriminación. Si tiene preguntas o una queja relacionada con esta política, o si desea obtener más información sobre los procedimientos de quejas del distrito, por favor comuníquese con la Coordinadora de Equidad del Distrito, Michelle Thomas, en 401 13th St. S., Humboldt, IA 50548 (515-332-1330),mthomas@humboldt.k12.ia.us, o con la Comisión de Derechos Civiles de Iowa: 6200 Park Avenue, Ste 100, Des Moines, IA 50321-1270; (515-281-4121/800-457-4416); sitio web:https://icrc.iowa.gov/, o con el Director de la Oficina de Derechos Civiles del Departamento de Educación de los EE. UU., Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Teléfono (303-844-5695) - Fax (303)844-4303. TDD: 800-877-8339, Correo electrónico: OCR.Denver@ed.gov

Humboldt High School

1500 Wildcat Road
Humboldt, 50548
(515) 332-1430
Fax (515) 332-7150
Website: https://hhs.humboldt.k12.ia.us/

School Mascot: Wildcat School Colors: Royal Blue and Yellow Gold

Building Hours- 7:30- 4:00
Class Hours- 8:15-3:20

Important Phone Numbers (515 Area Code)

Administration	
Principal- Travis Sprague	332-1430 ext 6201
Assistant Principal- Jessica Goodenow	332-1430 ext 6930
7-12 Activities Director- Ryan O'Hern	332-1430 ext 6203
District Office	332-1330
Secretarial	
Attendance & Activities Secretary- Stevie Nuehring	332-1430 ext 6205
Registrar- Joni Torkelson	332-3574 ext 6204
Principal Secretary- Emily Haynes	332-1430 ext 6206
School Counselor	
Barbra Kozisek	332-3574 ext 6202
5-12 School Nurse	
Vonda Bindel	332-1430 ext 6323
Transportation	332-1330 ext 6110
Leo Reigelsberger	

Board Policies

Board Policies can be referenced online at this link: Board Policies

Administration of Medication to Students	Board Policy 507.2
Equal Educational Opportunity	Board Policy 102
Anti Bullying / Anti Harassment Policy	Board Policy 104
Anti-Bullying/harassment investigation procedures	Board Policy 104.RI
Homeless Children and Youth	Board Policy 501.16
Instruction at a Post-Secondary Educational Institution	Board Policy 604.6
Interviews of Students by Outside Agencies	Board Policy 502.9
Meal Charges	Board Policy 710.4
Student Lockers	Board Policy 502.5
Search and Seizure	Board Policy 502.8
Corporal Punishment, Mechanical Restraint and Prone Restraint	Board Policy 503.5
Abuse of Students by School District Employees	Board Policy 402.3
Student Complaints and Grievances	Board Policy 502.4
Student Fee Waiver and Reduction Procedures	Board Policy 503.3R1
Student Appearance	Board Policy 502.1
Staff Technology Use/Social Networking	Board Policy 401.13
Use of Information Resources	Board Policy 605.7 - 605.7R1
Health Education	Board Policy 603.5-603.5E1
Open Enrollment	Board Policy 501 .14-501.15
Student Directory Information	Board Policy 506.2 – 506.2R1

Education Records and Reports	Board Policy 506.1-506.1E9
Student Health and Immunization Certificates	Board Policy 507.1
Smoking – Drinking - Drugs	Board Policy 502.7
Student Conduct	Board Policy 503.1
Good Conduct Eligibility Rule	Board Policy 503.4
School Bus Seat Belt Policy	Board Policy 711.10R1
Use of Recording Devices on School Property	Board Policy 804.6
Public Conduct on School Premises	Board Policy 903.4
Weapons	Board Policy 502.6
Open Night	Board Policy 508.2
Student Expression and Student Publications	Board Policy 502.3-502.3R1
Annual Notice of Nondiscrimination	Board Policy 102.E1
"We have a problem." Process for resolving issues with staff.	Board Policy 213.1 & Chain of Communication
Student Release During School Hours	Board Policy 501.11
Graduation Requirements	Board Policy 505.5
Wellness Policy	Board Policy 507.9

FEDERAL MANDATES

Highly Qualified Teachers

Parents/Guardians in the Humboldt Community School district have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Office of the Superintendent by calling 515-332-1330 or sending a letter of request to the Office of the Superintendent, 401 13th St. S., Humboldt, Iowa 50548.

Grievance Procedure

It is the policy of the Humboldt Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status

(for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *HR/Payroll/Equity Coordinator, Michelle Thomas, 401 13th St. S., Humboldt, Iowa 50548, 515-332-1330, mthomas@humboldt.k12.ia.us*

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *30 working days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within *7* working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within *30* working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within *10* working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

General Information

This handbook is not meant to be all inclusive with regards to disciplinary actions or policy variations. It should be noted that because a specific offense and/or incident has not been addressed in this book, school officials still have the right and duty to take the necessary action to resolve the problem. Information contained herein may be adapted or altered by the administration on an as-needed basis.

ALPHA

Alternative Learning Program for the Humboldt Area (ALPHA) is a program which allows students to have the opportunity to complete their Humboldt High School diploma in a smaller learning environment, while still allowing access to all the classes and extra-curricular offerings that exist for all students. For an ALPHA application please see the school website or school counselor web page.

Attendance

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Please see the Attendance Policy for details.

Cell Phones/Electronic Devices

In an attempt to teach proper cell phone etiquette and reduce distractions, students will not be allowed to access their cell phone during the school day (8:15 am-3:20 pm), and the students' cell phones will remain out of sight during this time. Students will have their cell phone stored in their backpack and must be powered off during the school day (8:15 am-3:20 pm). Anything connected to the cell phone is to be powered off and stored--smart watches, headphones, etc.

First violation: teacher will hold and take to the office. Student can pick up at the end of the day. On the second and subsequent violations, the student's parent, guardian, or non-student owner may pick up the device from the school. We will following our district disciplinary guidelines will repeated violations.

To protect privacy, electronic communication devices shall not be used in restrooms, locker rooms, dressing rooms, classrooms, or any other similar situations or locations at any time during school hours, practices, or competitions. This prohibition also includes the use of camera phones, either still or video. This applies to all persons except law enforcement personnel or school administrators and faculty.

Any student in violation of the above policy shall be deemed to have created a disruption to the learning environment and is subject to disciplinary action including suspension and our Good Conduct/Academic Eligibility policy.

In case of family emergencies, please notify the office and arrangements can be made.

The District, including buildings and its employees, shall not assume responsibility for these items if they are damaged, lost, have any unauthorized use, or are stolen. Administration has the final say on what is appropriate use of electronic devices.

Supportive Reasons for the Regulation

- Cell phones disrupt the learning environment.
- Cell phones have been used for inappropriate messages in the District.
- Cell phone use by students increases rumors, in doing so, causes undue distress.
- Cell phone use by students can impede public safety response by accelerating parental response to the scene of an emergency during times when officials may be attempting to evacuate students to another site.
- Cell phone systems typically overload and knock out emergency response systems during crises. Since cell phones may be a backup communication tool for school administrators and crisis teams, widespread use by students could impede and possibly eliminate the crisis or emergency teams' communication tools.
- Cell phones invade privacy.
- Cell phones increase the opportunity for cheating on assignments, tests, quizzes, projects.

**A telephone is available in the office for student use. Non-emergency student phone calls are discouraged. Except in cases of emergency students will not be taken from classes for phone calls.

Computer Network and Internet

Students are responsible for appropriate behavior on school computer networks just as they are in any other aspect of school life. Inappropriate use of the internet may result in loss of privileges. The network is provided as a privilege for students to conduct research, complete classroom tasks, and communicate with others.

Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with district and school rules may result in a loss of network access, disciplinary action by the school administration, and referral to law enforcement agencies.

Concerns

We aspire to address concerns at the lowest level. Students and teachers should meet to discuss classroom concerns. If there is no resolution, parents should speak directly to the teacher or meet the teacher with the student present. If there is still no resolution, an administrator may facilitate a meeting between the parent, student and teacher.

Formal grievance procedures can be found on the district website.

Dismissal Due to Inclement Weather

When it is determined necessary to cancel school, messages are sent out via Infinite Campus Messenger and the following radio and TV stations will hopefully carry the message by 7:00.

Radio: KHBT-Humboldt
TV: WHO Channel 13-Des Moines, KCRG Channel 8- Des Moines
Website: www.humboldt.k12.ia.us
District Weather Hotline: 515-332-9700

If school is let out early due to weather conditions, and the route driver cannot get your child home, the driver will bring your child back to school and call you to have you make arrangements to pick them up.

Driver Education

Driver Education is provided to Humboldt students through StreetSmarts Drivers Education. This is a private driver education company based in Clive, Iowa. You will need to go to their website at www.StreetSmartsDriversEd.com to register for driver education. Follow the online directions for the location and date, and the registration form that needs to be sent back to StreetSmarts.

Fees, Fines or Other School Obligations

Registration and Textbook

The cost of school registration and use of textbooks is determined by the Board of Education each year. Assessment for lost textbooks and for those damaged beyond normal wear will be as follows:

Book/computer in use for first year	replacement cost
Book/computer in use for second year	10% off current replacement cost
Book/computer in use for third year	20% off current replacement cost
Book/computer in use for fourth year	30% off current replacement cost
Book/computer in use for fifth year	40% off current replacement cost

Most textbooks now cost more than $75.00. Upon approval of the school principal, a higher assessment, including actual replacement cost, may be more than listed in the above table. Students may also be assessed fines of a lesser amount for damages which do not render the book unusable.

Band Instrument Rental Fees

Instrument rental fees may be adjusted for students who qualify for free or reduced-price meals based on household income. Families experiencing financial hardship are encouraged to contact the band teacher directly, as support options are available.

All students with a debt of $150 will have a letter sent to parent/guardian that if not paid in one month, will be turned over to a small claims court/collection agency. It will be the parent/guardian responsibility to pay off debt. Free and Reduced families with children in grades 5 to 12, please be aware that an extra main dish at lunch is $1.50 and extra milk is .50 and NOT free or reduced in price.

Online Payments

The online payments tool in Infinite Campus allows parents to make online payments to their student's accounts for fees, and/or deposit money into food service accounts, and generate a food service transaction report. There will be a $3.00 convenience fee applied to all online transactions. This helps to offset the cost of the fees charged to the school. Payments can only be made from the Family Payments section of the Portal. The Payments link appears in the Portal index. To begin the online payment process for a fee, select Payments from the index. The online payment editor will appear, displaying outstanding fees for all students within the Household. (If students of the household do not have any pending fees, no fees will display in the Fees area.) Details of the fee can be viewed by selecting the (+) sign next to the fee name. A fee shown in red indicates that a payment for the full amount has not been paid before the due date assigned by the school. The Food Service account will always show for each student with the remaining balances in each account. Register your payment method and fill in the amounts you wish to pay. You will have the option of having your receipt emailed to you on the Make a Payment screen, or printing the receipt from the screen once the transaction has been processed.

Nexcheck

Your check is welcome. The Humboldt Community School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Humboldt Community School System has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she

agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL. 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

FERPA

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the Parent/Guardian the right to:

- Inspect and review his/her student's educational records
- Make copies of these records
- Receive a list of all individuals having access to these records
- Ask for an explanation of any item in the record
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the student's privacy rights
- A hearing on the issue if the school refuses to make the amendment

If there are questions please feel free to contact Humboldt Community School District Office.

Fund Raising

All fund raising projects must be approved by the Athletic/Activities Director and/or the Building Principal. Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations.

Injury or Illness at School

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. First aid will be administered as necessary. Ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. If your child is sick or sent home sick, your child must be symptom free without medication for 24 hours before returning to school. Here are some guidelines on when to keep your child home.

- Vomiting
- Diarrhea

- Severe or uncontrolled cough
- Unexplained rash or skin irritation
- Swelling, redness, drainage or discomfort of the eye
- Temperature of 100.4 degrees F or higher
- Any communicable diseases (flu, strep etc.) If your child is started on an antibiotic, they must be on it for 24 hours before returning to school.

Infinite Campus

Infinite Campus will allow parents/guardians to check student grades, attendance and lunch balances. Each parent/guardian will be able to set up a personal account that will give information about their student(s) attending school in the Humboldt School District. Password and login questions may be directed to the High School front office staff at 515-332-1430.

Loitering

No solicitation or unauthorized gathering will be allowed in any school district parking lot between the hours of 4:00 p.m. and 8:00 a.m. Students, who cause a disruption, violate this rule on school property may be subject to disciplinary action and the District reserves the right to notify law enforcement of any trespassing in violation of this rule.

Lost and Found

A lost and found box is located in the front office for any items that may have been turned in. Items will be placed out on the tables in front of the office during parent/teacher conferences and finals. Any unclaimed items will be donated.

Lunch

In accordance with state and federal law, the Humboldt Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

<u>Cafeteria</u>

There are a few procedures which need to be emphasized when students are using the cafeteria during their lunch period. Make sure your table is clean when you leave. Stay in the lunchroom during the lunch period. Students who carry cold lunches must eat in the cafeteria. Unless students have an approved Open Campus period during this time, no one is permitted to leave the school during the lunch period unless permission is granted by the administration.

The school breakfast and hot lunch program is a program partially funded by the federal government. We have to comply with all federal laws controlling this program to keep our commodities, which keep our lunch prices low. The federal guidelines governing this program include:

- No carbonated beverages can be sold during the lunch hour.
- No competing food sources. That is why students are not allowed to have HOT food delivered at lunch time. It competes with the hot lunch program.
- No advertising of competing food sources. That is why students cannot have food delivered in a box or bag with the name of the restaurant providing the food in it.

If we are in violation of these guidelines, our commodities may be taken away. This would cause lunch prices to increase greatly, as well as hurt area farmers who might participate in the federal commodity program by marketing their products through the government.

The school has tried to give students some alternatives at lunch that do comply with the federal guidelines. The salad bar gives students some other food choices. Ala carte items are available for purchase.

Media Center

The function of the Library Media Center is to provide materials and a quiet space for student use. Materials, both print and non-print, are selected and provided to support student class work and to fill leisure time. The Library/Media Associate is available to help students locate materials and to recommend reading and class-related materials.

All students will now have access to eBooks through the library. Books may be downloaded on any mobile device that supports the Kindle App or the Adobe Digital Editions software. Instructions on how students can obtain access can be found in the Media Center.

The Media Associate, while being available to assist students, must also process and organize materials and be available to faculty and classes. Therefore, students who decide to spend time in the Library Media Center must be capable of responsible behavior that will not disturb or distract other students. Students must be able to do this without constant discipline measures.

Most Library/Media materials may be checked out for a two-week period. Reserve materials may only be checked out overnight. Overdue notices are sent out to the student approximately every two weeks. There is no fine charged with the first overdue notice, however, the fine is five cents per day overdue upon receiving the second and subsequent overdue notices. The sixth overdue notice is sent to the student’s parents.

Medication

All prescribed and over the counter medicines, vitamins, etc. are to be checked in at the office and a medical release signed by the doctor or licensed prescriber must be on file. The school nurse will distribute the medicine as needed. No student is to offer his/her medication to another, or share medicine with another, even if asked to do so, may result in disciplinary measures.

Nurse

A school nurse is available in each building during part of the school day. The school nurse assists in the development of an interrelated, coordinated total health program which includes health services, health education, and a healthy school environment. The school designee/nurse is in charge of administering medications.

1. All medications shall be kept in a designated place in each building accessible only to those responsible for giving medications.
2. Persons responsible for giving medications will be the school nurse who has successfully completed a medication administration course.
3. Emergency protocols for medication-related reactions shall be posted.
4. Medication information shall be confidential information and shall be available to school personnel with parental authorization.

Parent/Teacher Conferences

Parent/Teacher Conferences are hosted two times each year, one in the fall and one in the spring. Dates will be communicated through email and on the school website. Parents and students may ask for conferences with teachers as needed.

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits Discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Humboldt Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Humboldt Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to provide access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, the parent/guardian has a right to a hearing with an impartial hearing officer. If there are questions, please feel free to contact the designated principal.

Signs/Posters

Students may wish to publicize class activities, elections, special school events, and fundraisers by using signs or posters. Students are expected to use appropriate judgment in order to send a positive message throughout the school. Students need permission from an administrator before posting the signs in the school. Once approved, office personnel will place the sign/poster on bulletin boards which are located throughout the school or in approved places.

Skip Days

There is NO such thing as a school sanctioned "Senior or Student Skip Day". These types of days are usually student driven and are not endorsed by Humboldt High School administration/staff. Students are expected to attend school on days when school is in session. Attendance in each class will be taken as normal.

Student ID's

A student ID will be printed for the student to keep with them. Students are allowed to take a picture of their ID and keep it on their phone to scan/show when needed. If students decide to take a picture of their ID, they need to make sure the barcode will be scanned correctly if needed.

Student Lockers

The locker is **NOT** the student's private property and may be opened at any time by school authorities based on reasonable and articulable cause. Any unauthorized items found in the locker may be removed and discipline may result. Students should not change lockers without permission from the principal's office. Students wishing to have a lock MUST secure a padlock from the school office for a deposit of $3.00. When the lock is returned at the end of the school year, the student will receive $2.00 back. Students who lose their locks will be charged for the cost of the lock. Only school locks are to be used. Students should not tell their combination to anyone. The school will not be responsible for any items missing from lockers. Do not put valuable or personal items in your lockers. Do not bring these items to school. Lockers should be kept neat and clean and ready for inspection at any time. Fees will be assessed for damaged lockers or for labor of cleaning excessively dirty lockers.

Student Messages/Drop-Off Items

Many students receive messages from parents/guardians while school is in session. To avoid disruption, we request that parents make arrangements with their students for after-school plans before they leave for school.

If your student knows something is being dropped off, it is your student's responsibility to check with the front office to pick up the item.

Flowers, balloons, singing grams, etc. delivery is accepted every day of the school year except Valentine's Day due to the mass volume of these items and the substantial disruption to the school environment and learning. (Deliveries two days before and two days after Valentine's Day will also not be allowed). After students are informed that they have flowers, balloons, etc. in the office, they may pick up the flowers, etc. after school.

Technology

At Humboldt, we believe the integration of technology enhances learning by increasing knowledge, skills, and the ability to think critically and apply new learning in real-life situations. With this in mind, teachers and students will be using the devices as tools to access content, to meet instructional needs, to collaborate, to communicate, and to assess progress as they move through the Humboldt system. The device's purpose is to give teachers and students a tool to improve learning. It is an exciting time in education and Humboldt is committed to meeting the needs of all learners and preparing them for the world beyond our K-12 system.

The Humboldt Community School District will be responsible for the repair of the device for normal wear of the unit. If the device is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately $250). The school regards the device as all other materials that are checked out to a student such as library materials, sports and music uniforms, etc. We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced or repaired (outside of any normal wear and tear on the computer, as determined by administration.)

Users should have no expectation of privacy of materials found on the device or a school supplied or supported email service. The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing email. The administration and the technology coordinator shall have both the authority and right to examine all computers and computer-like equipment and internet activity including any logs, data, e-mails, and other computer related records of any user of the system. The use of e-mail is limited to district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District’s computers, computer-like equipment and computer network systems, including the internet.

Reminder: HCSD provides internet filtering on the district’s network. These filters do not apply in any other location. It is the family’s responsibility to monitor the student’s use of the internet outside of the school setting.

- Students are allowed to set up wireless networks on their device. This will assist them with device use while at home.

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the device and district issued email account, whether conducted at school or off site, is subject to search as District property.

Turning in device at end of year

All students are required to return the device at the end of the school year in the same working condition with all accessories issued. Any lost accessories during the school year; the student is responsible for replacement.

Responsibility for Damage
The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. In the event of damage the HCSD will charge the student and parent the full cost for repair or replacement when damage occurs that is beyond normal wear and tear as determined by administration.

Responsibility for Loss/Stolen
In the event the device is lost or stolen, the student and parent may be billed the full cost of replacement.

Action Required in the Event of Damage or Loss
Report the problem immediately to your school library media center. If the device is stolen or vandalized while not at a HCSD sponsored event, the parent shall file a police report.

Technical Support and Repair
The HCSD has technical support, maintenance, and repair available during the school day. Please contact the tech person at your student's school building.

A Frequently Asked Questions page for devices can be found on the district website.

Theft

Theft can be a problem in any school setting and our schools are no exception. For this reason all students should exercise the best judgment, care, and common sense possible in taking care of their personal belongings. Things of value should not be brought to school and students should not carry more money with them than they will need for a given day. If it is necessary to have a large sum of money at school, please leave it in the office for safe-keeping.

The schools will do everything they possibly can to insure against theft and to deal with it when it occurs. Whether school property or personal property is involved, the ultimate responsibility of a

lost or stolen article belongs completely with the student. The school is not responsible for any such losses.

Students should report lost or stolen articles to the Principal's office immediately. The same should occur for articles found at school. Stealing or abusing the property of others is a serious offense which will result in severe penalties and SRD notification.

Transportation

The Humboldt Community Schools takes pride in the transportation service it provides. Safety is our priority at all times.

School buses are considered to be an extension of the school itself, so all the rules and regulations that apply during school time should be observed on the buses as well. It is important to remember that riding a bus is a privilege, not a right. Rules for bus behavior are posted in each bus and students will be expected to observe these rules for the safety of all involved.

The Humboldt Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with the other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration

Violations of the rules and procedures will typically result in the following disciplinary actions:

1. The "first" note is only a WARNING* and a Bus Violation Report will be filled out by the driver and referred to the Building Principal and Transportation Director. Parents who wish to contact the driver should initiate that contact through the Transportation Director at the District Office
2. The second note will bring DISCIPLINARY ACTION* and possible suspension of bus riding privileges from 1 to 5 days. Parents must contact either the bus driver, the child's Principal or the Director of Transportation to see if a solution to the problem can be reached. If no contact is made with one of the above, the student will not be allowed to ride the bus.
3. The "third" note may bring from one day to complete SUSPENSION* from riding the bus. (Parents or guardians must meet with the bus driver, the Director of Transportation, Principal and Superintendent if a student is to be allowed to ride the bus after the suspension period—and then—only if proper corrective measures have been worked out.)

*Depending on the seriousness of the violation, the Principal or the Transportation Director may deviate from the order outlined above.

Rural route riders who have indicated that they will not be riding during a particular year, should then only ride in the case of necessity. A written request from the parents must be presented to the Principal who will issue a permit, if approved. This regulation is necessary because buses may be loaded to capacity.

If for some reason there is a change (on your regular route only, we do not deviate from that route) in the after school routine of your child (going home with another student, going to a babysitter, grandparent, etc.) please send a note informing us of the change. This will help assure that we are following your instructions. This is especially true of younger students. Please do not attempt to have your child ride on another route bus as space may be limited.

Town students may catch a ride on a school bus to the high school by reporting at the loading areas at Mease Elementary School or at the Taft Elementary School. Buses will be available for rides downtown immediately following school dismissal.

Bus Rules for Pupils – Humboldt Community School District

A. Respect for Authority
   1. The driver is in full charge of the bus and pupils are requested to comply promptly, cheerfully and with the driver's requests.
   2. Each pupil may be assigned a seat and held responsible for that seat.
   3. Pupils must obey and respect monitors or patrols on duty.

B. Respect for the Rules of Safety
   1. Remain seated while the bus is in motion.
   2. No pupil will extend arms or head out bus windows.
   3. Pupils must not get on, off or move about when the bus is in motion.
   4. Pupils who cross the road at bus stops must make sure of a safe crossing.
   5. In case of a road emergency, pupils are to remain on the bus.

C. Respect for the Rights of Others
   1. Pupils must be on time. The bus cannot wait or return.
   2. Ordinary conversation and reasonable conduct are to be observed. Any pupil guilty of unbecoming conduct, inappropriate language, or casting abuse on others, may forfeit the right to ride.

D. Respect for Property
   1. Pupils must not throw waste paper or rubbish either on the floor of the bus or out the bus window.
   2. Bus riders should not tamper with the bus or equipment.
   3. Any damage is to be reported at once to the driver.

Truancy

In accordance with the law, the District may impose appropriate penalties that relate directly to classes missed while truant. Please see the Attendance Policy.

Visitor Policy

All doors to the high school will be locked from 8:15-3:20. Visitors wishing to enter the high school building during that time must check in at the front main entrance. Visitors must have legitimate business to enter the building. Students wishing to bring a guest to school must obtain prior approval from the office.

Web Page

Humboldt Community Schools and the Humboldt High School webpage is a comprehensive resource for up-to-date information. Please use this tool regularly at www.humboldt.k12.ia.us. Information available on the website will include activities, announcements, athletics, Infinite Campus, schedules, school calendar, teachers and more.

Academic Guidelines

Please see the Course Handbook for more information.

General Course Requirements
To ensure that all students have a sound education in fundamentals, the Board of Education requires that certain courses be taken for graduation. Other courses may be chosen to fit individual needs and plans. Students' programs of study should be the result of cooperative planning by the students with their parents, teachers, and the School Counselor.

Graduation Requirements
A total of forty eight (48) semester credits are required to graduate. One credit is given for each subject satisfactorily pursued five days a week for a semester. Credits in grades 9-12 are included in computing graduation requirements.

The entire forty eight (48) semester credits required for graduation must be taken at the high school. However, courses taken away from the high school may, under certain circumstances, meet specific requirements. Courses taken under the Postsecondary Enrollment Options Act or courses taken at an approved alternative school may also count toward high school graduation.

Be especially alert to the entry requirements of the three state universities in Iowa.

Course Load Requirements

A student's high school schedule must include seven courses and a PE course for each semester in which they are enrolled in school for freshmen through juniors. Seniors must have six courses and a PE course for each semester in which they are enrolled. Each student is also urged to participate in the extra-curricular activity program of the school. However, no student should be overloaded with classes and extracurricular activities to the detriment of his or her physical and mental health and/or scholarship.

Early Graduation

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in prom and commencement exercises.

Students may leave school at the completion of the first semester of their senior year and still graduate if the following requirements are met:

1. Must complete the academic work in required and elective courses as stipulated in the student handbook.
2. Must notify the high school principal and have application in for approval by the specified date each year.
3. Will be permitted to attend graduation ceremonies at the end of the school year, but will not be eligible to participate in extracurricular activities during spring semester.
4. Understand that class rank will be finally determined with the graduating class at the end of the 8th semester.
5. Must be responsible for contacting the high school principal's office or school counselor's office monthly after leaving school in order to facilitate graduation plans.

Graduation Credit Completion

The Board of Education of the Humboldt Community School District hereby designates the requirements for the Humboldt High School Diploma.
ALL GRADUATION REQUIREMENTS MUST BE MET BEFORE A STUDENT IS PERMITTED TO PARTICIPATE IN THE GRADUATION CEREMONY.

High School Diploma Requirements

Students must demonstrate mastery of the District Standards and Benchmarks in the following areas:

Language Arts (8 semesters/4 years)

This can be accomplished through the successful completion of two semesters of Language Arts 9, two semesters of Language Arts 10, two semesters of Language Arts 11 and one semester of Language Arts 12 or equivalent. Students must also take one additional Language Arts course their junior or senior years.

Social Studies (6 semesters/3 years)

This can be accomplished through the successful completion of two semesters of United States History during their ninth grade year, two semesters of Modern Civilizations during their tenth grade year, one semester of United States Government during their junior/senior year and one semester of a social studies elective during their junior or senior years.

Mathematics (6 semesters/3 years)

This can be accomplished through the completion of six semesters of mathematics, one of which is Personal Money Management during their junior or senior year. Two semesters will be completed

the freshman year with the remainder of the course work to be completed during the sophomore, junior and senior years. *Students are reminded that this graduation requirement may not satisfy the admission requirements of many post-secondary institutions.

Science (6 semesters/3 years)

One Semester of Environmental Science and one semester of Earth Science their freshmen year and two semesters of Biology their sophomore year. During their junior and senior years, they must complete one semester of Physical Science Chemistry or its' equivalent AND one semester of Physical Science Physics or its' equivalent. *Students are reminded that this graduation requirement may not satisfy the admission requirements of many post-secondary institutions.

Physical Education (4 semester credits/.5 credits each semester)

Students will be required to take PE each semester for four years to satisfy their physical education requirements.

Electives (18 semester credits)

Students will need to take 18 elective courses to achieve the required 48 semester credits necessary for graduation.

Humboldt Graduation Requirements do not satisfy college admission requirements in some areas. Students planning on attending a four year university are encouraged to consider the admission requirements for their chosen post-secondary institution. Most recommend four years of language arts, three years of science (including a full year of chemistry or physics), three years of math (including Algebra II), and three years of social studies.

High School Academic Honors Diploma Requirements

Students must demonstrate mastery of the District Standards and Benchmarks in the following areas listed below. In addition, a student needs to maintain at least a 3.25 GPA, earn at least 12 credits in advanced courses, and earn at least a C in all required courses.

Language Arts (8 semesters/4 years)

2 semesters of Language Arts 9, 2 semesters of Language Arts 10 (AP Literature/Language), 2 semesters of Language Arts 11 (or AP Literature/Language), and 2 semesters of ICCC Composition I and II.

Social Studies (6 semesters/3 years)

2 semesters of United States History, 2 semesters of Modern Civilizations, 1 semester of Government (or AP Government), and 1 semester of an Social Studies elective

Mathematics (8 semesters/4 years)

2 semesters of Algebra I, 2 semesters of Geometry, 2 semesters of Algebra II, and 1 semester of Personal Money Management. (2 credits need to be advanced math past Algebra II)

Science (8 semesters/4 years)

1 semester of Environmental Science, 1 semester of Earth Science, 2 semesters of Biology, 2 semesters of Chemistry, 2 semesters of Physics.

World Language (6 semesters/3 years)

2 semesters of Spanish I (or another World Language), 2 semesters of Spanish II (or another World Language), 2 semesters of Spanish III (or another World Language)

Physical Education (4 semester credits/.5 credits each semester)

Students will be required to take PE each semester for four years to satisfy their physical education requirements.

Electives (8 semester credits)
Students will need to take 8 elective courses to achieve the required 48 semester credits necessary for graduation.

High School Technical Honors Diploma Requirements

Students must demonstrate mastery of the District Standards and Benchmarks in the following areas listed below. In addition, a student needs to maintain at least a 3.25 GPA, earn at least 12 credits in a career preparation pathway, and earn at least a C in all required courses and courses that count toward their career pathway. A career pathway includes a pathway with a designated industry-based certification or credential and/or a pathway through Iowa Central Community College.

Language Arts (8 semesters/4 years)

Language Arts 9, 2 semesters of Language Arts 10, 2 semesters Language Arts 11, 1 semester of Language Arts 12, and 1 semester of Language Arts elective

Social Studies (6 semesters/3 years)

2 semesters of United States History, 2 semesters of Modern Civilizations, 1 semester of Government (or AP Government), and 1 semester of an Social Studies elective

Mathematics (6 semesters/3 years)

2 semesters of Algebra I, 2 semesters of Geometry, 1 semester of Personal Money Management, and 1 additional semester of Mathematics.

Science (6 semesters 3 years)

1 semester of Environmental Science, 1 semester of Earth Science, 2 semesters of Biology, at least 1 semester of Physical Science Chemistry (or Chemistry- 1 year), and 1 semester of Physical Science Physics (or Physics- 1year)

Physical Education (4 semester credits/.5 credits each semester)

Students will be required to take PE each semester for four years to satisfy their physical education requirements.

Electives (18 semester credits)

Students will need to take 18 elective courses to achieve the required 48 semester credits necessary for graduation, including 12 in a career pathway

General Provisions

- All graduation requirements must be met before a student is permitted to take part in commencement.
    - Conditions beyond the control of the individual student may warrant special consideration.
    - Parents of students who have earned fewer than 42 semester credits at the end of the first semester of their senior year will receive notice from the High School office of the requirements to be met to be eligible for graduation.
- Detentions and disciplinary penalties must be cleared and all registration and textbook fees, library and other book fines, assessments and other monies owed to the school system must be paid before students' diplomas are released.
- Students may graduate when all requirements have been satisfactorily met. Graduation exercises will be held only at the end of the spring semester with diplomas being issued at that time.
- Students must complete six courses at Humboldt High School the semester prior to receiving a diploma.
- All students receiving a diploma from Humboldt High School may participate in commencement exercises.
- Students transferring credits or wishing to substitute credits earned through sources other than the local school program may petition the local administrative staff for approval

- Credits from an N.C.A. approved Correspondence School will be accepted in meeting graduation requirements.
- Appropriate credit will be awarded each semester for successful completion of course work requirements for that semester.
- Conditions for completion of graduation requirements after three years attendance (grades 9, 10, 11):
    - A student may request senior status if enrolled in the courses which will complete all graduation requirements.
    - The request will be made to the high school principal.
    - No early dismissal or late arrival will be granted during the "Senior Status" semester.
    - The student will take final tests at the same time as the senior class and will participate in commencement exercises.
    - The student requesting senior status will contact the principal's office throughout their junior year to receive appropriate senior information.
    - Must notify the high school principal and have application in for approval by the specified date each year.
- Students have the option for earning dual credit at both the college and high school, available through the Postsecondary Enrollment Option Act or a 28E agreement.

Post-Secondary Enrollment Options Act (Concurrent Enrollment)

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to $250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who take dual credit courses must meet all the assessment guidelines set by the local and post secondary institution. Students who fail or do not complete the course and their cumulative G.P.A. falls below 2.0, will be put on academic probation and will not qualify for financial aid at college.

Students who sign up for college classes are not allowed to drop or withdraw from the course after the first five days of each semester. This includes all dual credit courses taken at Humboldt High School, on college campus courses, Triton Academy, and Online courses. Students wishing to drop a course for an everyday study hall cannot drop a college course. All students and a parent/guardian must sign the "College Class Form" prior to being enrolled in a course.

Fees and Expenses

To assist you with your planning to meet the expenses that are a part of your participation in school classes and activities, you will find listed below some of the items you will need to consider. All registration and textbook fees, library and other book fines, assessments and other monies owed to the school system must be paid before diplomas issued by Humboldt High School will be released.

·Departmental Fees: Some courses require additional materials and equipment; consequently, extra fees may be assessed. The amounts may vary from year to year. Art, Science, Industrial Arts, and Music are some examples.

·Organization and Class Dues: Many of the school organizations have membership fees. The money derived from the dues is used to promote the activity or programs and thereby serves the students who make the contributions.

·Lunch Tickets: Students who eat hot lunch must deposit money in their account in the high school office before school. Ala carte items are available for purchase.

·Graduation Fees: Caps and gowns, senior announcements, and a diploma cover are common expenses associated with graduation.

·Other Fees: Athletic participation, equipment rental, and pupil and athletic insurance fees are other types of expenses that may be incurred.

Report Cards

Semester Grades

Semester grades will be computed using the following formula: Each semester's percentage will be worth 80% and the final activity/test/project percentage will be worth 20% of the final grade.

Mid-term Reports

Mid-term reports are available to students and parents midway through each quarter. Such warning reports may be sent at other times also. Grades may be viewed online at any time on the online portal of Infinite Campus. You can access grades online through your computer or Smartphone. You will need to set up a password with the high school office to access the on-line information.

Honor Roll

At the end of each quarter and semester a 3.0-3.499 and 3.5- 4.0 point honor roll is prepared and published in the local newspaper.

Incompletes

All students must complete all class work by the final day of each quarter. If there are medical reasons or other extenuating circumstances, as designated by the administration, these students are

expected to clear all incompletes within two weeks after the end of each quarter. Failure to do so will result in either the work being graded as is or in a failing grade and loss of credit.

Finals Policy

Students with excused absences, who are unable to take finals during the scheduled time or the scheduled make-up time, will take their finals during the scheduled teacher in-service day:

Semester 1 – prior to the start of second semester;

Semester 2 – prior to the start of summer vacation.

It is the responsibility of the student to schedule these times with their teachers. If these dates do not work, arrangements may be made with approval from administration considering the circumstances.

Humboldt Community School District Grading Scale

Grading will be computed using the following percentage scale or grade point scale:

Percentages		Grade Points	
93-100	A	A	4.000
90-92	A-	A-	3.667
87-89	B+	B+	3.333
83-86	B	B	3.000
80-82	B-	B-	2.667
77-79	C+	C+	2.333
73-76	C	C	2.000
70-72	C-	C-	1.667
67-69	D+	D+	1.333
63-66	D	D	1.000
60-62	D-	D-	.667
59 and lower	F	F	.000

Behavior/Discipline

Academic Integrity

In education, where performance is considered an accurate reflection of ability and effort, academic integrity, and honesty are essential. In order to meet the demand of work and society in the future, each student must identify and exhibit his or her own academic strengths. Students who are involved in cheating, plagiarism, altering grades, or theft of academic materials weaken the integrity of the academic process and will be subjected to consequences.

Humboldt Community School District Plagiarism Policy

Rationale

The faculty at Humboldt Community School District is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process, mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by the Humboldt Community School District or any other institution of higher learning. It is an expectation that all teachers and students adhere to and enforce this policy. Using information in an ethical manner is a requirement in everyone's personal life, employment, and citizenship.

Definition of Plagiarism

Plagiarism is defined as using another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and claiming those ideas or works as one's own.

This would include but is not limited to:

- Purchasing of a work whether created specifically for an assignment or not.
- Exchanging assignments with another person.
- Using a previously submitted document in any class without the current teacher's permission.
- Providing work to be copied or used by another student.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the works cited page.
- Works created by Artificial Intelligence (A.I.)

Student Responsibilities

- Submit original work;
- Follow the project instructions and deadlines assigned by the teacher;

- Ask questions and seek help from appropriate persons (teachers, the teacher librarian, peers);
- Proper citations including works cited and in-text or in-project citations.

Plagiarism Violations

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee may be formed consisting of a selection of the principal, school counselor, department chair, and teacher involved then has the option to meet to determine what actions, if any, will be taken.

Degrees of plagiarism

I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student using a paragraph or a few lines of text without properly citing the material; however, most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

1. Student may be asked to correct instances of plagiarism within the original assignment.
2. A grade reduction on the original assignment.
3. A make-up assignment at a more difficult level.
4. Disciplinary action taken by administration, including parent notification.

II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced. A second-degree violation may also be a student who provides another student with a minor assignment (ex. daily assignment or worksheet) to be plagiarized.

Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:

1. Students may be asked to correct instances of plagiarism within the original assignment.
2. A grade reduction on the original assignment.
3. A make-up assignment at a more difficult level.
4. Disciplinary action taken by administration, including parent notification.
5. A letter may be placed in the student's academic files detailing the offense.
6. Notification to National Honor Society advisor, if appropriate.

III. A third degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use

of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance a committee meeting may be held to discuss what will happen. A third degree violation may also be a student who provides another student with a major assignment (ex. term paper or large project) to be plagiarized.

Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:

1. A recommendation that no credit be given for the original assignment.
2. A reduction in overall course grade for the term or year.
3. Disciplinary action taken by administration, including parent notification.
4. A letter may be placed in the student's academic files detailing the offense
5. Notification to National Honor Society advisor, if appropriate.

Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real and targeted action and creates a power imbalance. The behavior is repeated over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying will not be tolerated and a founded case be treated as a disciplinary matter and handled accordingly. All bullying activities will be documented and result in notification of parents/guardians.

Good Conduct/Academic Eligibility

In accordance with applicable law and School Board Policies 503.1 and 503.4 concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in third grade and higher grade levels who engages in one or more of the following activities while in school buildings, on district property, while being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off district property when the conduct has a nexus to school or any district curricular or non-curricular event. This list includes but is not limited to:

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged, deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policy prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's policy on gangs and gang-like activity.
18. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.

19. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
20. Lying or giving false information, either verbally or in writing, to a district employee.
21. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
22. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
23. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
24. Repeated interference with the district's ability to provide educational opportunities to other students.
25. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff. (Ex. Dress Code, Profanity, Elopement, Cell Phone)

Good Conduct Eligibility Rule Implementation

Definitions of Activities

1. Curricular Activities: Any event that a student performance is tied to an academic grade for a course in which the student is enrolled.
2. Co-Curricular Activities: Any event that a student performs is tied to an academic course but no grade is tied to the performance.
3. Extra-Curricular: Any event/organization that a student performs is not tied to an academic course.
4. Student Organization/Other: Any organization that does not have direct academic course ties but promotes students and/or the school (i.e., National Honor Society and Student Senate).

Curricular Activities	**Co-Curricular Activities**	**Extracurricular Activities**	**Student Organization/Other Activities**
Music Concerts	FFA	Baseball	Art Club
Pep Band	Music (Band/Chorus)	Basketball	Best Buddies
		Cheerleading	Board Game Club

		Cross Country	Color Guard
		Dance Team	Drama
		Football	FCCLA
		Golf	Homecoming Court
		Soccer	HOSA
		Softball	International Club
		Track	Mock Trial
		Volleyball	NHS
		Wrestling	Robotics
			SkillsUSA
			Speech
			Student Senate

Good Conduct Policy Violations

Any violations of the Good Conduct Policy will have the consequences outlined below. Violations will be applied across all co-curricular, extracurricular and student organizations in which the student is currently or will be involved in.

Curricular Activities - No consequence for activities used to determine a student's class grade.

Co-Curricular/Student Organization/Other Activities

- 1st Offense: Ineligible for next performance/event/activity

- 2nd Offense: Ineligible for next two (2) performances/events/activities
- 3rd Offense: Ineligible for the next three (3) performances/events/activities

Extra-Curricular Activities - Student will have the choice between the following options:

- 1st Offense:
    - Option A - ⅓ of the regular season
    - Option B - ¼ of regular season AND 5 hours community/school service
- 2nd Offense
    - Option A - ⅔ of regulars season
    - Option B - ½ of regular season AND 10 hours community/school service
- 3rd Offense
    - Option A - ¾ of regular season
    - Option B - ⅔ of regular season AND 10 hours community/school service
- 4th Offense
    - Option A - Full Season
    - Option B - ¾ of regulars season AND 10 hours community service
- 5th and all subsequent offenses will be the same as 4th offense.

Extra Curricular Events

Activity	Season Length	¼ of Season	⅓ of Season	½ of Season	⅔ of Season	¾ of Season	Full Season
Cross Country	10 Meets	2 Meets	3 Meets	5 Meets	7 Meets	8 Meets	10 Meets
Volleyball	14 Dates	3 Dates	4 Dates	7 Dates	9 Dates	11 Dates	14 Dates
Football	9 Games	2 Games	3 Games	4 Games	6 Games	7 Games	9 Games
FB Cheer	9 Games	2 Games	3 Games	4 Games	6 Games	7 Games	9 Games
Basketball	21 Games	5 Games	7 Games	10 Games	14 Games	16 Games	21 Games
BB Cheer	21 Games	5 Games	7 Games	10 Games	14 Games	16 Games	21 Games
Wrestling	15 Meets	4 Meets	5 Meets	7 Meets	10 Meets	11 Meets	15 Meets
WR Cheer	15 Meets	4 Meets	5 Meets	7 Meets	10 Meets	11 Meets	15 Meets
Track	16 Meets	4 Meets	5 Meets	8 Meets	11 Meets	12 Meets	16 Meets

Golf	12 Dates	3 Dates	4 Dates	6 Dates	8 Dates	9 Dates	12 Dates
Girls Soccer	17 Dates	4 Dates	6 Dates	8 Dates	11 Dates	13 Dates	17 Dates
Boys Soccer	15 Dates	4 Dates	5 Dates	8 Dates	11 Dates	11 Dates	15 Dates
Baseball	32 Games	8 Games	10 Games	16 Games	21 Games	24 Games	32 Games
Softball	32 Games	8 Games	10 Games	16 Games	21 Games	24 Games	32 Games
Dance Team	7 Months (3 Events)*	2 Months + 1 Event	2 Months +1 Event	3 Months +2 Events	5 Months + 2 Events	6 Months +3 Events	7 Months +4 Events

*Dance Team Events: 4th of July Parade, State Dance Team, Spring Showcase, any other performances that are scheduled (varies year to year).

Community Service

-Must be non-profit and pre-approved by a school administrator.

-Cannot be performed for an immediate family member.

-Must be completed within the period of ineligibility.

-If a parent(s) enrolls the student in a substance abuse program or other service to support mental health, that time will take the place of the community service time requirement.

If the consequence is not fulfilled before an activity/season ends, the percentage remaining of the violation will be carried over to the next season. *Example: A football player is ineligible for 2 games (¼ of season). He starts his ineligibility Week 9 of the season. The team does not qualify for*

the postseason. He has served 1 game (0.11) of his ineligibility. He goes out for basketball. He would be ineligible for (0.14) of the basketball season (3 games).

Each varsity postseason game/meet/event would be considered an extension of the regular season for purposes of serving ineligibility. *<u>Example:</u> If a football player was ineligible for 3 games, but started his ineligibility period Week 8 of the season and the team qualified for the playoffs, he would serve 2 regular season games and the 1st playoff game. Then he would be declared eligible.*

Further clarifying statements as it pertains to implementation of the Good Conduct Policy

- If a student doesn't participate in any activities for a calendar year, he/she will be declared eligible.
- A student must complete the entire season in good standing. If they don't finish the season in good standing, their penalty carries over to the next activity in its entirety.
- There will be a one (1) calendar year statute of limitations for declaring a student ineligible.
- Multiple good conduct violations will be served consecutively, not concurrently.
- A good conduct violation and academic ineligibility can be served concurrently.
- If a student is a dual sport athlete they will serve the ineligibility penalty for both sports.
- If a student is an athlete and involved in a co-curricular activity, they will serve the ineligibility for both activities.
- If there are circumstances that are unique or not addressed in the policy or the handbook, a Good Conduct Council will convene to render a decision:

  -Good Conduct Council will consist of:
  - -Building Principal
  - -Building Assistant Principal
  - -Activities Director
  - -Head Coach (at least 2)
  - -Non-sport Activity Sponsor (at least 1)

Dress Code Guidelines

Being dressed properly for school is a symbol of personal pride and school respect. A well maintained school dress code builds student confidence, reduces distractions, and promotes a positive academic atmosphere. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, inappropriate halter tops, off the shoulder or low cut tops, bare midriffs, extreme short skirts and short shorts, or sheer clothing without proper undergarments are prohibited.

Dress, accessories and jewelry which contain obscene symbols, signs or slogans, and /or which slur or degrade on the basis of race, religion, ethnicity, sex, disability, sexual orientation, and/or impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.

Hats, caps, bandanas, hoodies, or any other item of headgear shall not be worn inside the high school facilities, with the exception for religious or health purposes.

Students should only wear earbuds and earpods in the classroom when given permission by an adult. If students are misusing their earbuds or earpods, they may be taken away until the end of the day.

Students appearing on school grounds in violation of the dress code shall be asked to put on alternate clothing for the day. If the student has clothes for PE, those may be used. If the student has no clothes available the student will be directed to the counselor's office or nurse's office where extra clothes are kept for students or a phone call will be made to a parent/guardian to bring alternative clothes to the school for the student. The student will not return to class until he/she is wearing appropriate clothing.

School personnel have the right to deem any article of clothing as a violation of the dress code if it is causing the disruption of the learning environment. A student who willfully and continuously violates the dress code may be subject to disciplinary action including, but not limited to participation/attending school events and may be ineligible according to the Good Conduct/Academic Eligibility policy.

Drugs/Alcohol/Tobacco

Humboldt High School is a Drug Free Zone. Any person using, distributing or in possession of alcohol, drugs, or other controlled substances or drug-containing or drug-related paraphernalia or items designed as delivery systems for any of the aforementioned substances (ie. vape pens, electronic cigarettes, or other such items) are in violation of Board policy.

Fighting

With the expectation of respect for oneself and others, students who participate in a fight at school (regardless of who initiated the fight) cause an unneeded and unwanted disruption of the educational process. They also break the law. In cases of physical contact, the students will be disciplined and police notified.

Open Campus

Seniors who demonstrate responsibility in meeting school obligations may receive permission to have an open campus period. Underclassmen, which have college classes that do not meet every day, may also receive permission to have open campus privileges on days their classes are not in session. Open campus privileges are subject to the following provisions:

- Must complete an application form signed by a parent/guardian at the beginning of each semester;
- Must not have any unmet disciplinary obligations including detentions and suspensions;
- Must maintain good attendance and minimal tardies;
- Must be in good academic standing towards graduation
- Must be keeping up with all assignments and passing all subjects at the conclusion of the previous grading period (midterm, quarter, semester), with no incompletes.

Parents and students should understand this privilege can be withdrawn at any time if any of the above provisions are not met. These provisions will be checked every quarter and semester. Students failing to meet any one of the provisions will lose the early out privilege and must report to regular study hall. A student who is failing a course at the end of first or third quarter will lose open campus privileges for the following quarter. A student who fails a course at semester will lose open campus privileges for the following semester. Finals-All students have open campus except those students with unserved detention time.

Public Display of Affection

Public displays of affection are not allowed at Humboldt High School.

School Response to Student Threats of Harm to Self or Others

The safety of Humboldt students and staff is the top priority of the district and therefore employs a variety of processes and tools when confronted with situations in which students have threatened harm to themselves or others. Once a situation has been brought to our attention, administration and counseling act to gather pertinent information and formulate a plan of action. This plan may incorporate the use of tools such as a suicide assessment, threat assessment, and/or a risk assessment for violent behavior. Witnesses may be interviewed and materials specific to the threat are reviewed. The administrative team, counselors, school resource officer and any other school

personnel with knowledge of the situation or persons involved are consulted and collaborate to determine next steps.

Notifications and information are disseminated based on the determination of the level of threat or suicide risks. We take all incidents seriously, and pursue any and all appropriate avenues to ensure that our students are safe while in our care.

Student restrictions may be put in place for school/district events.

Searches/Seizures/Student Interviews

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and will be reported to local law enforcement officials.

The goal of student interviews is to keep Humboldt High School safe. Parents/guardians will be contacted following the interviews resulting in their child being disciplined.

Suspensions/Detentions

<u>Detention</u>

Teacher assigned detentions may be served with the teacher at their request only, and that will be noted on the disciplinary form. Detention times are: 7:30-8:15 a.m. or 3:30-4:00 p.m. may be before or after school, their lunch period, or at staff discretion. Detention times must be pre arranged with staff. Students must serve their detention time within one week of receiving the detention, or they may receive additional disciplinary actions. Students must serve 30 minutes of detention all at one time. Meetings will be held with students to determine a time when the detention will be served.

<u>Suspension</u>

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but

will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means the student will attend school and classes and practice but will not participate in school activities. Humboldt High School counts and calculates suspensions on a period per basis.

Weapons Policy

The board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons or dangerous objects and look-alikes.

Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents/guardians will be notified of the incident. Possession or confiscation of weapons or dangerous objects or look-alikes will be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion. This is also a Good Conduct/Academic Elgibility violation.

Parking Information

Parking at Humboldt High School and Middle School

A large parking lot has been provided for visitors and guests west of the high school building. Visitors and guests may also park in the front of the building during the school day. Designated parking areas are for the school day as well as night and summer activities. Vehicles should be parked in the designated areas only. Vehicles are not to be parked in the loading dock area, fire lanes, or other posted locations. Vehicles parked in handicapped areas without official tags or vehicles improperly parked in restricted locations will be towed.

Notice to Parents and Student Drivers

Parking at Humboldt High School and Middle School is on district property. **The district is not responsible for damages to vehicles or loss of personal property from vehicles parked on school property.** As the district is a Drug Free Zone, school officials reserve the right to search vehicles parked on school property upon reasonable suspicion. Furthermore, items that are considered dangerous or illegal such as guns, weapons, drugs, alcohol, or incendiary devices shall be seized and given to the appropriate law enforcement agency. Students in possession of such items in their vehicle will be referred to the administration for disciplinary action.

Parking and Parking Tags

Students wishing to drive to school must register their vehicle in the office and obey all parking rules listed below. A parking tag will be issued to students based on their grade level and parking zone. The student parking lot is the only area designated for student vehicles.

Vehicles can be towed or ticketed if they do not park legally in designated areas. Students must park in the marked spaces and NOT in the triangles at the end of the parking row.

Student Responsibilities:

Students, who drive a motor vehicle to and from school, should be aware that driving is a privilege-not a right. Students who drive motor vehicles must park only in the designated area. Students may not go to their car or parking lot during the school day without office permission. Students may not sit in their car/loiter in the parking lot during the school day. Students must obey all traffic and directional signs on campus. If students violate the rules of the parking lot, parking privileges may be suspended or revoked.

Speed limit on campus is 5 mph. There will be no speeding or reckless driving on school grounds. Violations may result in the revocation of the parking privilege/tag for the remainder of the school year.

Students must obey all traffic and directional signs on campus. Students are not permitted to transport or ride in the cargo bed or flatbed of a truck or vehicle while on school property.

One (1) vehicle per student may be registered. Any changes to the registered vehicle information must be reported immediately to the office.

Students who drive recklessly, carelessly, or intentionally damage other vehicles will lose all parking privileges/tag and will be subject to disciplinary action.

Students agree to abide by the following terms, conditions, and regulations:

- All students must be licensed and covered by automobile insurance. Humboldt Community School District assumes no responsibility for the automobile or its contents.
- There will be no speeding or any form of reckless driving on school grounds. Violations may result in the revocation of the privilege of parking on school grounds for the remainder of the year.
- Student vehicles may be subject to search if there is reasonable suspicion that drugs, alcohol, stolen property, or other contraband might be present in that vehicle. Canines will periodically check the parking lot for contraband.
- If it becomes necessary for a student to drive another vehicle, the student must notify the office.
- It is the student's responsibility to inform administration of all status changes with their vehicle.
- Students may NOT eat in the parking lot or in cars on campus during lunch.
- No parking in the staff lot or middle school lot during school hours.

Revocation of Driver's License
According to Department of Transportation (DOT) rules filed February 1, 1995, the revocation of a license applies to a person under the age of 18 who is not attending school. The school also has the authority to revoke on-campus driving privileges for any unsafe driving while on school grounds.

Attendance Policy

Humboldt High School Attendance Policy

It is the expectation of Humboldt High School that students regularly attend class. Consistent attendance is a strong indicator of academic and extracurricular success. It is also a lifelong skill and expectation of current/future employers. It is the responsibility of the administration and faculty to keep and maintain accurate attendance records on a daily basis, notify parents when a problem arises, and enforce the attendance policy.

Student Responsibility: Students are responsible for being in school on a daily basis. If the student leaves school due to illness, they may not return on that day unless they have permission to return from a doctor. It is mandatory that when a student leaves school for a legitimate reason or comes to school late, he/she must follow the check-out and check-in procedures. The student is responsible to complete make-up work for absences. Students will have a minimum of two school days for each day absent to complete missing work for full credit on assignments/tests/quizzes.

Family Responsibility: Parents/Guardians are expected to notify the school prior to 9:00 a.m. **(515-332-1430)** regarding a student's absence on the day of the absence. Only the parent/guardian of the student may make a decision concerning school attendance for their child, regardless of the student's age, within the limits prescribed by the laws of the state. Students living on their own will be responsible for making those decisions. The administration, however, has the responsibility of passing judgment on the validity of the excuse.

Attendance Check-In Procedures: Students who are returning to the school building from an appointment or checking in (after 8:15 a.m. or before 3:20 p.m.) will need to enter through the front main entrance and check in with the office attendance secretary. Students will then receive a pass from the attendance secretary to enter into the class as excused or unexcused. Any student who comes to class without a pass will be considered an unexcused tardy/absence.

Attendance Check-Out Procedures: Students who have permission from the main office may check out with the attendance secretary and by signing out at the front counter. Students who leave the building without permission from the office, or without signing out, will be considered absent unexcused based on administrative discretion.

Attendance for School Sponsored Events: Students who wish to participate or attend after-school, or evening activities, are expected to be in school the last four consecutive periods during the day of practice or competition. If a medical appointment is scheduled during that time period, a note from a medical professional must be brought to the office prior to the end of the day for the student to practice/participate/play in activities later that day.

Tardiness: Every student must be in the assigned classroom by the time the hall bell has stopped ringing. If not, the student will be counted tardy. If a student is more than 10 minutes late for a class the teacher will note the time the student entered the classroom. The teacher will use their classroom syllabus to outline the process for making up this time. If the student is late to a class, and it is because they were with a staff member, that staff member should give the student an excused tardy slip to take to their next class. When the minutes that the student has been tardy has reached 120 minutes, the teacher will make an office referral and will be documented in Infinite Campus.

All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. Teachers will notify when the student is tardy. The tardy sanctions should be consistently applied and sequential. Sanctions may include, but are not limited to: warning, detention, loss of open campus privileges, parent contact or referral to administration.

Illness of Students (Legitimate Medical Reason)

Students who are absent because of illness (legitimate medical reason) will be marked absent. Any prolonged illness after 1 school day will require notification by a medical professional's note to the attendance secretary for the illness to be marked legitimate medical reason. The school asks that the medical professional's notification needs to be submitted as soon as possible to the front office. If contact with the school is not made within considerable time after the absence, it will negatively impact the student's attendance record. A student who has excessive absences in a class or classes may be required by an administrator to provide documentation for it to be considered a legitimate medical reason.

Parents may request homework for students who will be absent two (2) or more days by calling the attendance secretary. (See page 8 for specific phone numbers.)

Senate File 2435 Impact on Attendance

In accordance with Senate File 2435, Humboldt High School's attendance guidelines will be as follows. This section references Humboldt School Board policies 501.03, 501.09, and 501.09-R(1). Note that attendance records are run throughout our semester grading period.

All days count toward your attendance. The exceptions that are stated in Senate File 2435 for days that do not count negatively toward your student's attendance are:

- Students who have already completed the requirements for graduation in a public school district or have obtained a high school equivalency diploma.
- Excused for sufficient reason by any court of record or judge.
- Attending religious services or receiving religious instructions.
- Due to legitimate medical reasons.

- Have an IEP that affects the child's attendance.
- Have a 504 plan that affects the child's attendance.
- Being at a school, or school-related function, including a 4H and/or FFA project or activity (SF 2219)
- A military applicant undergoing military entrance processing
- Student engaged in military service
- Student traveling to attend a funeral
- Student traveling to attend a wedding

A student who reaches ten percent (10%) absenteeism for that specific grading period (semester) is considered "chronically absent." When this occurs, the school will contact the County Attorney's office and may send a certified letter to that child's parent(s)/guardian(s) to notify them of their attendance.

When a student is absent from school for greater than or equal to fifteen percent (15%) of the grading period (semester), the school will engage with the parent(s)/guardian(s) of the student in a parent engagement meeting. The purpose of this meeting will be to identify any barriers to attendance and implement interventions to help improve the child's attendance. If participants refuse to participate in the parent engagement meeting or the "Absenteeism Prevention Plan" terms, they violate the law and commit a public offense.

When a student reaches twenty percent (20%) absenteeism for any grading period, the student will be considered, "Truant." The truancy officer may promptly institute proceedings against any person violating this.

Percent Absent	**Steps from the school**	**Next Steps**
0-9% absent	● Monitor student absenteeism rate	● Monitor student absenteeism rate.
10% - 14%	● Notify parent(s)/guardian(s) by email, mail, or certified mail, and contact County Attorney's Office.	● Monitor student absenteeism rate. ● Talk with student about any barriers in coming to school. ● Review next steps that will occur with student.

	● Student is considered, "Chronically absent"	
15% - 19%	● School will engage parent(s)/guardian(s) in "Parent Engagement Meeting." ● With parent(s)/guardian(s) at the "Parent Engagement Meeting", the school will create the "Absenteeism Prevention Plan."	● School will monitor participant's compliance with the terms of the, "Absenteeism Prevention Plan." ● School will contact participants at least weekly during the remainder of school calendar to monitor the performance of the participants under the plan. ● Notify the County Attorney if participants are not complying or engaging in the "Student Engagement Meeting," or the "Absenteeism Prevention Plan."
20% +	● Student will be considered "Truant." ● School will notify the Truancy Officer and rest of the participants in the "Student Engagement Meeting."	

Early Release: Early dismissal from class must be requested by a parent or guardian by calling the appropriate attendance secretary **(515-332-1430)**. Please try to anticipate early dismissals as instruction is interrupted for all students if we have to send someone to class to get a student, and it is very hard to track down a student who is at lunch.

Field Trips: Field trips are enrichment activities approved by the school. Students with extensive absences (whether related to Senate File 2435 or not) in any class may not be allowed to attend any field trips for the remainder of the semester under certain circumstances. Tests and assignments

should be completed before the field trip unless other arrangements have been made with the teacher.

School Sponsored Activities: Students who miss class because of participation in school field trips, musical performances, student conferences, or athletic competitions will be expected to make up their work in consultation with their teachers. Students will get two college visits with prior school counselor approval. These two college visits will be considered excused absences. Instructors will be provided with a list for students participating in such activities.

Late Assignments and Make-up Work From Students:

It is the student's responsibility to consult their teachers to find out what assignments were given during their absence.

Unplanned Absences:

For unplanned absences related to Senate File 2435, such as illness (legitimate medical reason), according to board policy, students will have two school days for every class missed to complete new assignments. If a student is absent the day an assignment is due, it should be turned in the next class period. This does not include scheduled texts/exams or long term assignments. Assignments submitted outside these parameters could be considered late and could be subject to the course late work policy.

Prearranged Absence Policy:
Parents of students who are going to be absent for three or more days should alert the attendance secretary **(515-332-1430)** of the dates they are going to be gone. The attendance secretary will notify the teachers of the student's absence. The student will be responsible for communicating with their teachers and making up all missed assignments.

Students should fill out a prearranged absence form from their attendance secretary if the absence is longer than three days. To prevent falling behind, students should make every effort to obtain and finish work they will miss before the absence. It is the student's responsibility to turn in all homework within two school days of being absent. Tests and quizzes missed during the absence must be made up within four school days after the student returns.

Long Range Assignments:
Long-range assignments are exempt from the two day rule; therefore, students are expected to turn in term papers and/or projects on the day they return to school.

Consequences for Absences

Consequences will be assigned for absences not related to Senate File 2435. The expectation is for students to attend all class periods as assigned. Consequences may include loss of privileges, detentions, in-school suspension, etc. Frequent absences may lead to a Parent Engagement Meeting and/or Absenteeism Prevention Plan. Students shall attend school unless excused by a building administrator. Absences which are not approved by the administration may be unexcused absences. Students are subject to disciplinary action for unexcused absences. A student absent without permission is considered truant. Truant students may be reported to law enforcement officials, and the student may be referred to the Department of Transportation for possible driver's license suspension. Repeated truancies may result in loss of credit and possible exclusion from school.

Students will be required to make up work missed following an absence. School work must be made up within two times the number of school days absent, starting on the first day of the student's return. (i.e. If a student is absent on Monday and Tuesday, their homework/tests/projects should be completed by the following Monday.) The time allowed for make-up work may be extended at the discretion of the classroom teacher and/or administration.

Counseling

Counselors at HHS work collaboratively with students, parents, administrators, and the instructional coach to help ensure that all students are being successful and to be proactive in addressing concerns.

Barbra Kozisek School Counselor 9-12

Registration procedures for the next school year begin in the spring semester. Students are encouraged to discuss graduation requirements and course descriptions with their parents and also to consult with teachers for specific course or level recommendations.

A student may choose to meet with a counselor individually to discuss their program. This may take up to 30 minutes depending on the number of questions or complications. Appointments may be scheduled via the QR code found outside the office door. Walk-ins are welcome if the counselor is available and the student is NOT missing class.

All students new to the district must register in the high school office prior to making an appointment with Mrs. Kozisek.

Class Changes

After the initial registration and scheduling, students schedule changes may only be made according to the following criteria:

1. Approved level changes by the parent/guardian, teacher, and principal
2. Failure in first semester class of a yearlong course
3. Computer and/or clerical error-students may check their original registration for mistakes in the office
4. Special education placement
5. Failure to meet a course prerequisite
6. Seniors who must enroll in a course to meet graduation requirements
7. Wanting to add or change a course **WITHOUT** disturbing the rest of the schedule
8. The requested change will not be approved if it causes a class to be overfull.

All schedule changes must be made with the school counselor within the **first three days of the semester.** Approval by a parent may be necessary for any addition/deletion of a course.
Please note: Students are not guaranteed to get the same teacher for both semesters.

College Visit Procedures

Students need to pre-register for college visits with the college directly. There are designated college visit days with most colleges throughout the year. Students can register online or by phone. If the student wishes to schedule a private visit, arrangements must be made with the intended college admissions office. It is important for the student to inform the admissions office if the

student wishes to visit specific programs/departments. The school counselor's office can assist students with the process if needed.

Students need to make prior arrangements with their teachers for missed work and the parent/guardian needs to notify the office for the absence. Students have two excused college visits per year that do not count in the 10 unexcused absences policy as long as the following college visit process is followed.

College Visit Process

- Parent/Guardian will need to call the high school for the student's absence.
- Students need to see Mrs. Kozisek before and after the college visit for this to be an excused absence.

Students will need to bring a signed and dated document (College Visit form) from the admissions counselor back to Mrs. Kozisek.

Student Schedules

Students must be scheduled in a minimum of six class periods per day. Students may drop/add a course in their schedule of classes during the first three days of each semester. Any student dropping a course after that time will receive an "F" on his/her report card unless there are extenuating circumstances approved by administration.

Withdrawals/Transfers

Students wishing to withdraw or transfer to another school must complete the following steps:

- A request must be made by a parent/guardian for a student to withdraw to the registrar, counselor, or administrator.
- The withdrawal form must be signed by the librarian, counselor, and all classroom teachers.
- The student must return or pay for all school books and property.
- The student must return the form to the office for the final check-out and dismissal.
- **All books, chromebooks and fines must be cleared before official records will be released.**

Activities/Athletics

Academic Standards

All high schools must follow the state-mandated "Scholarship Rule" 36.15(2) adopted by the Iowa Department of Education. Based on how the state-mandated "Scholarship Rule" is interpreted, athletic ineligibility, music ineligibility, and all other activities serve their ineligibility periods separately. One does not eliminate the ineligibility period of the other.

1. Eligibility will be checked at the end of each grading period (when grades are recorded to a student's transcript at the end of each semester.)
2. Students must be passing all classes and make adequate progress toward graduation to remain eligible.

   If not passing all classes at the end of a grading period (semester), a student is ineligible for the first 20 calendar days in the interscholastic athletic event in which the student is a contestant.

   The period of ineligibility begins:
   - If a student is currently in a sport (i.e. basketball or wrestling at the end of the 1st semester) the period of ineligibility begins no sooner than the first day of the next grading period.
   - If a student is not currently participating in a sport, the period of ineligibility will begin with the 1st legal playing date of the sport.
   - If a student receives an "incomplete" grade for the semester, the student will remain ineligible until the incomplete is changed to a grade. If the student wants to appeal ineligibility he/she will have to go through the appeal process.*
   - Students are able to drop or add classes to their schedules within three school days of the start of each semester without penalty. Students who wish to drop a class after the first three days may be allowed to do so, but may receive a "W-I" (Withdrawal – Ineligible) grade for the semester in the class that was dropped. A grade of "W-I" for the semester is the equivalent of a failing grade when determining academic eligibility.

An athlete must *be out for a sport the entire season* and remain in good standing for which the academic ineligibility was served in order for the ineligibility to be considered served. If an athlete *joins the team after the 1st day of practice* or fails to complete the season (quits or is kicked off) the ineligibility period will carry over in its entirety to the next sport the athlete participates in.

*Appeal Process: 1) Complete form (in HS office);

2) Schedule a time to meet with the Appeal Board.

3) All documentation has been reviewed.

The Iowa High School Speech and Music Associations have adopted a similar policy for academic eligibility. However, the period of ineligibility varies slightly. The following policy will be applied to all students involved in Speech, Vocal and Instrumental Music:

1. Eligibility will be checked at the end of each grading period (when grades are recorded to a student's transcript). This is at the end of each semester.
2. Students must be passing all classes and make adequate progress toward graduation to remain eligible.
3. If not passing all classes at the end of a grading period (semester), a student is ineligible for 20 calendar days in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (doesn't affect course GPA).

The period of ineligibility begins with the day grades are issued by the school district.

Student Activities

Humboldt High School is a member of the North Central Conference. The purpose of the conference is to promote and supervise interscholastic functions involving the member schools; to instill in the minds of students and people of the communities the right attitudes and ideas toward these activities; proper standard of conduct; and the spirit of true sportsmanship.

All State mandated rules will be adhered to by the conference schools. In addition, the following conference rules are noted:

1. No signs or slogans of any type are permitted in the gymnasium or at the playing fields.
2. Noise makers are not allowed at any contest held within a gymnasium.
3. Proper attire including shirts/shoes to be worn during indoor conference events.

Each student is urged to participate in one or more extracurricular activities. The available activities are:

Girls Athletics	Boys Athletics	Co-Ed Athletics
Basketball	Baseball	Cheerleading (V & JV)
Cross Country	Basketball	Dance Team
Golf	Cross Country	Special Olympics
Soccer	Football	
Softball	Golf	
Swimming (Ft. Dodge)	Soccer	

Track	Swimming (Ft. Dodge)
Volleyball	Track
Wrestling	Wrestling

Clubs and Organizations

All State Band & Chorus	Individual Speech	Robotics
Art Club	International Club	SkillsUSA
Best Buddies	Large Group Speech	Spring Play
Board Game Club	Marching Band	Student Senate
Concert Band	Mock Trial	Treble Choir
Concert Chorale	National FFA	*Additional Clubs/
Fall Musical	National Honor Society	Organizations May
FCCLA	Nokomis (Yearbook)	Be Added*
HOSA	Pep Band	

**NOTE: Purchases for student organizations must be approved in writing by the faculty sponsor. Purchase orders must be typed and mailed by the office. A purchase order must accompany all school purchases.

Before and After School Activities

Because of the many school activities it becomes necessary for some practices and rehearsals to be held before and after regular school hours. Wednesday night is reserved as church night in this community and all activities at school will be completed in time for students to be out of the building by 6:00 p.m.

Students who wish to participate in before-school, after-school, or evening activities are expected to be in school four periods immediately prior to that day's activities unless prearranged with administration or a note from a medical professional is provided.

See Attendance Policy.

Dances

Dances are for high school students only. Dates cannot be 21 years old or older. Times for the Homecoming and Prom dances will be determined through the principal's office each year. Out-of-school dates must be registered in the office prior to the dance in order to gain admittance. Doors will be closed one hour after the dances begin and admittance will not be permitted after that time. If any student leaves the dances he or she will not be allowed to return. Students with un-served detention time will not be allowed to attend school dances. Chronically absent students are not allowed to attend school-sponsored dances.

Dual Sports Participation

Dual Sports participation is allowed, if interested, student athletes should contact both head coaches and the Activities Director at least two weeks prior to the start of the season for more details. Each athlete will need to declare their primary sport prior to competition starting. Once the primary sport has been chosen, it cannot be changed during that season. Once the primary sport is declared, conflicts with events on the same night in both sports will be determined as follows:

1. Regular season events in primary sport have priority over regular season events in 2nd sport.
2. North Central Conference events in either sport have priority over regular season events in either sport.
2. North Central Conference events in primary sport have priority over North Central Conference, state qualifying or state event in 2nd sport.
3. State qualifying event in primary sport has priority over North Central Conference, state qualifying or state event in 2nd sport.
4. State event in primary sport has precedence over North Central Conference, state qualifying or state event in 2nd sport.
5. State qualifying or state events in 2nd sport has priority over regular season events in primary sport.

Purchases and Requisitions

Purchases for student organizations must be approved in writing by the faculty sponsor. Purchase orders must be typed and mailed by the office. A purchase order must accompany all school purchases.

Transportation for Activities

Students will be transported to and from activities by school vehicles.

1. Students will ride to and from contests or activities in the school vehicle.
2. There may be special circumstances that arise in which a participant may be granted permission to deviate from the travel regulations. These occurrences will be judged on individual merit and kept to a minimum by the administration. These requests should be made in writing at least a day in advance of the event.
3. The administration will make the decision to allow special travel arrangements. In the event that an administrator is not present, the varsity head coach, director, or sponsor may allow a student only to ride home from a contest or event with his/her parent with a written request by the parent to the head coach, director or sponsor.

Code No. 506.2E1

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Humboldt Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. (FERPA) A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 20 of the school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

RETURN THIS FORM

Humboldt Community School District Parental Directions to Withhold Student/Director Information for Education Purposes, for 2026-2027 school year.

Student Name: _____ Date of Birth:_____

School:_____ Grade: _____

Signature of Parent/Legal Guardian

THIS FORM MUST BE RETURNED TO YOUR CHILD'S SCHOOL NO LATER THAN SEPTEMBER 20.

Additional forms are available at your child's school.