

Hiawatha High School



Student Handbook

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Welcome to the Roundhouse

This is **your** school and it is a great one! Take full advantage of every opportunity that is available to you in academics and school activities. Always strive to do your best in all of your classes. The faculty and administration at Hiawatha High School are here to help you reach your academic and future goals.

Hiawatha High School Mission Statement

To challenge students to maximize learning that will provide the foundation for productive citizenship.

Expectations of Students

You as a student play the biggest role in your academic success at Hiawatha High School.

Students are expected to exhibit the following core values.

1. Accountability
2. Respect
3. Pride
4. Attitude

Philosophy

We believe that all students **can** and will **learn**. Teachers and staff at Hiawatha High School will work to develop or find new strategies and methods to help with **all** students learning.

Student Classification

1. A Hiawatha High School student is defined as being enrolled and attending Hiawatha High School.
2. An Alternative School Setting student is defined as a student who is at risk of not graduating in the regular school setting and will benefit through a self paced, more individualized curriculum. Alternative setting students are considered full time Hiawatha High School students and are expected to follow all of the same policies as their peers in the main high school. Alternative setting students may participate in all school activities and the main campus graduation ceremonies. The target age of alternative setting students is 16-18 years old. Final determination will be made by administration.
3. A student enrolled in Credit Recovery is expected to make up lost credits after school hours unless extenuating circumstances exist and administrative approval has been given.
4. A School of Success student is defined as having withdrawn from the regular high school environment and has applied, been accepted, and is meeting all requirements of the School of Success. SOS students are not allowed on the main school campus, nor are they to participate or attend extra-curricular activities. SOS students will participate in their own distinct graduation process. (Provided all criteria are met). The target age of SOS students is 18 and above. The final determination will be made by the SOS committee.

The following criteria are used for student classification:

◆ Freshman	Completion of Middle School
◆ Sophomore	Earning of six (6) credits
◆ Junior	Earning of thirteen (13) credits
◆ Senior	Earning of nineteen (19) credits

A student will not be promoted to the next grade level until they complete the required number of units of credit for advancement to the next grade. Advancement will occur at the end of either semester. Some classes may use a PASS or FAIL grade with administrative approval.

Grading Scale

Hiawatha High School uses a building wide grading scale for all classes:

A+	97 – 100	C+	77 – 79
A	94 – 96	C	74 – 76
A-	90 – 93	C-	70 – 73
B+	87 – 89	D+	67 – 69
B	84 – 86	D	64 – 66
B-	80 – 83	D-	60 – 63
		F	0 – 59



Graduation Requirements

27 credits are required for graduation from Hiawatha High School. The following are the required courses.

<u>English:</u>	4 credits	
<u>Social Science:</u>	3 credits	(1 - American History, 1 - World History, ½ - Am.Govern. & ½ - Econ)
<u>Math:</u>	3 credits	
<u>Science:</u>	3 credits	
<u>Physical Education/Health:</u>	1 credit	
<u>Practical Arts:</u>	1 ½ credits	(½ credit in Financial Literacy & 1 additional elective)
<u>Fine Arts:</u>	1 credit	**
<u>Elective subjects to bring total to 27 credits</u>		

- * Practical Arts credit can be earned by taking courses from any of the following Departments:
Business/Computer, Consumer Science, Health Science, Industrial Technology and Agricultural Science
- ** Fine Arts credit can be earned by taking courses from the Music, Drama, and/or Art Department

Students will be required to enroll in a minimum of eight credits for each of their four years. Any exception to this rule will be considered on an individual basis by administration.

Classes outside of HHS must be approved by administration prior to attending to receive HHS credit, for example: Pathway Certification courses, College Electives, People to People Trip, Bahamas Trip, and Upward Bound.

All HHS class projects, i.e. Woods and Ag, must be paid in advance.

Early Graduation

A student may apply for early graduation. The request must be in writing and include the application form, a letter from the student, and a letter from the parent, stating the reasons for wanting early graduation. All applications will be considered by the Board of Education on a case by case basis. Students granted early graduation may attend Prom activities, except for the Banquet, if invited as a guest of another student.

Graduation with Academic Honors

In order to be eligible for graduation honors at Hiawatha High School, students must complete the Kansas State Board of Regents Qualified Admission Curriculum given below. Students may graduate with the following honors:

- Summa cum Laude - cumulative GPA of 3.95 or above
- Magna cum Laude - cumulative GPA between 3.80 and 3.94
- Cum Laude - cumulative GPA between 3.65 and 3.79

Board of Regents Qualified Admissions

You must meet the following requirements to qualify for admission to any of the six Kansas Regents universities:

- ◆ Complete the Qualified Admissions curriculum listed below with at least a 2.0 GPA on a 4.0 scale
 - Four credits of English (One per year)
 - Three credits of Math (at or above the Algebra I level and an ACT Math score of 22 or better) OR 4 approved units, with one unit taken in the graduating year. Three units selected from the following Algebra I, Geometry, Algebra II, any course with Algebra II as a prerequisite.
 - Three credits of Natural Sciences (Earth Space Science, Biology, Chemistry, or Physics)
 - Three credits of Social Science
 - Three credits of Electives (See counselor for list of approved courses)

AND

- ◆ ACT composite score of 21 or higher; OR
- ◆ SAT score of 980 or higher; OR
- ◆ Graduate in the top one-third of their class

AND

- ◆ If applicable, achieve a 2.0 GPA or higher on any college credit taken in high school

Honors Graduation: Citizenship

Seniors have the opportunity to graduate with "honors" based on citizenship during their senior year. The criteria for this program are as follows:

- ◆ 98% of class work handed in on time
- ◆ 97% attendance
- ◆ No significant discipline issues
- ◆ Five points from active involvement:
 - 2 points from community service (10 hours = 1 pt.)
 - 1 point from active participation in a school organization or activity

- o The remaining 2 points from a combination of community service and participation in school organizations.

State Scholar's Curriculum

This program recognizes outstanding Kansas high school seniors. Designation by the Kansas Board of Regents as 'State Scholar' is based upon ACT assessment scores, the cumulative seventh semester grade point average, and completion of the Regents Recommended Curriculum.

The State Scholarship Curriculum is the following:

English	4 credits (one per year)
Mathematics	3 credits <u>plus</u> one of the following: Trigonometry, Advanced Algebra, Calculus or College Algebra (Algebra I taken in the 8 th grade is accepted)
Social Studies	3 credits
Natural Science	3 credits must be Biology, Chemistry, and Physics
Foreign Language	2 credits of one foreign language

Any student who completes the above curriculum will be designated as a 'Kansas State Scholar Curriculum Completer'. The following scores from the ACT assessment will be considered in the scholarship competition: scores from high school juniors who took the ACT test in February, April, or June and scores from high school seniors who take the ACT in October or December. ACT will automatically report the scores to the State Scholarship Program unless instructed not to do so in writing.

Class Changes/Drops & Transfers

During the first week of the school year (or semester for a semester class) counselor, teacher and parent approval is required for class changes and transfers. After the first week of classes, a student may drop a class or transfer to another class only after there has been counselor and administrative consultation with the teacher and parent/guardian, with the final decision made by an administrator. After the second week of classes, class changes will be made by teacher recommendation. An administrator may approve a drop or transfer provided extenuating circumstances.

FINAL EXAMS

All students will take final exams in core classes. Core classes are considered to be all required Math, English, Science and Social Studies classes.

Students may be considered exempt from ALL finals in non-core classes if the following criteria are met:

- 3 or fewer total days of excused absences – no unexcused absences
- 3 or fewer total tardies
- No out of school suspensions or significant discipline issues as determined by the administration
- No unresolved detentions or other disciplinary action that would result in not being a student in good standing

****Administration reserves the right to make all final decisions regarding the final exams****

****Students can always elect to take a final exam even if they are considered exempt****

Senior Class Funds

If any funds are left in the current senior class account after all senior class financial obligations are complete then the seniors may spend the money on a school project or the money will be placed in the High School account and be dispensed for the benefit of other students.

Student Regulations

Attendance Policy

Parents need to notify the office when their child will not be in attendance. Please call between 7:30 and 9:00 am. If no notification of the absence is received, a call home will be made. When a student is gone from school, they will have to complete the work missed in class as determined by the teacher. Failure to do so within a timely manner will lead to no credit for the missed day.

If a student is absent more than three (3) days a semester with illness as an excuse, the administration may ask for a letter of doctor's verification.

Students must be in attendance at least ½ day to attend or participate in school activities that day/evening. An unexcused absence eliminates that student from any activities scheduled for that day.

Any student who knows that they will be absent in advance for reasons such as vacation, college visits etc. must notify administration 3 days prior to being absent or the days will be unexcused.

The principal has the final authority to determine if an absence is excused or unexcused.

Attendance Definitions:

Tardy – All students should be in class and seated (or in a designated area) with all necessary materials when the bell rings

Excused Tardies are those excused by school personnel (with a note or phone call). Excused tardies will be given to students who are detained by school personnel for school related business or are late to class due to breakdowns in daily operation of the school day.

Unexcused Tardies are given when a student is not in his/her seat when the tardy bell rings. Unexcused tardies will be documented by the classroom teacher as well as the office. If a student accumulates excessive tardies for the semester, the following penalties will result:

- A total of 3 unexcused tardies to a class in a semester will be equivalent to 1 unexcused absence.

1, 2 tardies	Student notified by teacher
3, 4, 5	Discipline referral sent home, assigned 1 or 2 hour detention
6 or more tardies	Parent contact, assigned ISS or OSS

Late to School Any student who habitually reports to school late without a valid excuse will have their parents notified and will be subject to disciplinary action from the administration. Students late (marked "L") to first period more than once per nine weeks are not eligible for Red Hawk Rewards. Third tardy to school will be considered an unexcused absence.

Absence –

Period- A student missing in excess of 1/3 of a class period (28 min.) will be considered absent for that period.

Daily – A student missing 1½ class periods will be considered absent ½ day. A student missing an excess of 2 ½ class periods will be considered a full day absent. A student who has not attended at least ½ a day will not be eligible to attend or participate in activities without administrative approval.

Skipping School – An absence when neither the school nor the parents know the whereabouts of a student shall be considered skipping school. No one will leave without making prior arrangements with the administration or the office. Any student who does so will be considered skipping. A student who has skipped school will receive zero credit for daily work for time missed with no opportunity for make up. Students will be allowed to make up major work: i.e. unit tests, projects, and semester tests, which will be evaluated as "late" work with a 20% penalty.

**Once a student arrives on school grounds they are to stay on school grounds unless they are given permission to leave, check out of the office, or the final bell rings to dismiss them. (This applies even before the first bell rings)

Truant Student – A student who has skipped school or is unexcused for three consecutive days, or a significant part thereof; or five, or more school days in one semester or seven days in a school year, or a significant amount thereof, will be considered a truant. The procedures of K.S.A. 72-1113 will be followed in reporting of a truant student.

Significant Part of the School Day – Fifty percent (50%) or more of the total class periods a student is required to be in school each day.

Suspended Student – A suspended student is one who has been suspended in accordance to K.S.A. 72-8901, et seq. Students will be allowed to make up work which will be evaluated as "late" work.

Assignment – Means any daily work, practice, etc....used to assist students in learning or practicing a skill to enhance student learning.

Assessment – Means any test. Quiz ect. Used for the sole purpose of determining the extent to which a student has learned given material.

Each School Day – Refers to each day school is in session, not each day the class is held.

Right of Appeal – Students who feel they have extraordinary circumstances not addressed above may seek an appeal through the counselor who will arrange for the student and parents to meet with the attendance committee. If the student is not satisfied with the ruling of the attendance committee, further appeals may be made with the principal, the superintendent, and finally, the Board of Education.

Teacher / Staff Authority – Students are under the authority of any teacher or staff member at Hiawatha High

School at any time they are on the school grounds for classes, activities, or other school events. This applies to all school activities away from school grounds. Students are expected to follow the requests and directions of all staff in the building.

Rules and Regulations – The administration and staff of each school may make rules and regulations necessary for implementing this policy and maintaining good discipline. Any rules or regulations made within a specific school building or property must not be in conflict with the policy set forth in the school handbook or adopted by the Board of Education of Unified School District 415.

Use of Telephone – Anyone desiring to contact pupils may request them to call during their free time. Except in cases of emergency, pupils will not be called out of class to take phone calls. There is a student phone located in the office for all local calls. Student use of the office phones will be restricted. Teachers should not permit students out of class to use the telephone during class time unless it is an emergency.

Library Rules and Regulations- The library is an area set aside for the use of all students. Maintaining an academic study setting is of utmost importance. The library will be used for research, individual study, class activities, or reading. Students will be expected to have a pass from a teacher or the librarian before using the library.
--The librarian has the authority to deny privileges to students who cannot conduct themselves in the proper manner. Networked computers are available for student use in the library during regular school hours and academic nights.

Cell Phones

Cell phones have proven to be a major disruption to the learning process at our school. The above notice is posted around the school, covered by teachers, administrators, and other staff members, is in the student handbook, on our website, and in the announcements. **No cell phones are to be used without permission during the school day.** Students are free to use the phone in the front office as needed. Therefore, the use of a cell phone without permission during the school day will be viewed as defiance of authority.

Students should leave their cell phones in their lockers and off during the school day. For a first offense, students caught using a cell phone without permission during the school day, will surrender it to school personnel. The phone will be kept in the front office until the end of the day and the student will receive a three hour detention. A second offense will likely result in out of school suspension. If a student needs to use/have their cell phone on them for emergency situations, they must make arrangements with the school administration in advance.

Transportation to Out of Town School Sponsored Events

All school groups will be transported by district school transportation unless emergency circumstances are present and administrator approval given. In that case, any vehicles transporting students must be driven by a licensed adult. All participants on the trip will be expected to ride the bus to and from the event. A student may be allowed to ride home with their parent(s) provided that the parent(s) contact the sponsor prior to the trip and at the event when they are taking their child. Sponsors cannot give permission for a student to ride home from an event with another student's parents. Violation of this policy will result in a level 2 consequence. Any deviation of this rule must be cleared by the administration in advance of the trip.

Discipline Policy

Hiawatha USD 415 and Hiawatha High School believe that discipline is a process to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behaviors to acceptable behavior.

The staff at Hiawatha High School believes that:

- Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student . . .
 - Will not be allowed to interfere with the learning opportunities of another student.
 - Will not be allowed to interfere with the teacher's responsibility to teach all students.
 - Will not excuse the misbehaving student from completing the learning objectives.
- Acknowledging and reinforcing appropriate behavior is the best way to achieve change.
- In handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
- Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.
- Staff will handle all discipline situations in a professional manner.
- Self-discipline is the expected outcome.

The following expectations are shared by our staff:

- Students and staff will demonstrate self-respect, respect for others, and respect for their environment.

- A safe and productive learning environment will be maintained for all individuals at school and at school related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- Staff and students will be expected to be on task at all times while in the classroom or at other learning activities.
- Staff, students, and parents will assist misbehaving students in changing their unacceptable behavior to acceptable behavior.

Addition to the USD # 415 discipline policy;

Bullying, cyber-bullying and hazing shall be a level 3 violation – Orderly Environment

-Level 3 Consequence on first offense and may increase to a Level 4 offense and beyond with corresponding consequences.

Bullying- Bullying occurs when a person is exposed repeatedly and over time to negative actions on the part of one or more persons. It is victimization, not conflict. Bullying results when one person has power over another. Most common forms of bullying are being made fun of, being the subject of rumors, being pushed, shoved, kicked, tripped, and spit on.

Cyber bullying- Bullying by use of any electronic communication device.

Any act of bullying by either an individual student, group of students, is prohibited on or while utilizing school property, in a school vehicle or at school sponsored functions. Bullying that occurs offsite and is brought into the school day is also punishable as a bullying offense. This policy also applies to students who support another's act of bullying.

All Teachers will receive in-service training in bullying prevention methods.

Teachers are required to report any cases of bullying to the appropriate administrator.

Coaches will educate their athletes in regard to hazing and will make clear that participation in hazing will result in dismissal from that activity.

DRUG FREE SCHOOL POLICY

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

DRUG POLICY

Use or possession of alcohol or illegal drugs during school or at school functions is prohibited.

First Offense: A first-time violator shall be subject to the following sanctions:

- A. A punishment up to, and including, long-term suspension.
- B. Suspension from all student activities for a period of 18 weeks or 90 school days, whichever is longer.

Second and Subsequent Offenses: A second time violator shall be subject to the following sanctions:

- A. A punishment up to, and including expulsion from school for the remainder of the year.
- B. Suspension from all student activities for a period of one year.

A student who is expelled under this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program. Name(s) of acceptable programs are on file with the board clerk.

ALCOHOL DETECTING DEVICE

Alcohol use by a student is illegal and poses a serious threat not only to the student's own safety and well-being, but also to the safety and well-being of the entire school community. Therefore, alcohol use by students will not be tolerated during school hours, on school property, or at any school-sponsored event or activity during or after school hours. When determining whether or not alcohol has been used or consumed by a student at a school-related function, or whether they are intoxicated, the safety of the student involved and the safety of other students, school staff and members of the general public, are the school district's primary concerns.

If a supervising administrator believes that a student has used alcohol based on the observation of behavior, lack of coordination, or smelling alcohol on the student's breath, he or she may take action to confirm the suspicion. An assessment of a student's possible or suspected alcohol use may be aided by utilizing breath alcohol testing devices, such as breathalyzers, which indicate the presence or absence of alcohol in a

person's system. The intended purpose of having breath alcohol testing available is to prevent alcohol use by students. Any student who is determined to be under the influence of alcohol will be dealt with by the sheriff's office according to the law. That includes the possible issuance of a criminal citation, transportation to the County Jail for processing, and later court appearances, as other possible consequences.

A student's participation in any extracurricular activity, including, but not limited to, sports and dances, is a privilege, not a right; therefore, students who wish to take part in extracurricular activities, and their parents, guardians or other responsible persons, will be required to sign a form acknowledging that they have read and understand the alcohol screening policy.

Students and their guests may be screened by alcohol Breathalyzer at school dances as well as other school activities. If a student blows positive, the student will be retested after ten minutes. If the student should blow positive a second time, law enforcement procedures will take effect, and parents will be contacted. Any student who wishes to bring a guest to a school dance must provide the principal with a breathalyzer test submission form, signed by the guest and the guest's parent(s), prior to attending the dance. As a condition of admission to a school-sponsored activity, a signed copy of the Alcohol Screening Acknowledgement must be on file at the school.

Every student attending school or school-related events or activities (whether within or outside the school district), is expected to follow the Student Handbook.

Hiawatha High School has established the following levels of unacceptable behavior:

Level 1 – Productive personal environment

- Behaviors that occur in the classroom or that affect only the misbehaving student.

Consequences – Minimum – Proximity to student
Maximum - Detention

- Cafeteria Violation
- Dress Code Violation
- PDA
- Electronic Devices
- Food/Drink Violation
- Hall Violation
- Parking Violation
- Profanity
- Teacher Referral
- Computer Violation

Level 2 – Productive Classroom Environment

- Behaviors that interrupt the educational environment or interfere with the learning of others.

Consequences – Minimum – Proximity to student
Maximum - Detention

- Leaving Class
- Disruptive Behavior
- Misuse of Pass/Planner
- Skipping Detentions
- Improper Driving
- Refusing a Reasonable Request
- False Call/Note
- Teacher Referral
- Lying
- Not Following Instructions
- In parking lot without permission

Level 3 – Orderly Environment

- Behaviors that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.

Consequences – Minimum – Proximity to student
Maximum – Out of school suspension

- Tobacco
- Harassment
- Disrespectful Behavior
- Teacher Referral
- Computer Violation
- Cheating / Academic Fraud

- Copier Violation
- Pornography (possession and/or use of)
- Bullying
- Defiance of Authority
- Leaving School Without Permission / Skipping School
- Cell Phone During School

Level 4 – Safe Environment

- Behaviors that are intended to cause another individual physical harm and/or are illegal.

Consequences – Minimum – Out of school suspension

Maximum – Long term suspension/ expulsion

- Fighting
- Threats
- Vandalism
- Theft
- Violence against students / staff
- Harassment
- Alcohol (possession and/or use of)
- Drugs (possession and/or use of)

Level 5 – Safe Environment

- Criminal activity and repeated life safety issues.

Consequences – Minimum – 10 days out of school suspension AND a long term suspension/expulsion hearing.

- Weapon *see definition of weapon (possession and/or use of)
- False Alarm
- Bomb Threat
- Criminal Statutes
- Starting a fire

The following system reflects these beliefs and defines the consequences facing students who violate school rules and policies.

- Office detention will be from 3:30 – 4:30 pm Monday - Thursday in the library.
- There will be no disciplinary Saturday schools
- All office detentions are one hour minimum and held after school Monday - Thursday
- Detention will be served by the deadline established by the administration or further consequences will be assigned.
- Activities, athletic practices, or after school employment will not be an excuse to miss assigned detention time.
- Teacher assigned detention & make up time for missed class is not to be served in the Detention room. It is to be completed with the assigning teacher.
- Administration reserves the right and authority to set level and consequences for any specific violation.
- Repeated violations of the discipline plan may lead to a long term suspension / expulsion hearing due to chronic discipline problems.

***The administration reserves the right and authority to set level and consequences for any specific violation**

Consequences: the following consequences are examples that may be used and are listed in order of severity from minimum to maximum:

Least severe

1. looking in the vicinity of the misbehavior
2. walking toward the area of misbehavior
3. verbal reprimand
4. informal talk
5. counselor referral
6. isolation
7. teacher-parent conference
8. behavior contract
9. detention
10. referral to asst. principal or principal

Most Severe

11. principal- teacher- parent conference
12. restitution
13. removal from school bus
14. suspension from school – related activities
15. in school suspension
16. out of school suspension
17. long term suspension
18. expulsion for the remainder of the semester
19. expulsion for the remainder of the school year
20. Expulsion for 186 school days

**Note: The administration reserves the right to modify or add to this list as needed in order to maintain a safe and orderly school environment.

Discipline Definitions

Appearance - The school reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste. If any administration, faculty or staff feels that what a student is wearing is inappropriate or a distraction to the learning of others they will be asked to change.

Level 1 consequence except for excessive infractions

Some guidelines are as follows:

- All student tops should cover the shoulder with at least two inches of material and be long enough to reach the top of the waist band during all motion of the upper body.
- No under garments should be visible in any capacity during all movements of the body. Tops may not be excessively long, low cut or tight.
- Bottoms must reach the tips of the fingers when arms are extended down to the side.
- Bottoms must be worn at waist level and not be excessively baggy, tight, or long.
- All clothing shall have no large or excessive amounts of holes, rips or tears.
- Leggings/jegging/yoga pants are allowed only if they are covered by a garment that is finger-tip length or longer, such as bottoms.
- No hats, caps, beanies or other head coverings are to be worn into the building before, during, or after school.
- Clothing that has slogans, advertising or pictures which are controversial, obscene, or promote alcohol, tobacco, drugs, or sexual activity will not be permitted.
- Undergarments shall not be worn as outerwear, such as white tank undershirts, boxers, etc.
- Neither pajama pants nor house slippers are permitted. No gang related clothing, jewelry, gestures, language, or designs are allowed in school. Footwear must be worn at all times.

Backpacks and Bags – Backpacks, bags, and purses must be kept in lockers during the school day. No backpacks, bags, or purses will be allowed in classrooms or out of the lockers during the school day unless students are entering or leaving the building. **Level 1 consequence.**

Cafeteria Violations – This involves food throwing, leaving trays, making undue mess, improper use of lunch account, and any other inappropriate behavior during lunch. **Level 1 consequence.**

Cheating / Academic Fraud – Students are committed to a firm policy of honesty and integrity as regards to school work. No unauthorized copying, plagiarism, or other academic fraud is allowed. **Level 3 consequence.**

Copier Violation – Misuse of the school copy machines. This means unauthorized use of the machines or copy for personal reasons without paying for the copies. **Level 3 consequence.**

Computer Violation – Use of technology is a privilege and not a right. A student and his/her parent must sign the technology use agreement before a student may use any computers at Hiawatha High School. Students are responsible for proper computer use. Users should not expect that files stored on district servers will always be private. It is expected that students will use district technology ethically and legally. Unacceptable use will include but not be limited to the following: Violating state and federal statutes; Accessing another person's files or information without permission; Vandalizing or damaging the reputation or property of another person; Disrupting, interfering or tampering with district hardware and/or software; transmitting obscene, abusive, sexually explicit, harassing, or threatening language; and accessing or distributing pornographic and sexually explicit material. **Level 1 to Level 3 consequence.**

Disrespectful Behavior – This is disrespectful physical or verbal action towards a staff member, student, patron or anyone else on school grounds or at a school activity. **Level 3 consequence.**

Electronic Devices / Personal Items – Students are allowed to listen to CD players, iPods, etc. during classes that allow them. They are to turn it off and put it away at all other times, this includes before school, in the commons, hallways, lunch, and after school. These items should not be visible. Students are not allowed to have laser pointers, lighters, tools, or other like items. **Level 1 consequence.**

Food and Drink Violation – No outside drinks are allowed to be brought into the building. No food or drink will be allowed in any hallways or classrooms, unless it is part of a class activity for that period. **Level 1 consequence.**

Harassment – Any verbal or physical action towards another person which is unwanted and causes great discomfort for that person. Any student who feels they are a victim of harassment should file a written account with the administration. **Level 3 consequence on first offense and Level 4 on any other offenses.**

Sexual Harassment – No district employee or student shall engage in the sexual harassment of an employee or non-employee or permit harassment of an employee or student by an employee or student. Violation of this policy shall result in disciplinary action. Any harassment incidents should have a written report filed with the immediate supervisor. If the immediate supervisor is the object of the complaint, the report should go to the next level of supervisor.

P.D.A. – Public Display of Affection. No public display of affection other than holding hands will be permitted before, during, or after school on school grounds. **Level 1 consequence.**

Threats – Making a threatening statement which could involve physical harm or damage to school or personal property. **Level 4 consequence on the first offense and Level 5 on the second.**

Use of Automobiles – Students who drive to school will not be allowed to drive their vehicles during school hours, unless permission from the administration is received. All vehicles must be parked in the designated spaces. Student parking is located in the main lot north of the building in any marked spaces. Students are not to park in the lot behind the school, the circle drive, or the front row of the main lot. Students are not to loiter in the parking lot before or after school. The parking lot is off limits for students from 8:15 am to 3:25 pm. All traffic and speed laws are to be followed on school grounds. The school cannot assume responsibility for private vehicles. You bring them to school at your own risk.

Vandalism – Any student who intentionally destroys or damages school property shall be held responsible for their actions. **It will include a Level 4 consequence plus compensation for all repairs and labor costs.**

Violence Against Student or Staff – Any physical, verbal, or gesturing to another person which can be interpreted as violent in nature.

Weapons and Destructive Devices –

- Any item being used as a weapon or destructive device
- Any facsimile of a weapon
- Any weapon which will, is designed to, or may readily be converted to expel a projective by the action of an explosive
- The frame or receiver of any weapon described in the preceding example
- Any firearm muffler or firearm silencer
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any bludgeon, sand club, metal knuckles, or throwing star
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun

****The administration reserves the right and authority to set level and consequences for any specific violation.**

ADVISEMENT

Advisement is an academic opportunity offered to HHS students. It is scheduled every day. All students will be in an advisement period with a teacher who will serve as their advisor. Students may use the advisement period to study, conduct research, or receive academic help from other teachers.

This time will be used for academic purposes only.

The teachers will help the student with career and academic planning, course enrollment and post-secondary exploration. Individual plans of study are an opportunity for students to plan and explore possible paths to future employment. The individual plan of study offers the student the chance to keep their own record of their high school academic and activity accomplishments. Students may also explore college opportunities, majors, etc. As well as locate and work on scholarship applications and ACT/ SAT prep.

Sustained Silent Reading (SSR) is an important part of our school improvement plan and will continue to be utilized by all staff and students during seminar. Students are asked to get permission from teachers they need help from, in advance, in order to visit their class during this time. Students will also sign in/out of each location during advisement.

Early Release

On occasion, administration may opt to enact early release. Early release occurs after attendance has been taken in advisement. The criteria for earning early release will be set by the administration and may include: grades, attendance, tardies and/or discipline. Students will be notified prior to the early release what the requirements will be.

Extended Learning Day

Students who are in need of academic assistance (as indicated by grades or credits) may be assigned to extended learning days from 3:30 to 4:30 pm at the discretion of the administration. Students who are academically ineligible during the semester automatically are assigned extended learning day. It is mandatory attendance and required for eligibility to be reinstated.

Guidance Center

The guidance counselor is always ready to help you plan your high school program, develop your Individual Plan of Study as well as supply you with information on post-high school education and vocational opportunities. The counselor will work with you and your advisor on your career cluster and class scheduling choices.

If you have any personal or school problems which you feel you want to talk to someone about, feel free to contact your counselor to discuss the problem. Your problems will be dealt with in a confidential and friendly atmosphere.

Confidentiality

The school counselor recognizes his/her primary obligation for confidentiality is to the student but balances that obligation with an understanding of the legal and inherent rights of parents/guardians to be the guiding voice in their children's lives. The professional school counselor informs parents/guardians or appropriate authorities when the student's condition indicates a clear and imminent danger to the student or others. The school counselor will attempt to minimize threat to a student and/or others. The school counselor will attempt to minimize threat to a student and may choose to 1) inform the student of actions to be taken, 2) involve the student in a three-way communication with parents/guardians when breaching confidentiality or 3) allow the student to have input as to how and to whom the breach will be made.

School Lunch Program

Hiawatha High School offers a lunch and breakfast program each school day. This is a non-profit activity and is operated under the supervision of the state and national school lunch program. Students may bring their lunch from home or have the school lunch. There will be no outside food brought in for students. School lunch will offer a Type A school lunch. **Any student who is over fifteen dollars (\$15.00) negative on his/her lunch balance will not be allowed to eat until they pay what is owed.**

Lunch periods at Hiawatha High School are closed, except for those seniors who have earned the opportunity of having open lunch (see below). Students must keep in mind that the use of the lunchroom is a privilege and not a right. Abuse and improper conduct by a student could result in that student being denied access to the lunchroom. Each student is asked to cooperate in helping make the lunchroom a pleasant place to eat.

Any students with special dietary needs are to contact the office so that the necessary arrangements can be made. A letter from a family physician will need to accompany the request.

Open Lunch Program

This program is to boost attendance and academic achievement. It is open to seniors only. First semester eligibility will be based on performance in the second semester of their junior year. They may earn open lunch privileges by maintaining good behavior and by attaining one of the following:

1. Perfect attendance for the previous month (including tardies)
2. 3.5 GPA (cumulative and semester)

Regulations governing Open Lunch

1. Leave and return through the front door.
2. Privileges may be lost by:
 - a. Two tardies returning from lunch
 - b. Two disciplinary referrals from class
 - c. Trouble in a food business while on open lunch
 - d. Reckless driving or improper parking
 - e. Taking someone not on open lunch with you

Senior Lunch Refund

Any senior with less than \$1.00 or less in their lunch account will not be refunded. It will be pooled and distributed at administration discretion.

Guests and Visitors

Any outside guests and visitors to the school must first check in with the main office and receive a visitor's pass before entering any other part of the building. The administration reserves the right to prevent any unauthorized persons from entering the school building or being on school grounds without permission from school officials. All guests/visitors are asked to get prior approval before coming to the school.

Family Night

No activities are to be held on Wednesday night after 6:00 pm. Exceptions to this rule will be considered on an individual basis (extenuating circumstances).

Class Schedule

Hiawatha High School is on what is known as a block schedule. The eight classes are split into A and B days. The A periods (1A, 2A, 3A, 4A) meet one day and the B periods (1B, 2B, 3B, 4B) meet the next. There will be a sign in the office window identifying which day is in session. Days will alternate A-B-A-B and so on.

Bell Schedule		ROAD MAP Wednesday	
1 A/B	8:15 – 9:42	PLC	7:30 – 9:00
2 A/B	9:47 – 11:14	1 A/B	9:05 – 10:30
3 A/B	11:19 – 1:12	2 A/B	10:35 – 12:00
Lunch	11:14 – 11:40	3 A/B	12:05 – 1:55
Lunch	12:46 – 1:12	Lunch	12:00 – 12:25
4 A/B	1:17 – 2:44	Lunch	12:55 – 1:20
Advisement	2:49 – 3:25	4 A/B	2:00 – 3:25

Test Retake Policy

All teachers shall make test retakes available subject to the following conditions:

1. One test retake is available for major tests (ex. Unit tests, etc.) (Semester or yearly tests are not included).
2. Students who have failed a major test can be granted the opportunity to retake that test.
3. It is the responsibility of the student to seek the test retake.
4. Test retakes must be requested no longer than three class periods after the test was given.
5. There must be some teacher initiated intervention strategies used by the student before a test retake can be taken.
6. The highest grade will be up to the discretion of the individual teacher and posted in their syllabus
7. The type of test retake to be given is at the discretion of the teacher.

Late Work

Completing coursework on time is extremely important for the success of the students learning, however, learning still occurs no matter when the coursework is completed. ALL teachers will have a posted policy on late work in both their class syllabus and in their classroom.

School Eligibility

“Student in good standing” – Reflects the KSHAA guidelines – except that it will also apply to the current season and to spectators as well as participants. Students must have passed 6 classes during the previous semester to be eligible for the current semester. In addition they must currently not have more than one failing grade to participate in

practices, games, dances, and all other extracurricular activities. Students enrolled in computer based or virtual courses must also be making adequate progress toward completion. Students with pending discipline issues, suspensions, and unresolved detention time or attendance issues are not to be considered "In good standing" and may not attend or participate in any school activity or function without direct administrative approval (in advance).

- Eligibility will be determined on a weekly basis.
- Students who are academically ineligible **must** attend extended learning day. Attendance and proper behavior at extended learning day is required before eligibility will be reinstated.
- **STUDENTS WHO ARE CONSIDERED INELIGIBLE OR NOT IN GOOD STANDING MAY NOT ATTEND OR PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES.**
- Being found in attendance will result in further disciplinary consequences.

Inappropriate Conduct Outside of School

Participation in extra-curricular activities and events are a privilege for students of USD 415 schools. Appropriate conduct should occur not only while in attendance at school but also while a member of society. Any student who has been formally charged with a felony crime will be deemed not in good standing and ineligible for attending and/or participating in all extra-curricular activities.

Physical Education Class Uniform Guidelines

All students participating in any physical education class offered at HHS will be responsible for providing the following articles of clothing to be worn during this class.

STUDENTS MUST CHANGE CLOTHES BEFORE AND AFTER PE CLASSES

T-Shirts:

Must be a traditional fit short sleeve t-shirt without any alterations, no cut off sleeves, midriff, tears or holes. Content on all shirts must be appropriate for school.

Athletic Shorts:

Must be an athletic short without any alterations, tears or holes (cut offs are not allowed). All shorts must have an inseam of at least 5 inches but no more than 10 inches. Former PE uniforms are considered appropriate and will be allowed.

**** NO school issued/owned uniforms are allowed for PE**

**All PE uniforms must follow school guidelines regarding the dress code printed
in the
Hiawatha High School Student Handbook.**

Hiawatha High School offers a wide variety of extra-curricular activities for students. Several organizations and clubs are available in most student interests. Also, Hiawatha High School offers interscholastic athletic and activity programs as a member of the Kansas State High School Activities Association and the Big Seven League.

A school activity policy book with the regulations governing participation in Hiawatha High School activities is available. Questions regarding activity participation and policies should be addressed to the Activities Director.

Election to School Offices and Royalty

The following procedures are to be followed for election to a school office or royalty position.

President of School Council –

1. Must be a senior the year following his or her election.
2. Must have been a member of Student Council the previous year.
3. Must have at least a 3.00 GPA on a 4.00 scale and be passing in all subjects at the end of each semester he/she holds office.
4. Must have attended or will attend summer Student Council workshop. If unable to attend, will forfeit position to runner-up who then must meet all qualifications.
5. Must obtain a petition from the Student Council Sponsor and get the signatures of twenty-five people who will be members of next year's student body and also the signatures of parents, the principal and at least two teachers. This must be returned at least seven days prior to election.

Vice-President of Student Council

1. Must be a Junior the year following the election.
2. Must meet the same qualifications as the President in numbers 2,3,

Secretary, Treasurer, Reporter of Student Council

1. Must have and maintain at least a 2.75 GPA on a 4.00 scale and be passing in all subjects at the end of the semester.
2. Must meet the same requirements as the President in #5.

General Election Procedures

1. No one may be elected by a write-in vote
2. A student must be considered a *student in good standing** to qualify for any student government position (class officer, STUCO, or any club officer). *as defined previously in the Student Handbook.
3. A suspension, expulsion, or violation of the activity policy will result in a forfeiture of office.
4. All other officers, class and club, are governed by the same general rules as student council officers.
5. Once nominated for king or queen of a school event, that student will be ineligible for further nomination for such honors.
6. Neither class nor organizational presidents will be allowed to hold any executive offices in the Student Council.
7. No student shall hold the office of President for more than one organization (clubs,class,etc..)

School Dance Regulations

All dances at Hiawatha High School are for the enjoyment of currently enrolled HHS Students. Outside guests may be invited by a student with prior approval by the administration. Outside guests must be a high school graduate from an accredited school or currently enrolled in another high school in ninth grade or above and may not be older than 20yrs of age. School drop outs and middle school students are not allowed to attend. Students who bring a guest are responsible for the behavior of their guest. All guests to a dance are subject to administrative approval – The administration reserves the right to refuse entry to any and all guests at their discretion. Entry to the dance will end one hour after the posted start time, unless prior arrangements have been made with the administration. A student may leave the dance before the end but will not be allowed to return. A student must be a junior or senior in order to attend Prom. Any student attending any dance must be a student in good standing and considered eligible.

RED HAWK REWARDS

Hiawatha High School will utilize Red Hawk Rewards as an incentive for students who meet tardy, attendance, behavior and academic expectations. Rewards will be issued for both monthly and quarterly benchmarks being met. These benchmarks may vary and will be announced in advance.

Red Hawk rewards may be:

- Early Release on a day of the student choosing
- Participation in a special activity held during school
- Other opportunities or incentives that arise

Fight Song

Stand up and Cheer
Stand up and cheer
Stand up and cheer for old Hiawatha,
For today we raise,
The red and blue above the rest
Our team is fighting,
And we are bound to win the fray.
We've got the team (rah rah)
We've got the steam (rah rah)
This is Hiawatha's Day.

Come all loyal sons and daughters
Gather round and let us sing
To our Hiawatha High School:
Loudly let our praises ring.
Truth and honor be our watchwords.
As we ever onward go,
Grant us grace, oh God our Father,
That Thy blessings on us bestow.

Alma Mater