

# Holcomb High School

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2019-20 Handbook

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Home of the Longhorns

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An Equal Employment/Educational Opportunity Agency

Unified School District #363 does not discriminate on the basis of sex, race, color, national origin, handicap, religion, or age in admission or access, or treatment of employment in its programs or activities. Any questions regarding the school's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (620) 277-2629, 204 Wiley, Holcomb, KS 67851, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

# **INTRODUCTION**

This handbook is reviewed annually by invested groups of students, faculty, parents and community members. Revisions are presented to and approved by the USD #363 Board of Directors. Changes from the previous year's handbook are presented in **shaded highlights**.

## **BOARD OF EDUCATION AND ADMINISTRATION**

Matt Jones, President  
Jill George, Vice-President

Dr. Scott Myers, Superintendent  
Jason Johnson, Principal

Jean Johnson  
Curtis Peterson  
Kasey Robinson  
Ryan Ruda  
Sean Sheets

Randy Ackerman, District Technology Director  
Jenna Johnson, Guidance Counselor  
Jerry Johnson, Athletic Director

## **DISTRICT MISSION STATEMENT**

The mission of Holcomb Unified School District #363 is to provide an opportunity for all students to acquire skills needed to become productive and successful citizens.

## **GOALS**

To provide a safe learning environment where students will have the opportunity to learn, to develop, and to practice those academic skills and interpersonal skills needed to be productive and successful citizens in a changing democratic society.

To strive for varied and flexible instructional and learning procedures that individual learning styles require for creative thinking and high self-esteem.

To provide systems of communication for parents, students and staff to better understand the school goals.

## **STUDENT TO STUDENT (By a student)**

Since going from grade school to middle school to high school is a somewhat traumatic experience, the need to have a few helpful hints and reminders has once again arisen.

1. Pick and choose "friends" carefully - don't find yourself caught up in a crowd less than desirable to you just to be "popular".
2. Honesty is the best policy, but be aware that others may not be as honest as you.
3. Conduct is a measure of maturity.
4. Peer pressure - During your years in middle school and high school, you will encounter immeasurable amounts of peer pressure, which only you can deal with. This pressure can easily control your common sense, so be aware of your actions.
5. Being "in style" with the clothes you wear seems important, but it is necessary to stay within the dress guidelines of HHS
6. Punctuality is another sign of maturity. Be on time to school and to every class.
7. Remember to respect your teachers regardless of your feelings toward them.
8. Be prepared to encounter "hassles" at some point and deal with them with common sense.
9. If you have a problem, there are a lot of adults here willing to help if you will only ask.
10. Work out problems while they are small.
11. Communicate with Teachers.

# GENERAL INFORMATION

This handbook is subject to amendment at the school board's discretion. Every situation and consequence cannot be discussed in this handbook. Administration has the authority to handle any situation not listed in this handbook.

## ARRIVAL TIME AND BUILDING HOURS

The buildings will be open to students 7:25 am until 4:25 pm. Students are not to be in the buildings before 7:25 am or after 4:25 pm. All arrival times before 7:25 am, except for additional instruction, need to be approved in the office. Upon entering, students are to go to the commons area and remain there until the 7:45 am bell. School begins each day at 7:55 am. Buses are scheduled to arrive by 7:45 am. STUDENTS WHO DO NOT RIDE THE BUS ARE NOT TO ARRIVE BEFORE 7:25 AM other than those seeking additional instruction.

If a teacher has requested a student to go to his/her room, the student should report directly to that area, he/she should report directly to first class at 7:55 am. Students are not to be in the building after 4:00 pm unless they are serving detention, are in a supervised activity or are getting assistance from a teacher.

## DAILY SCHEDULE

	O Hour	7:00-7:50			
	1 <sup>st</sup> Hour	7:55-8:45			
	Seminar	8:49-9:20			
	2 <sup>nd</sup> Hour	9:24 – 10:12			
	3 <sup>rd</sup> Hour	10:16 – 11:06			
Lunch 1	11:12-11:37	4 <sup>th</sup> Hour	11:10 – 12:29	Lunch 2	12:04-12:29
4 <sup>th</sup> Hour	11:39-12:29			4 <sup>th</sup> Hour	11:12-12:02
	5 <sup>th</sup> Hour	12:33-1:23			
	Advisory	1:27-1:42			
	6 <sup>th</sup> Hour	1:46-2:36			
	7 <sup>th</sup> Hour	2:40-3:30			
	8 <sup>th</sup> Hour	3:35-4:25			

## BREAKFAST

Breakfast will be served from 7:25 am to 7:45 am for those students who wish to eat. The serving line will shut down with the 7:45 am warning bell.

Holcomb High School offers a 2nd chance breakfast that will be offered at 8:45 AM each day. Those students wishing to participate will be charged a breakfast meal price. If they eat 1st chance breakfast and a 2nd chance breakfast they will be charged the adult meal price. Students who qualify for free or reduced lunch/breakfast can receive 1 breakfast at the free/reduced price and must pay full price for a 2nd breakfast.

## LUNCH PERIOD

Holcomb High School operates what is commonly known as a Closed Lunch Period. A closed lunch period requires all students to remain at school for lunch. No exceptions are made except for those who have medical reasons which are substantiated by a doctor's written excuse. A student may either, purchase a hot lunch, bring his/her lunch, or have their parent/guardian bring them in a lunch provided it is checked in at the office. **Parents may only bring in lunch for their son/daughter.** The USD 363 food service program provides patrons the opportunity to have their child bring a sack lunch from home instead of eating a school meal. The meal that is provided from home shall not be a commercial fast food meal brought in the vendor's bag or box according to food service regulations. Students who have been at an appointment and bring a commercial sack lunch to school will not be permitted to eat lunch in the school cafeteria.

Lunch is a time to relax and enjoy your meal. Your respect and proper treatment of the people and property involved will make lunch time more pleasant.

The lunch procedure is as follows:

1. If you are eating a hot lunch you are to remain in line until served. If you are just getting milk, go directly to the cashier.
3. You are asked to avoid loud talking or excessive noise of any kind while in the cafeteria.
4. Thermos containers, canned pop, and plastic containers are permitted in sack lunches. Glass containers are not permitted.
5. You are to stay in one seat while in the cafeteria.
6. Out of school guests will not be allowed on school grounds during lunch unless prior approval is obtained from the office.
7. Students are not to charge lunches or an alternative meal will be provided.

## **DISTRICT FOOD SERVICE PROGRAM POLICY**

Each student in the District has their own meal services account. No one other than the student is allowed to make purchases on that account. Parents, guardians and other visitors must pay cash at the time of service if they choose to eat a meal with their student.

All student accounts must be kept at a positive balance. No charging of meals will be allowed. If your students meal account balance falls below zero, your student will be offered an alternative meal. Alternative meals will be offered to students in Pre-K through 12<sup>th</sup> grade.

You will receive written notifications sent home with your student **and/or** automated messages via Alert Solutions when your students account falls below zero. These automated messages can come as a phone call, text message and/or email. Please keep your contact information current. Account balances may be checked at any time during the school year using your PowerSchool parent account. Please contact Randy Ackerman or Julie Nemechek if you do not have a parent account in PowerSchool.

At this time the Food Service Program is capable of accepting web payments for meal accounts or debit/credit card payments. We do accept cash and personal checks. Please place cash payments in an envelope that clearly identifies the student it needs applied to. Please make checks payable to "USD 363 Food Service". Please do not send post dated checks, they will NOT be posted to the students account until the date written on the check.

### **ALL PAYMENTS MUST INCLUDE:**

1. Students first and last name
2. Students grade level, teachers name or school name
3. If payment is for multiple students, please specify how much to apply to each students account.

### **NOTE:**

If you qualify for the **Free/Reduced Program**, one full breakfast and one full lunch will be provided at your approved price per approved student, per school day. Snack Milk for younger students is NOT covered by the program. Milk only purchases, extra milk purchases and all other Al A Carte purchases are also NOT covered by the program and the students must have sufficient funds available in their meal accounts to purchase these items or they may pay cash at the time of service.

## **CLASSROOM PROCEDURES**

No student may interfere with the rights and privileges of others. Every student will follow expectations governing student behavior which have been established by the faculty, administration of Holcomb High School, and the School Board of U.S.D. #363. Students will follow all the expectations in the Student Handbook as well as individual department expectations as provided by the teacher. Teachers are to be treated with respect and students should be courteous to their fellow classmates.

## **SUBSTITUTE TEACHERS**

Substitute teachers are to be treated with the same respect as a regular teacher and every effort should be made by all students to ensure a productive learning environment is taking place when a substitute is here.

Students failing to cooperate with a substitute teacher or attempt to take advantage of that teacher will be sent directly to the office and discipline will be handled by the principal resulting in more than the normal consequence for the action.

## **AGENDAS/HALL PASSES**

All students will be issued student agendas, the back pages of which are to be used for all hall passes whenever the student is permitted to leave a class not at a regular passing period. It must be presented upon arrival at the designated area, and upon return. A student should insist on a pass if he/she is allowed to leave the room.

Students out of class during class periods without a duly authorized pass are subject to school consequences. This will be determined by the circumstances and may only be a conference or it could mean detention or loss of pass privileges.

Misuse of hall passes, which means going to a location for which the pass was not issued or being gone for a period of time longer than is reasonably needed for the errand, will result in detention the first time, and on the second offense, a loss of pass privileges for an extended time.

New agendas can be purchased in the office. Copies of the hall pass sections of the agenda or torn out pages will not be permitted to be used as a hall pass.

## **LOCKS AND LOCKERS**

1. School locks and lockers are the property of the school district and are under the joint control of the assigned student and the building administrators.
2. All students will have the option of using a hall locker.
3. Lockers should be kept clean and neatly arranged at all times.
4. Students are not to share lockers.
5. Lock combinations are not to be given to others. This is the only certain way for a student to protect his/her belongings. Students are not to trade locks or combinations.
6. Only school locks may be used.
7. All students using the locker room facilities must maintain a locked locker and keep personal belongings locked up during class and activities. Anything left outside in the locker room area after school will be thrown away or brought to the office.
8. Athletic locker rooms will be locked during the school day and will only be accessible after school hours. Athletes will maintain two lockers if they are involved with sports and a PE class.

## **PERSONAL PROPERTY**

Each student should assume the responsibility of taking care of his own possessions. The school district does not carry insurance on students' personal property items. Since each student is provided storage space, there should be a minimum of lost and misplaced articles. The following suggestions are made to help prevent losses and to aid in the recovery of lost items.

1. PLACE YOUR NAME in or on all of your books, briefcases, purses, billfolds, and wearing apparel, so that such articles may be identified and returned.
2. Cell phones and electronic devices are allowed during student personal learning time. Student personal learning time is defined as when they are not under the direct supervision of a teacher as in passing periods, lunch, etc. Teachers have the discretion to have students use their cell phone during class time for academic purposes. Any use of the cell phone during the time of instruction or non personal learning time will result in confiscation of cell phones and consequences as stated below.
3. Confiscated phones and electronic devices will be sent to the office where they can be picked up at the end of the school day. Failure to hand over a phone or electronic device when asked is subject to ISS discipline.

A confiscated phone/device will always be returned to the student at the end of the day

1 <sup>st</sup> Offense:	Detention
2 <sup>nd</sup> Offense:	2-day Detention
3 <sup>rd</sup> Offense:	ISS.
4 <sup>th</sup> Offense:	Parent contacted for meeting, multi-day ISS
5 <sup>th</sup> Offense:	OSS

4. Take care of your books and other possessions. Do not leave them in classrooms, in locker rooms, or in the hallways.
5. BRING NO MORE MONEY TO SCHOOL THAN IS NECESSARY. If you must bring a large sum of money, you may check it in the office.
6. Students in physical education should lock all possessions in their lockers during class.
7. If you lose something, check daily in the office. If a valuable item is lost, report it to the office or to a teacher immediately. Take found items to the office.
8. Students will be allowed to carry their own book bag from class to class.
9. Students unable to purchase a book bag may request a bag from the school as long as supplies last.

## **TRANSPORTATION**

Students who drive cars to school must accept the responsibility of driving in an appropriate manner, parking in the designated area for students, and parking their vehicles appropriately. Students can be denied the right to park on school property should violations occur.

## **BUS CONDUCT**

A list of bus rules will be posted in each bus and reviewed by each driver. Students who violate these rules of bus conduct will be referred to the principal's office by a written misconduct report and appropriate disciplinary action will be taken.

## **STUDENT DRESS POLICY**

Appearance does affect the learning atmosphere of a school. Neatness, decency and good taste are emphasized as guidelines for acceptable dress. To aid students and parents in determining acceptable school dress, the following guidelines have been developed. These guidelines are in effect during the school day and any activity in which Holcomb High School is involved whether the student is participating or being a spectator. Please read and observe the following:

1. Everyone must have footwear on at all times.
2. Hats, caps, and other forms of headgear **are permitted during student personal learning time.**
3. T-shirts worn in gym class are not to be worn in other classes.
4. Transparent clothing, revealing clothing, fishnet shirts that expose the body and two piece outfits that expose the bare midriff are not acceptable at school or school activities.
5. No sleeveless shirts will be allowed unless a top with sleeves is worn underneath or over the sleeveless shirt.
6. Skirts, dresses, and shorts (including all slits, cuts, or openings) should be at or below the index finger when shoulders and arms are in a relaxed position. .
7. Non-prescription sunglasses cannot be worn in the school building **unless under the concussion protocol.**
8. Pants or shorts must be worn on or above the hips.
9. No gang symbols or gang-affiliated attire will be allowed to be worn at school or any school activity.
10. No wallet chains of any length, spiked jewelry, or “dog collars” will be allowed.
11. Students are not permitted to wear or possess any items that describe in picture, word, or inference profanity, obscenity, alcohol, drugs, tobacco, or inappropriate double meanings.
12. Appropriate undergarments must be worn at school and all school activities.
13. No PJs or nightwear, are to be worn during the school day (unless permission – i.e. homecoming week).
14. Because of safety hazards involved in some class activities (i.e. shop, recreation, intramural, and field trips), students in these classes must dress suitable to the conditions as the instructor requires.
15. Any student who represents the school in extracurricular activities must dress in accordance with the sponsor's requirements, subject to prior approval by the administration.
16. Exceptions to the dress policy will be allowed only on the following special occasions: Prom, school issued uniforms, any school sponsored event which is deemed appropriate by the administration. All guidelines to exceptions to the school dress policy will be determined by the administration only. Dress Policy is in effect at Homecoming dances.

Student dress which is disruptive to learning will be grounds for disciplinary action. Students who fail to comply with the dress guidelines may have items confiscated, which will be held by the administrator for parental claim. Items not claimed by the end of the school year will be discarded.

Students who fail to comply with the dress code guidelines will be held to the following:

1st Offense:	Sent to office, change clothes, Sent back to class.
2nd Offense:	Sent to office, change clothes, Sent back to class, detention.
3rd Offense:	Sent to office, change clothes, Sent back to class, multiple-day detention.
4th Offense:	Sent to office, change clothes, 1 day ISS.
5th Offense:	Sent to office, change clothes, 2 day ISS.

Continued violations will be dealt with on an individual basis. Any student who does not have a change of clothes available or who parents cannot bring a change of clothes to the school; will be placed in ISS for the remainder of the day. Students will not be allowed to go home to get a change of clothes during the school day.

## **1 TO 1 INITIATIVE**

USD #363 is committed to providing the students of Holcomb High School with a 21st century education and giving them the opportunity to learn important technology skills in order to be productive and successful citizens. All students attending Holcomb High School will be provided with a chromebook to use as an educational tool. The use of the technology tools provided by USD #363 is a privilege, not a right. The privilege of using the technology resources provided by USD #363 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions in this policy, chromebook and/or school network privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

### **User Terms and Conditions:**

1. The use of the district owned chromebook must be for educational and/or research purposes consistent with the mission, goals, and objectives of USD #363 along with State and Federal regulations. In compliance with federal law, the school district shall make



reasonable efforts to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.

2. User accounts and IDs are considered the property of the school district. Network administrators may search school devices and monitor school email accounts at any time to maintain system integrity and to ensure that users are using the system responsibly. Users have no expectation of privacy with regard to anything stored on school devices or networks will be private.
3. Computer/Chromebook Violations are:
  - a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
  - b. Downloading or transmitting multi-player game, inappropriate music, or video files using the school network.
  - c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
  - d. Accessing another individual's materials, information, or files without permission.
  - e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
  - f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
  - g. Promoting or soliciting for illegal activities.
  - h. Attempting to hack, repair, remove or install hardware or software components reserved for an authorized service technician.
  - i. Violating copyright or other protected material laws.
  - j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
  - k. Intentionally wasting school resources.
  - l. Use of another student's chromebook or password.
  - m. Leaving chromebook unattended
  - n. Leaving chromebook in locker room
  - o. Use of unapproved ID on the school's account
4. An Acceptable Use Agreement must be on file with student and parent signatures before a chromebook will be checked out to the student.
5. Parents and/or students must pay the District Technology fee before a chromebook will be checked out to the student.
6. USD #363 emphasizes the chromebook is an educational tool that will change the instructional model and allow students to benefit from a technology-rich education. Students and/or parents do not have the option whether they want a chromebook or not. Teachers will be designing instruction that uses the chromebook as the basic platform for learning and all students will need one in order to be successful and involved with the regular class.
7. Widespread student body misuse may result in all students checking their chromebook in for an extended period of time until the administration feels students can use the tool as intended while demonstrating responsibility and maturity.
8. Holcomb High School plans to use the communication tool of email to communicate with students on a regular basis. Students are required and held responsible for information communicated over email. Students will be given time during homeroom for this purpose and any virtual instructions are considered as being communicated to students and students will be held accountable for following those instructions.
9. Students should not give out their password information to any other student.

### **CHROMEBOOK VIOLATIONS: (not limited to)**

Inappropriate Use – Range from Detention to OSS Intentional Damage – Range from Detention to OSS, student pays for damages. Unattended Chromebook – Up to Multiple-day detention Pornography – Up to 5 days of OSS, loss of internet privilege for ninety school days
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The teacher has the right to assign a detention or reduce a student's grade for students being on MSN, games, or any other non-educational use of chromebook.

The administration reserves the right to modify any of the above consequences based on the nature and severity of the infraction.

### **ALCOHOL/DRUG SCREENING DEVICES**

Possession, sale, use, distribution, being under the influence, or having consumed alcoholic beverages (including cereal malt beverages) and/or illicit drugs, by students on school grounds, at any attendance center, in a school vehicle, or at school-sponsored events is prohibited by the Drug Free Schools and Communities Act and USD #363 Board of Education Policy.

Holcomb High School students participating in any school sponsored activity, regardless of location, may be subject to a BOE approved alcohol and/or illicit drug screening procedure as follows:

1. Students may be screened at any time if the school administration or sponsor has a reasonable suspicion of alcohol and/or illicit drug consumption. Reasonable suspicion may include:
  - a. Odor of alcohol
  - b. Atypical behavior
  - c. Slurred speech
  - d. Atypical eye behavior

- e. Difficulty with balance/equilibrium
  - f. Observed drinking from or in possession of a suspicious container
2. Screening devices may be used at activities including dances, prom, etc.
3. The administration will predetermine whether all participating students will undergo screening or if a random selection of students will be conducted.
4. In the event of a positive test:
  - a. Students will be denied entrance to or removed from the activity or attendance center
  - b. Parents/guardians will be contacted to pick up student
  - c. Students will receive consequences according to the USD #363 Policy
5. Parents will be required to pick up their student. If a student refuses to wait until their parent reports to pick them up then the local police department will be contacted.
6. If a student refuses to take the screening the local police department will be called.
7. Students found to be in violation of this policy will be subjected to disciplinary action, up to and including suspension from school or school activities and/or expulsion.

## **STUDENT TELEPHONE USE**

The school phone is a business phone. Students may secure permission at the office to use the telephone for emergency calls only. Calls to students should not be made during the day unless it is urgent. Teachers and students will not be called from a class to receive telephone calls. Messages will be delivered or arrangements made for a return call in an emergency. Students needing to use the phone may use the phone in the office at the front desk.

## **SCHOOL VISITORS**

All visitors, including parents and guardians, must report to the office immediately upon entering the building.

Parents are welcome to visit the school. All classrooms are open to parents who are interested in seeing the work of their child. Appointments for conferences can be made at any time during the day either in person or by phone. Visits to classrooms by persons other than parents or guardians will usually not be approved unless the principal deems the request is of a legitimate nature and is in the best interest of Holcomb Schools. Students who are of grade 9-12 school classification will usually be approved for visitation for one day. Requests must be made one day in advance.

## **INSURANCE**

The school carries an accident medical, a basic catastrophe accident, medical, and interscholastic athletics and activities accidental death insurance policies on all students participating in any of the activities which are recognized by the Kansas State High School Activities Association. A student is insured:

1. While participating as a member of an interscholastic athletic or activity program of the school, under the jurisdiction of the state high school association in a regularly scheduled and approved practice session or contest under supervision of proper adult authority of the school, or,
2. While such student is traveling directly to or from a regularly scheduled and approved practice session or contest in a school vehicle operated by a validly licensed driver or a part of a team in a private vehicle, under the direct supervision of a validly licensed adult, designated by the authority of the school or other cover person as school transportation.

The insurance does not pay if other insurance is held by the student or his family. This insurance is meant to take over expenses the original policy does not cover, provided there is other insurance.

## **MEDICATION**

Guidelines were developed for administration of medication during school time with the health and safety of the student in mind. The following guidelines address family/school cooperation and are in compliance with state law and USD #363 Board Policy (JGFGA Administration of Medication):

1. Written request from the physician or dentist on a USD #363 medication form must accompany all prescription medication to be administered at school. "Over-the-counter drugs" such as aspirin, Tylenol, and cough medicine must also be accompanied by written parent/guardian authorization to be given at school. All medications are to be kept in the office and administered by the office staff or nurse.
2. Written request from the parent/guardian must accompany all medication.
3. The official prescription container must accompany all medication. Two containers, one for home and one for school, can be requested from the pharmacist.
4. Over-the-counter medications will not be maintained on any school premises, including athletic areas, unless a prescription is provided along with written permission to administer.

Please follow these guidelines when considering the health care of your child. Thank you for your help in this area. If you have any questions concerning the administration of medication at school please call our school nurse.

A USD #363 Medication/Health Care Services Permission Form must be filled out by the student and on file with the school nurse. This must be updated by a licensed health care provider at the beginning of each school year.

Pupils shall be discouraged or prevented by school personnel from giving drugs of any type to other pupils. Pupils in possession of specified drugs which have not been prescribed for the user by a physician or dentist are in violation of the Board Policy on drugs.

The responsibility for fulfilling a physician's prescription rests with the student and the parent. The school is responsible only for providing an opportunity for them to carry out the administering of the prescriptions.

## **SUMMARY OF ILLNESS POLICIES**

ALL STUDENTS WITH A HIGH TEMPERATURE MUST STAY HOME FOR A MINIMUM OF 24 HOURS AFTER THEY ARE FEVER FREE WITHOUT THE USE OF FEVER REDUCING MEDICATION.

When you call the school to report your child as absent, please tell the secretary the reason; i.e. Pink eye, Lice, Chicken Pox, Flu, Stomach issues, or Fever. Other students may need to be informed in the case of a contagious situation.

Your child must stay home for any of the following:

1. Chickenpox (Varicella) - Until all lesions have formed scabs or crusted over, usually 5-7 days after the onset of the rash.
2. Pink-eye (Bacterial conjunctivitis) - Until 24 hours after antibiotic treatment has been initiated.
3. Influenza (Seasonal or other) - Until 24 hour fever free without the use of medication to reduce fever.
4. Head Lice (Pediculosis) - Until prescribed medical treatment has been completed and ALL nits are removed. (Nits, RID, Prescription Sklice)
5. Ringworms (Tinea) - Until treatment has been initiated, but must avoid all activities that involve skin to skin contact until lesions are healed.
6. Shingles (Herpes Zoster) - Until all exposed lesions have crusted. Cover all lesions that you are able to cover.
7. Mononucleosis- Until fever is gone for 24 hours without use of medication. Must have a doctor's note stating when activity may be resumed, such as PE.
8. Staph & Strep Infections - Until on antibiotic treatment and fever free for 24 hours.
9. Vomiting and or Diarrhea - Until 24 hours free of vomiting or diarrhea with no fever.
10. Colds and/or Cough - If your child is experiencing severe cold symptoms such as prolonged cough that would interfere with his/her school performance, please keep him/her home until they are able to resume normal activities.
11. Rashes (Hand, Foot, Mouth, 5th Disease and any unusual rash) - Return to school after rash has been determined non-contagious by health care professional, fever free for 24 hours , and the child is able to resume normal activities.

## **IMMUNIZATIONS**

Updated immunizations are required in order to attend any Kansas school. You must provide current immunization record at the time of enrollment as well as providing an updated record with each immunization your child receives. Immunization is tracked by our state through WebIZ. USD #363 tracks immunizations on WebIZ (your initial and/or signature on receiving USD #363 Handbook allows us to track your immunizations.) Students who fail to provide the documentation required by law and Board Policy may be excluded from school until statutory requirements are satisfied. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak. Please refer to the Health Service Handbook, which is also can be found on the district website

## **EMERGENCIES**

**FIRE DRILLS**--Fire drills are held at least once each ~~month~~ quarter during the school year. Directions for leaving the building are posted in each classroom and are reviewed by the teacher. No one is to return to his/her classroom until the all-clear signal is given. The signal for a fire drill will be a continuous blast.

**CRISIS DRILLS**--Crisis drills are held three times throughout the school year. They will range from intruder drills to chemical spills. These will at times be conducted with local law enforcement and emergency drills.

**STORM ALERT** (including tornado)--Upon storm alert signal, students and teachers will (quickly and quietly) proceed to the school storm shelter areas under emergency procedure as posted in each room. Obey the directions of personnel assigned to guide and direct. The signal for a storm alert will be a series of short blasts. Storm alert drills will be conducted periodically in accordance with the law.

**BLIZZARD CONDITIONS**-- In case of blizzard conditions students are asked to remain in the building until picked up by parents or guardians or in the case of high school drivers, his/her parent(s)/guardian(s) must notify the office to release the student.

Should any emergency arise other than cited, an announcement will be made to the effect or the fire alarm will be sounded to evacuate the building as quickly as possible.

In case of school cancellations or announcements, tune in these radio and television stations:

<b>RADIO</b>	KJIL	99.1 FM	KDCK	95.5 FM	KBGU	96.3 FM	<b>TELEVISION</b>	KSNG
	Q97	97.3 FM	KSKZ	99.9 FM	KBUF	1030 AM		KBSD
	KOOL	94.5 FM	KANZ	91.1 FM	KIUL	1240 AM		KUPK

### **REQUEST TO EXCUSE STUDENTS**

Parents will greatly aid the school in promoting the interests of the students if they will not ask to have the students excused during the day except in cases of emergency. An effort should be made to schedule appointments with dentists, doctors, driver's tests and such for hours after school or on Saturdays.

No one may leave school before the close of school or excuse himself/herself from any class without an office permit. Any student leaving school without the principal's permission, except at regular dismissal, will receive school consequences.

### **LATE WORK/DUE DATE POLICIES**

Each teacher will determine their class policy regarding the amount of credit (if any) allowed for late work. Late work is defined as work that is turned in after the due date, revised due date or modified due date as defined below. Consequences for late work may not be confined to grade reductions but could also result in additional time (detentions) being awarded by the teacher.

**DUE DATE** – Each assignment that receives a grade will be given a due date by the teacher. That date is the date that the completed assignment is to be turned in. An incomplete assignment turned in does not have to be accepted by the teacher.

**REVISED DUE DATE** – A revised due date is an automatically revised date due to a student's excused absence on the assigned due date. The revised due date is the next school day that the student is in attendance in class. An unexcused absence on a due date will not revise that due date and late work penalties as determined by the teacher will apply.

Note: Absences that do not "count" as school absences (activity, doctor's appointment, college visit, etc.) do not receive a revised due date. Those assignments would need a modified due date as outlined below.

**MODIFIED DUE DATE** – A modified due date is a new due date for an individual student due to, but not limited to, the following reasons:

1. The student was not in attendance in class when the assignment was given and/or due date was announced.
2. The student has pre-arranged a modified due date because their absence was known in advance. Failure to pre-arrange a modified due date would mean that the normal due date is in affect for that assignment.
3. Extenuating circumstances as agreed upon after a conversation between the student and the teacher.

**ISS EFFECT ON DUE DATES** – Since the student serving an ISS is in school, an ISS has no effect. Any and all due dates, revised and modified will be enforced.

**OSS EFFECT ON DUE DATES** – A student serving an OSS will have revised due dates, meaning that assignments are due upon their return to class. It is the responsibility of the student serving an OSS to collect and finish the assignments while they are out of school. Serving an OSS is not considered a vacation from one's academic responsibilities.

### **ATTENDANCE POLICY**

The Holcomb School District will adhere to the Kansas State compulsory attendance guidelines. KSA 72-111 and 72-1113.

It is the objective of the Board of Education, administration, and faculty of U.S.D. #363 to provide each student with a maximum opportunity to receive a superior formal education. While we are aware that all learning is not confined to the classroom, the educational opportunities are severely limited for the individual student when that student is absent from the classroom environment. Parents must be aware of student absences and reduce unnecessary loss of class time.

Any student absent from school loses continuity of the concepts and ideas being developed in class and loses the opportunity for self-expression: as a result, educational progress is jeopardized.

Students who go on to higher education often fail because they have not acquired the discipline of consistent effort and regular class attendance. Also, part of the educational experience of the student is preparation for the world of work. Employers indicate one of the biggest problems in hiring and retaining graduates of high school is absenteeism and late arrival to work.

Those students who know the value of self-discipline should not feel threatened by the rules which are written to protect our school and the education of our students. Those students who have not learned the value of self-discipline have the opportunity to face this issue directly in this system.

USD 363 has developed the following attendance guidelines:

## **ATTENDANCE POLICY**

1. An absence is defined as a day of school missed not related to school activities.
2. Students may accumulate up to seven (7) excused absences from each class period or 49 total periods per semester.
3. An extended hospital stay or illness may be counted as one day in regards to the allowable days missed. The family must arrange this with the principal and include valid documentation.
4. After seven excused absences, any unexcused absence will result in one hour of detention for every hour missed.
5. If a student knows in advance that he or she will be absent, the student should notify the office and the teachers in advance in order to get assignments. An excuse, written or oral, from a parent or guardian must be provided within two school days of the absence. On the third (3) day following the absence when no valid excuse was provided, the absence will be designated an unexcused absence.
6. Once the student enters the school and school classroom attendance is taken, the student is the school's responsibility. A student who leaves without the school's permission violates the attendance rule. An Unexcused Leave from the building will result in disciplinary action.
7. For make up work, the student will be given the number of days absent plus one additional day. Additional time for make-up work will be given on extended illnesses or other circumstances that require it, if requested by the parent or guardian and approved by the building administrator. Make-up work is strictly the responsibility of the student. If you have an assignment or test that you know about in advance, you are required to have it done or take the test when you return.

**Unexcused absence:** Students arriving more than half-way through a class or failing to arrive at class at all for an unexcused reason will receive an unexcused absence for that class period.

## **FUNERALS**

Students who want to be excused during the school day to attend a funeral must have their parents' permission. Each parent may be responsible for only his child and may not sign other students out of school.

## **ABSENCE NOTIFICATION/EXCUSE REQUESTS**

The determination of whether an absence is excused or unexcused is made by the school. Whenever a student is absent, the parent should notify the high school by calling 277-2063 by 9:00 a.m. Failure to notify the school by 9:00 a.m. will result in the absence being considered unexcused. Unexcused absences will result in academic consequences so it is very important to make sure that the school is notified of all absences. An absence cannot be excused by the school without notification from the parent.

Students excused to miss any part of a school day must report to the office that they are leaving school. Students are expected to return directly to school after business is completed.

Upon returning from an absence, even for a part of a school day, students must report to the office.

## **ABSENCES BY DEFINITION**

**Prearranged absence:** If a student knows he/she is going to be gone for an extended period of time (family vacation, group trip), he/she must make arrangements with the office and his/her teachers, because his/her work may be due before they leave.

An **excused absence** must meet one of the following criteria as determined by the school: (After 7 days of absences are recorded)

\*\*An absence because of a school-sponsored trip is not considered an absence since the student is with a school-sponsored group.\*\*

1. An absence for illness or medical appointments. Students must turn in to the office a signed note on the Doctor's Stationary that validates the appointment time within 48 hours of the appointment.
2. An absence to be with relatives because of a serious illness or death of an immediate member of the family.
3. An absence due to inclement weather or road conditions, if approved by the principal.
4. An absence, in the opinion of the building administrator, that was in the best interest of the student's family.

5. College/post-secondary school visits which have been approved through the counseling office prior to the visit. Two days may be granted prior to May 1. Students will provide the office written verification of the visit upon their return to school. College visits will only be granted to Juniors and Seniors.

**Unexcused absence:** an absence not covered by any of the previously described excused absences. (Examples: hair cuts, shopping, etc.) Student should expect to receive discounted credit for work if absence is unexcused.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant.

Absences classified as skipping school are considered as suspension level offenses. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

**U.S.D. #363 does not authorize or recognize any skip day for any student or group of students.**

## **TARDINESS**

Being on time to class is considered very important for the student and for the class he is attending. Lateness not only penalizes the individual but also is a disruption to the class and teacher. In order to encourage students to be on time, it is necessary to have procedures for handling tardiness.

1. A student is tardy if not in the classroom and at the location designated by the teacher when the tardy bell rings.
2. A tardy is considered late to a class for 10 minutes. After 10 minutes a student will be counted absent. Tardy to 1st hour is considered absent after 25 minutes.
4. If a student is tardy to class the teacher will record the tardy in PowerSchool.
5. Any student that is tardy to 1st hour (excused or unexcused) will relinquish their cell phone to the office for the academic day and can be picked up at the conclusion of school.
6. If a student believes they are tardy due to extenuating circumstances, they can request from the principal to waive the tardy. This will only be done in rare and extreme circumstances.
- 7.. Each student can be tardy three times per nine weeks. A tardy attendance report will be run each Monday. The following will be the consequences for tardiness per nine weeks:

Tardy #4-5:	Detention for each tardy
Tardy #6-8:	One half-day ISS for each tardy.
Tardy #9 and above:	Full day of ISS for each tardy.

## **LIBRARY PROCEDURES**

The checking out of library books constitutes a contract between the borrower and the school library. The borrower agrees to handle books carefully and to return them on time.

If materials are lost a replacement fee will be levied. Check out privileges will be forfeited until this matter is taken care of. A full refund will be made if the books are returned in satisfactory condition.

Library books may be checked out for two (2) weeks. Books on reserve, magazines, vertical-file articles, and reference books may be checked out overnight. Overnight checkouts are due at 8:20 the following morning. All books and materials must be returned when due to avoid being charged for replacement costs. Students may be denied the privilege of checking out additional Library materials until the overdue material is returned, rechecked, or the appropriate fees are paid.

There will be a limit of two (2) items per student checked out at one time, unless a teacher has made a special request for an assignment.

## **STUDY HABITS**

1. Keep yourself in good physical condition.
2. Have conditions favorable for study, a quiet place with plenty of light; 70-75 degree temperature, loose comfortable clothing; and a desk to fit your height. Have a particular place where you sit to study.
3. Form a study time habit. Make a schedule and follow it.
4. Work intently and do not dawdle. CONCENTRATE.
5. Be eager to learn, or little good will comes from your study.
6. Remember you are not working for the teacher; the teacher is there to guide your study and interest.
7. Learn to depend on yourself. Do not ask for help unless you positively must.
8. Do not waste time on non-essentials; pick out the most important things and drill on these.

## COMPLAINTS AND GRIEVANCES

In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the board will consider complaints and grievances through the procedures established in the board's rules and regulations implementing this policy.

Any student may file a complaint with the principal against any school employee or any school rule and regulation.

1. The complaint must be in writing.
2. The complaint must be filed within 20 days following the act or the event about which the complaint arose unless a longer period for filing is allowed by board policy. Any complaint not filed within the proper time period shall be deemed to have been waived.
3. The complaint must be specific and in reasonable detail as to the who, what, where and when of the complaint.
4. Any complaint filed against the building principal, the report shall be made to the district compliance coordinator.
5. Complaints or grievances concerning a board policy, rule or regulation may be filed at any time and shall be filed with the clerk of the board.
6. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal.
7. Any complaint fulfilling the requirements of this rule shall be acted upon by the appropriate administrator whose decision shall be final.

## ACADEMIC INFORMATION

### GRADES AND GRADING

Grades are always accessible through PowerSchool. Each student has an obligation to stay informed at all times of his/her progress in each class. Teachers are happy to work with students in this request.

Progress reports will be issued during conferences the first and third nine weeks and will be mailed home upon request. Parents are encouraged to visit with teachers concerning their student's grades. Cheating in any form will result in a zero grade for the working assignment.

The high school grading scale will be:

A+ = 100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 59 and below
A = 94-99	B = 83-86	C = 73-76	D = 63-66	
A- = 90-93	B- = 80-82	C- = 70-72	D- = 60-62	

#### Class Rank Points

A+ = 12 pts.  
A = 11 pts.  
A- = 10 pts.  
C+ = 6 pts.  
C = 5 pts.  
C- = 4 pts.  
D+ = 3 pts.  
D = 2 pts.  
D- = 1 pt.  
F = 0 pts.

B+ = 9 pts.  
B = 8 pts.  
B- = 7 pts.

#### Weighted Class Rank Points Grade must be B- or better)

A+ = 15 pts.  
A = 14 pts.  
A- = 13 pts.  
B+ = 12 pts.  
B = 11 pts.  
B- = 10 pts.

Weighted classes include: Physics, Physics II, Chemistry II, Trigonometry, Calculus, Honors English Classes, Academic College Classes and Foreign Language Classes 2, 3 and 4.

Weighted grades and A- grading scales are only used for class rank. Most colleges/scholarships want to know grades without weighting and on a 4 point scale.

Dual Credit College classes taken during the high school day are counted as both high school and college credit.

The lowest grade for credit will be 60%. An incomplete at the end of a grading period is essentially failing. It will count as an F toward eligibility.

Students are responsible for their work and to find out what needs to be done to achieve good academic standing, i.e. retake a test or complete remedial exercises on information covered.

## FINAL EXAMS

Finals will not be permitted to be taken earlier than the posted scheduled time. Students who are absent during the scheduled time for final exams will need to make arrangements to make up their missed final exams. All missed final exams are expected to be made up within one week unless approved by the principal. Students are expected to take finals in every class.

## HONOR ROLL

Holcomb High School has three honor rolls. They are:

1. "A" GPA of 4.00
2. "A/B" GPA of 3.50-3.99
3. "B" GPA of 3.00-3.49

High school valedictorian and salutatorian will be based on grades earned in grades 9 through 12, based on a 4.0 grading scale, with weighted grades computed to determine class rank. Valedictorian and salutatorian will be determined based on the first 7 semesters of their high school career.

## ACADEMIC LETTERS

Academic letters will be awarded to Seniors at graduation. Juniors and Sophomores will be awarded academic letters at the beginning of the next school year. Academic letters are awarded to all students who have the following cumulative GPA: Seniors – 3.7; Juniors – 3.8; Sophomores – 3.9. Academic letters are not awarded to students following their freshmen year in school.

## ELIGIBILITY

According to the Kansas State High School Activities Association a student must have passed five (5) subjects the previous semester and must be taking five (5) new subjects in the current semester in order to participate in interscholastic competition. If a student fails to pass 5 subjects they will be ineligible for the next semester.

As well, Holcomb High School has the following weekly eligibility standards:

**Activity and Athletic Participation Eligibility:** Eligibility for participation in all school sponsored activities for HHS students will be determined on a weekly basis.

1. Eligibility procedures begin after a two-week "grace" period at the beginning of each semester. Ineligibility at the end of first semester will be enforced during the first week of the second semester.
2. Eligibility reports will be issued using the current semester grade.
3. Any student who has an F (a failing grade) for two (2) consecutive weeks in the same class or for three (3) weeks of any combined classes, will become INELIGIBLE for that week's athletic events as well as any school sponsored activities (this includes attending school events, club activities/meetings, school dances, **prom**, field trips, events, senior trip, etc.)
4. Students on the ineligibility list after three consecutive weeks or student/athletes in the first week will be assigned to the intervention instructor. The student will remain with the intervention instructor after school until 4:00 PM or until they are removed from the ineligibility list.
5. School sponsored activities that directly affect the performance of a student's grade in that class will be considered separately with approval from the principal. (ex. band/choir concert).
6. Ineligibility will be in affect from Sunday to Sunday. The eligibility reports will be generated on Sunday and will be made available to each teacher/coach/sponsor before the school week begins.
7. It will then be the teacher's / coach's / sponsor's responsibility to inform the ineligible student that day of their status for that week.
8. It ultimately is the student's responsibility to find out from their seminar teacher their status for the week.
9. Ineligible status will not change until the following Sunday unless changed by the principal.

## ENROLLMENT

All students in grades nine through twelve pre-enroll in the spring. Final enrollment is not completed until the final student schedule has been approved prior to the opening of school in August. The fee for enrolling will be set by the USD 363 Board of Education. Special project fees may be assessed in accordance with Board policy.

## CLASS MEMBERSHIP

Membership in classes nine through twelve (9-12) is determined by the number of credits earned (historically) and the number of credits still available to be earned (7 credits/year remaining in school). Students will be placed or retained in the class that mathematically allows them to graduate when adding the number of potential credits to the number of credits already earned.



Students are moved to a higher ranking or retained in their current classification after the completion of the second semester only. At the end of the first semester, if he/she has not earned enough credits to mathematically be eligible to graduate with their current class, the student will not be reclassified until the end of the second semester. EXAMPLE: If a student had accumulated 4 credits by the end of his/her Freshman year, the student would be classified as a Sophomore the next fall ( $4 + 21 = 25$ ). However, if that student were to accumulate 10 credits by the end of his/her Sophomore year, the student would remain classified as a Sophomore ( $10 + 14 = 24$ ).

For non-academic activities (class meetings, class fund-raisers, etc.) a student is considered a part of the class he/she began the year in, regardless of credits earned.

## **CLASS SCHEDULE**

All Freshmen, Sophomores, Juniors, and Seniors must be enrolled in seven classes. Seniors may apply for a college or work release for the second semester only. Students approved for college or work release forfeit eligibility to participate or remain active in any organization, club or team at Holcomb High School. Ineligibility does not apply to attending Prom or Graduation.

## **SCHEDULE CHANGES**

A student is to present a request for schedule changes to the counselor prior to the 1st day of class. The requests will be approved, providing that both instructors involved, the high school principal, and the parent(s) (validated with a signature) find the request legitimate and in the best interest of all concerned.

## **CLASS CREDIT**

Students must make a semester grade of not less than a "D-" in order for credit to be given. Progress reports will be distributed at the parent-teacher conferences in the fall and spring. Report cards will be available for viewing and printing following the end of the second and fourth grading periods. Individual teacher-parent conferences will be scheduled as needed.

A first semester grade cannot be changed by averaging it with a grade made the second semester. Semester courses receive one-half credit, and full-year courses receive one credit, as determined by length.

## **INCOMPLETE GRADES**

Incomplete grades are often the result of absenteeism or extenuating circumstances. However, under such conditions, incomplete grades may be given to those who are in need of extra time. Students are encouraged to become familiar with the following make-up regulations:

1. Students must make-up all work by the end of the grading period or receive the grade earned. In some cases, this will result in failing the course.
2. If an extenuating circumstance exists, the student's parents must contact the principal of the high school. Unless this is done, no extra time will be allowed. The make-up is the responsibility of the student.

## **SEMESTER SCHOOL**

Any student that receives an F (a failing grade) with a percentage between 50-59% on their final semester grade will be eligible for Semester School. Students will not be required to attend Semester School but can complete work to attain the credit missed by failing the class.

1. Student will be notified by the Counselor of their eligibility three days after grades are posted for the semester (Fall and Spring).
2. Semester School attendance will be the following:
  - a. Fall Semester--2 weeks after school for 1 hour in January
  - b. Spring Semester--1 week for 2 hours from 9 AM to 11 AM in May/June
3. Students will complete work that is correlated to standards not mastered during regular instruction.
4. Upon successful completion of the work and attendance the students new grade earned (D-, 60%) will be reflected on their transcript.

## **COLLEGE CREDIT PROGRAM**

Eligibility:

1. Students must be enrolled with a combination of high school and college courses equivalent to a full-time student. To participate in high school activities, the student must meet Kansas State High School Activities Association rules for eligibility.
2. Students must be a junior or a senior and have a minimum GPA of 3.0.
3. Students must have permission of school administration to enroll at GCCC during the normal school day (8:00 a.m. – 3:30 p.m.)

Guidelines:

1. Students must take all courses required for graduation in a planned sequence.
2. Students may choose to receive dual credit for college courses, but the student must make that decision and commit to those guidelines at the time he/she enrolls in the course. Once the student has made the commitment and begun the course, he/she may not change his/her decision to receive dual credit.
3. If a student receives below 70% or is "dismissed or dropped" by the instructor, he/she will lose his/her privileges of taking college courses during the day or for dual credit, and will be required to enroll in regular classes at the high school.
4. A student may drop the class within the first five days of classes, but he/she must then enroll in a high school class.
5. Students with exceptionalities as identified on an IEP will be considered on an individual basis.

## **GRADUATION REQUIREMENTS**

English:	4 credits	to include English I, II and III
Math:	3 credits	Algebra I unless taken at HMS
Science:	3 credits	Biology required
Social Studies:	3 credits	to include American History and Government / 1 credit from Gov't block
Fine Arts:	1 credit	
Phy. Education:	1½ credit	Health required
Speech:	½ credit	
Electives:	8 credits	
Total	24 credits	

## **GRADUATION CEREMONY PARTICIPATION**

Students must have successfully completed all requirements for graduation prior to the graduation ceremony to be eligible to participate. These requirements will include both academic and non-academic responsibilities and obligations. Non-academic responsibilities include but are not limited to detentions and Saturday School assignments.

## **KANSAS QUALIFIED ADMISSIONS CURRICULUM**

State of Kansas students must meet one of the following requirements to qualify for freshman admission to any of the six Kansas Regents Institutions:

Emporia State University	Kansas State University	University of Kansas
Fort Hays State University	Pittsburg State University	Wichita State University

1. Complete the Qualified Admissions Curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale.  
 English-4 units; one unit each year  
 Natural Science-3 units; (one unit must be in Chemistry or Physics)  
 Math -3 units; (Algebra I, Geometry, Algebra II and meet ACT math benchmark)  
 Social Sciences-3 units; (1 U.S. History, .50 Government, .50 World History or Geography)  
 3 approved units from English, Math, Science, Social Studies, Fine Arts, Computer, Foreign Language, Personal Finance, Speech, Journalism, Career and Tech Education.
2. Achieve an ACT composite score of 21 or above.
3. Rank in the top one-third of your high school's graduating class upon completion of seven or eight semesters.

### **Notes:**

1. Each university can admit up to 10% of all freshmen as exceptions to the rule. It is up to each university to make this decision.
2. Seniors who do not meet the admissions standards can get into a regent's school if they earn a 2.0 GPA after taking 24 credit hours at a community college.
3. You may enroll as a freshman at a regent's school after you reach 21 years of age.
4. More information on Qualified Admission can be found at [www.kansasregents.com](http://www.kansasregents.com)

## **KANSAS SCHOLARS CURRICULUM – STATE SPONSORED SCHOLARSHIPS**

English	Same as the Qualified Admissions Curriculum.
Natural Science	3 units Biology, Chemistry & Physics (students are strongly encouraged to take a fourth year of science)
Math	4 units Algebra I * – Geometry – Algebra II - and one year of advanced math (Trigonometry, Calculus, Analytical Geometry, Advanced Algebra, Probability & Statistics, Functions) * Algebra I taken in the 8 <sup>th</sup> grade is acceptable
Social Sciences	Same as the Qualified Admissions Curriculum.

Foreign Language 2 units Students are required to complete two years of one foreign language.

Upon completion of the Kansas Scholars Curriculum you may be eligible for one or more of the following scholarships:

Minority Scholarship Program  
Kansas Teachers Scholarship Program  
State Scholarship Awards Program

Students will be recognized at graduation ceremonies as a Kansas Scholars Curriculum Completer

## **WITHDRAWAL FROM SCHOOL**

Students should check with the counselor concerning withdrawal procedures. Forms will be provided for teacher signature and final checkout.

## **TRANSCRIPT REQUEST**

Students should leave a written request with the secretary at least one (1) day before a transcript is needed.

# **BEHAVIORS AND DISCIPLINE**

## **STUDENT CONDUCT**

The school offers the greatest opportunity for developing the qualities that must be mastered to become a responsible citizen. Every student at Holcomb Schools will be expected to adopt and practice a code of self-discipline that is in keeping with the standards and atmosphere of our school. This means that students must urgently strive to be friendly, courteous, respectful, understanding, honest and fair in all situations and at all times.

Every student will be expected to follow the basic rules of acceptable behavior, such as:

1. Make a sincere effort to do his/her best work at all times.
2. Develop standards of personal conduct that are reflected in socially approved behavior.
3. Respect the rights and property of others.
4. Comply with the authority of teachers, administrators, and all other staff members.
5. Obey school expectations.
6. Be regular and punctual in meeting all school obligations.
7. Help maintain school property free from damage and defacement.

The maintenance and operation of our school is an important and expensive service. Any distracting, disruptive, or destructive act has the potential to affect the normal and wholesome work for school employees, to cause greater expense for taxpayers, and a general decrease of our school's prestige in the eyes of the students, staff, and citizens of our community. It is the responsibility of every student to accept and obey the authority of all supervisory-staff, teachers and administrators and to stand corrected when called upon to do so. The school's authority includes the regular school day, any activity on school property, in a school vehicle, and at all school sponsored activities, programs, and events.

## **CONSEQUENCE PLAN – Holcomb High School, USD 363**

**Level I: Personal Behavior Problem** – These are behaviors that occur in the classroom and only affect the student who is misbehaving. This behavior should be handled by classroom teacher and should not be sent to principal.

**Consequences:** Verbal correction, student conference, parent conference, detention

If continual violations of level I persists and proper documentation is in place then administration should be involved.

**Level II: Classroom Problem** – These are behaviors that occur in the classroom and interfere with others learning opportunities.

Examples: These examples may not include all classroom behavior problems.

Horseplay/Physical Aggression  
Talking Out  
Insubordination  
Disturbing others  
Misuse of computer (chromebook violation) or other equipment; unattended chromebook

Consequences: Verbal correction, student conference, parent conference, detention, in school suspension (ISS)

**Level III: Disruptive Behavior, Not Harmful** – These are behaviors that harm is not intended.

Examples: These examples may not include all the different types of disruptive school behavior.

Dress Code violation  
Filing false emergency report  
Computer misuse – chromebook violation  
PDA  
Possession or use of tobacco/**juuls/vape**  
Gambling  
Sexual comments, touching, gestures, writing, pictures, pornography  
Defacement of property (vandalism, fire alarms)  
Solicitation/Sexting  
Leaving school grounds without permission  
Gang related activity  
Disruptive behavior on school grounds, in school environment, or at a school activity –  
**BULLYING (Single Infractions)**

Consequences: Student conference, parent conference, detention, ISS, out of school suspension (OSS)

**Level IV: Disruptive Behavior, Harmful** – These are behaviors that are intended to cause harm to other individuals or school property.

Examples: These examples may not include all the different types of disruptive, harmful behavior.

**Gang Activity** (Any student who indicates gang affiliation by gang related attire, gang signs, or gang symbols will be disciplined. The district will work with the Finney County Sheriff's office.)  
**Arson** (Arson is the willful setting of a fire. Aggravated arson is when the potential for loss of life is involved in the incident.)  
**Possession or threat of explosive devices**  
**Sexual Harassment** (Harassment or unwelcome attention of a sexual nature. It includes a range of behavior from mild transgressions and annoyances to serious abuses, which can even involve forced sexual activity.)  
**Defiance** (The act or an example of defying; bold resistance to an opposing force or authority.)  
**Alcohol/Drugs** (Having possession of, having sold or given, having used, or being under the influence of any illegal drug, alcohol, or the abuse or misuse of over the counter medications at school, in a school vehicle, or at school sponsored activities, programs, or events.)  
**Extortion** (An excessive or exorbitant charge.)  
**Theft** (The act or an instance of stealing; larceny.)  
**Fighting** (To attempt to harm or gain power over an adversary by blows or with weapons.)  
**Disrespect to an adult** (Lack of respect, esteem, or courteous regard.)  
**Intimidation or threats** (**Bullying--Multiple Infractions or Single Severe or Flagrant Infraction**)  
**Weapons**  
**Defacement of property (vandalism, fire alarms)** (This occurs when a student willfully destroys another student's property or that of a staff member or any school property. For any vandalism, the repair or replacement will be the student's expense.)

Consequences: ISS, OSS, expulsion

The office will attempt to contact parents with a telephone conference or letter for in school suspension and out of school suspension. Parents will be contacted as soon as administration feels it is appropriate. Law enforcement will be contacted if medical attention is needed or if administration feels there is a viable threat to student or school safety.

**For each additional referral in a particular area, an additional day of ISS or OSS may be accrued.**

**Holcomb High School will be fair and consistent in administering this discipline plan.**

**The list above is not all-inclusive, and students may be disciplined for disorderly conduct not outlined above. The administration reserves the right to deviate from the above stated disciplinary actions depending on the severity of a given instance.**

## **ASSEMBLY BEHAVIOR**

Our school has an excellent reputation for the conduct of the students in assembly. Many performers have had praise for our past excellent behavior. Below are some rules for assembly behavior.

1. Go to the assembly quickly and quietly. Your books should be left in your room.

2. It is improper to talk at any time during assemblies. Remain quiet even if you cannot hear.
3. Give the program your undivided attention.
4. Use the restroom facilities prior to the assembly. Do not interrupt the assembly by leaving to use the facilities.
5. Performers are sometimes disappointing. When this happens, we should remember that our school is on exhibition as well as the performer and it is therefore important that we remain respectful at all times.
6. Applaud in keeping with the occasion. Applause should be courteous and appropriate in amount and never excessive. We do not applaud in unison or rhythm.
7. Whistling, booing, stamping of feet, and yelling are not in good taste and are strictly forbidden. Violators will be removed from attendance at assembly programs.
8. Leave the auditorium quietly and only when properly dismissed.
9. If, through your religious convictions, you cannot attend these lyceums or assemblies, check in through the office for other arrangements.

## **POLICY ON PROHIBITED SUBSTANCES**

A student who is found to be selling any prohibited substance on school property will be detained immediately with the evidence. A school administrator will contact the Police Department and the student's parent/guardian. A short-term suspension will be imposed, a formal hearing will be scheduled, and the student may be subject to long-term suspension and/or expulsion. In the event expulsion is imposed, the student may be referred to alternative programs approved by USD 363.

A student found to be under the influence of any prohibited substance will be detained and an administrator will contact the student's parent/guardian and the Police Department. A short-term suspension can be imposed, a formal hearing may be scheduled, and the student may be subject to long-term suspension and/or expulsion.

A list of available programs, along with names and addresses of contact persons for each program, is on file with the clerk of the Board of Education. Parent/guardian or student should contact the program director to determine the cost and length of the program.

The provisions of this policy shall also apply to all USD 363 sponsored activities regardless of location.

**In addition to the above policy**, students who sell, use, or are under the influence of, or in possession of (on his/her person or in his/her car), drugs, alcohol, and/or tobacco products at a school dance, or on school premises during, before, or after a dance will not be allowed to attend future dances for the remainder of the year.

## **OUT-OF-SCHOOL BEHAVIOR**

Public relations is the job of every student at HHS. It is the responsibility of each student to conduct himself or herself in a proper manner on the way to and from school so that he does not bring criticism to his school or himself. Public law gives the school full authority over students on school property. Unacceptable conduct on the part of a few students reflects on how the public views the entire student body. All of the good things our students do can be quickly forgotten by one negative act. Therefore, the following school rules will be enforced:

1. There is to be no possession or use of unnecessary articles (as specified in "Descriptions of Serious Misconduct") on school property or within a distance of one block from the school or at school-sponsored activities.
2. After dismissal, there is to be no loitering or standing around in groups within one block from the school which, of course, includes businesses immediately around the school. Students waiting for a ride are to wait in front of the school.
3. When coming to school in the morning the same rules apply, and you are to come directly to school.
4. Once you arrive at school you are not allowed to leave without parents' and school's permission.

## **DESCRIPTIONS OF SERIOUS MISCONDUCT**

Students violating school policies or endangering the safety of another will be dealt with appropriately by the administration. Disciplinary action will be taken at the discretion of the principal. Serious Misconduct violations such as fighting, drugs and alcohol, tobacco use, and assault will usually have a severe consequence with the possibility of ISS, OSS, and/or expulsion from school.

For criminal acts of serious misconduct at school, the police will be notified.

### **DRUGS and ALCOHOL**

Having possession of, having sold or given, having used, or being under the influence of any controlled substance not prescribed for the user by a licensed physician or not in accordance with prescription instructions will result in disciplinary action. Prohibited substances include, but are not limited to: marijuana, THC oil, any narcotic, hallucinatory, hypnotic, sedative drug, alcohol, or illicit or prescription level stimulant.

### **ASSAULT**

This differs from fighting and will therefore be dealt with differently and more severely. Every individual has the right to attend school without concern about assault by another individual.

### **FIGHTING**

Fighting in the school building, on the school grounds, in a school vehicle, or at any school activity is prohibited. This does not mean that the right of self-defense is denied. In the case of student fighting, an investigation is made to determine who started the fight and if one party had no choice but to protect him or herself. Students who start a fight will be dealt with more severely than one who did not start it. If it is determined that one party was involved only in self-defense, a lesser punishment will be given and, under some conditions, perhaps none. If you do not attempt to avoid the controversy, an out-of-school suspension will be issued. Students who precipitate, instigate or push other students to fight will be dealt with in a similar manner as fighting.

### **GANG AFFILIATION**

Any student who indicates gang affiliation by gang related attire, gang signs, or gang symbols will be disciplined. The District will work directly with Finney County Youth Services as a reference in this area of concern.

### **HARASSMENT**

Harassment occurs when one student is threatened, disturbed or tormented by another or in some cases by groups on account of the student's race, disability, age, religion, ethnicity, or national origin. School should be a place for security, learning and enjoyment. Every effort will be made to protect students from harassment.

### **INAPPROPRIATE LANGUAGE**

A student who uses profane or obscene language/gestures, either written or spoken, in the presence of another student or staff member will be disciplined.

### **TOBACCO AND ELECTRONIC CIGARETTES (JUULS and VAPES)**

The use of tobacco, either chewing or smoking, or electronic cigarettes in the school building, in a school vehicle, or on the school grounds or at a school activity, program, or event is prohibited. Possession of tobacco or e-cigarette will be considered as the possession of unnecessary articles. This will result in consequences as assigned by the administration.

### **BULLYING**

Bullying of any type is prohibited in the school setting. Holcomb High School will endeavor to maintain a learning and working environment free of bullying. Bullying is defined in accordance with state law and board policy. In practice, bullying is generally the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental, electronic, or written interactions. Bullying can cause undue anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student or employee performance.

72-8256. Bullying, school district policies

1. "Bullying" means:
  - a. Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
    - i. Harming a student or staff member, whether physically or mentally;
    - ii. Damaging a student's or staff member's property;
    - iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
    - iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
  - b. Cyberbullying; or
  - c. Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.
2. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
3. "School Vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or school-sponsored activities or events.

Examples of bullying include but are not exclusive to:

1. Intimidation—either physical or mental.
2. Threats of any kind.

3. Assault—verbal, physical, mental, or toward property.

The School Board expects administrators and supervisors to make it clear to students, staff, and parents that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

Students who commit crimes at school, on school property, or at school sponsored events will be reported to law enforcement.

### **POSSESSION OF UNNECESSARY ARTICLES**

No student shall have at school either on his or her person or in their locker or any other place at school: drug paraphernalia, fireworks, matches, lighters, tobacco, electronic cigarette, smoke bombs, weapons, or other items not needed at school that may be disruptive. If the item in question is something that is not intended for use to inflict bodily harm, the disciplinary action will likely be less severe than if the item is obviously a weapon that could be used to do bodily harm. All unnecessary articles may be confiscated either permanently or temporarily at the option of the principal. Failure to abide by this rule could result in disciplinary action up to and including expulsion. Any property confiscated that is deemed returnable will be returned to the student's parent or guardian.

### **EXTORTION**

Extortion is the act of using force, threat, illegal power or ingenuity to get from person money or other property.

### **ARSON**

Arson is the willful setting of a fire. Aggravated arson is when the potential for loss of life is involved.

### **DESTRUCTION OF PROPERTY**

This occurs when a student willfully destroys another student's property or that of a staff member or any school property. For any vandalism, the repair or replacement will be the student's expense.

### **THEFT**

Theft occurs when a student steals property of another student, staff member, or the school.

### **FAILURE TO COMPLY WITH A REASONABLE REQUEST**

In order to provide an atmosphere where learning can be carried on for the benefit of all students, rules must be followed. Students are expected to comply with reasonable requests made by any staff member who is carrying out board policies or Holcomb School policies. Open defiance occurs when a student openly challenges the authority of any staff member and will be dealt with more severely.

**EXAMPLE:** Blatant disrespect or disruption of educational setting.

### **MINOR DISCIPLINARY INFRACTIONS**

There are many minor disciplinary incidents that violate the rules and regulations of the school which do not show proper respect for members of the school staff, which disrupt class work or which involve disorder or the invasion of the rights of others. Initially, these will require less serious disciplinary action than major infractions of misconduct.

Most minor disciplinary infractions will result in after-school detentions. Minor offenses will generally result in one or more of the following disciplinary actions: counseling, an oral reprimand, detention, removal of privileges, and/or removal from class. For the student who repeatedly is involved in minor infractions, it will become necessary to use increasingly more stringent disciplinary methods. Similarly, one time severe infractions will be met with stronger disciplinary action at the discretion of the administration.

### **AFTER-SCHOOL DETENTION**

Any teacher, supervisory personnel, or school staff can assign after school detention to any student. The student is responsible for serving the detention at the assigned time. Failure to fulfill this responsibility will result in doubling the detention time. Further misses will result in the student being assigned increased discipline levels. While in detention, students are not allowed to access their cell phone, use earbuds or headphones, or use their chromebook except for school-related purposes. Students assigned to intervention after school may have their "normal" detentions switched to lunchtime detention.

## **IN-SCHOOL SUSPENSION**

Students serving in-school suspension are not excused to participate in extra-curricular activities during their detention time. If the departure time for the activity is after the student's detention time, he or she will be permitted to participate.

No electronic devices of any kind will be permitted in the ISS room. This includes the student's school-issued chromebook with the exception of teacher-approved use within a limited time period.

## **OUT-OF-SCHOOL SUSPENSION**

A suspension is generally a form of punishment that is used when efforts to work with the student has been tried unsuccessfully. There are some serious infractions of rules and conduct which will result in suspension for the first offense.

A short-term suspension may be from one to ten days.

When a student is suspended he/she may not be at school, on the school grounds, or in the building, or at any Holcomb Middle School or Holcomb High School activity. Any violation of this will be considered a separate infraction of the rules and additional disciplinary action will be taken. All work is due upon returning to class and students should be ready to take any tests given over the suspension period upon returning to class.

## **EXTENDED SUSPENSION AND EXPULSION**

There are serious infractions that may cause expulsion on the first offense. Like a suspension, the student under expulsion cannot be at any school activity or on the school property. Failure to comply will result in the police being summoned and a complaint being filed.

## **EXTRACURRICULAR ACTIVITIES**

All sixth through twelfth grade students, who attend an activity offered at Holcomb Middle School or Holcomb High School, are recognized as an official representative of Holcomb Middle School, Holcomb High School and the Holcomb community. Your conduct and sportsmanship on and off the school premises should display the highest possible standards.

## **SCHOOL SPIRIT**

"School Spirit" is usually thought of as the spirit of the entire student body. It is dependent upon the attitudes, appreciation, and activity of each individual student. School spirit, perhaps more than any one thing, contributes to the building of group cooperation and loyalty, which is essential to our democratic way of life.

A good school is best developed through active participation in many school activities and through cooperation in supporting and promoting the activities of all the school organizations. An individual with true school spirit not only strives for self-improvement but also works to create a cooperative atmosphere in the school.

## **AFTER SCHOOL EVENTS**

1. All parties, meetings, and/or activities of any class group, or club must be scheduled by the group sponsor and approved by the principal.
2. All parties must be adequately chaperoned. Each chaperon is authorized to use good judgment in maintaining proper conduct. Any student may be discharged for derogatory actions to any person designated as a chaperon.
3. A student may be refused the privilege of attending a school activity due to misconduct or lack of respect.
4. Any group must realize its responsibility to the school by behaving in a manner becoming to the school.
5. Ending and start times for all school events will be determined by the administrator. For High School dances the doors will close for admittance 1 hour after the start of the dance.
6. Each group is responsible to clean up immediately following the activity.
7. School facilities are available to all classes.
8. If students wish to invite out-of-school guests, the principal must approve those guests.
9. Once students arrive at a school dance, they are not permitted to leave the building and then return to the dance.
10. Any person known or suspected of drinking or using drugs will not be allowed to attend an activity and will be subject to suspension.
11. No tobacco or electronic cigarette use shall be allowed on or in school property or at school sponsored activities, programs, or events.



12. Private property is not to be used for any type of school-sponsored activity.
13. Hayrack rides, riding in the back of pick-ups, and other dangerous ventures will not be allowed. Insurance coverage for these actions is not a school responsibility.

## **DANCE GUIDELINES**

1. All student dances will be held on USD 363 property. The type of dance will determine the time and the location of the dance. Refreshments may be provided and lighting will be adequate so that all students can be seen and identified.
2. All students will be checked on entry and exit for the presence of alcohol on their breath and observed to see if they may be under the influence of narcotics. Students may be subject to a breathalyzer test. Any student under the influence will be subject to an out-of-school suspension. The students parents, and possibly law enforcement will be notified. Student will be released to his or her parents.
3. Inadequate supervision may result in a cancelation of the dance. Staff members and parents are encouraged to help sponsor the dance.
4. Representatives of the sponsoring organization or administration will develop a play list of songs for the dance. This list will not include songs containing profanity or inappropriate content for a school setting.
5. Out of school dates must be preapproved by the high school administration at least one week in advance of the dance. No dates age 21 or older will be permitted to attend.
6. Students from other high schools will need to have their principal sign the appropriate form stating that he or she is in good standing.
7. Students dancing together must dance facing one another. Inappropriate dancing, such as bumping and grinding, will not be tolerated. Any student violating this rule will first receive a warning. A second violation may result in not being eligible to attend a school sponsored dance the rest of the school year.
8. Students are not to congregate in a tight pack on the dance floor area. If a pack develops, supervisory personnel will ask the DJ to give a verbal reminder to spread out on the dance floor. If dancing in a pack persists, dance may be cancelled and no refunds granted.

## **SCHOOL SONG**

H stands for her honor  
O for orange and black  
L stands for her loyalty which Holcomb never lacks  
C stands for her courage  
O out for renown  
M shows that she's mighty  
B the best school found

## **SCHOOL FIGHT SONG**

Come on you mighty Longhorns  
Into the fray  
Show us some pep now  
We must win today  
Fight! Fight! Fight!  
Down with other colors  
Orange, Black boost high  
Three cheers for Holcomb  
That's our war cry!!!

## **CIVILITY POLICY**

The board of education requires mutual respect, civility and orderly conduct among district employees, parents and the public. The intent of this approach is to maintain a safe harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community.

The board expects school and district personnel to treat parents and other members of the public with courtesy and respect. Parents and visitors will treat teachers, administrators and other district employees with courtesy and respect. Bullying of students and/or staff by parents is prohibited, and the board has granted the administration authority to take steps to limit parent access to school facilities and activities if such bullying persists.

Administrators have full authority delegated by the board to support civil and orderly behavior. Visitors, staff and students who chose to violate the board policies and/or Kansas law will be asked to correct their behaviors and, if necessary, administrators shall exercise their authority to correct the situation. This authority includes reporting all crimes committed at school, on school property or at school activities to law enforcement. Interested parties are directed to the following board policies for additional guidance: EBC, Safety and Security and KN, Complaints.

**USD 363 Fees for the 2019-2020 school year.**

MS/HS

Breakfast	\$1.80
Lunch	\$3.05
Reduced Breakfast	\$0.30
Reduced Lunch	\$0.40
Milk	\$0.45
Adult	Breakfast \$2.40/Lunch \$3.90 Subject to change

**Textbook Fees**

MS/ HS	\$55.00
**Reduced	\$30.00

**Technology Fees** \$40 for 1/\$60 for 2/\$70 for 3+

**Driver's Education** \$155.00

**Athletic Fees** (7<sup>th</sup> – 12<sup>th</sup> grade)

\$45.00 per sport w/cap of \$145.00 per family