



High School Principal: Ms. Lori Fordyce
Assistant Principal: Mrs. Kim Lillie

Telephone: 785-742-3312
Fax: 785-742-7156

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Welcome to the Roundhouse

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

Covid 19 Statement

Due to the fluid nature surrounding Covid 19 and its implications, school administration reserves the right to modify this handbook as necessary.

Hiawatha High School Mission Statement

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

Expectations of Students

As a student, you play the biggest role in your academic success at Hiawatha High School. Students are expected to exhibit the following core values.

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

Philosophy

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

Fight Song

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

Alma Mater

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

The administration reserves the right & authority to enforce or change any policy in student handbook.

Student Classification

Hiawatha High School student	is defined as being enrolled and attending Hiawatha High School
Alternative Setting student	defined as students who are either not succeeding in the regular school setting or need an environment better suited to meet their educational needs. Alternative setting students are considered full time Hiawatha High School students and are expected to follow all of the same policies as their peers in the main high school. Alternative setting students may participate in all school activities and the main campus graduation ceremonies (if eligible). Students will still be expected to take responsibility for their education in this program. Final determination will be made by administration.
Credit Recovery Student	is expected to make up lost credits through summer school, extended day or as their school schedule may allow. Credit Recovery students may participate in all school activities and the main campus graduation ceremonies (if eligible). Final determination will be made by administration.
Virtual Student	this is an opportunity for high school students and non-traditional students (19+) living within the District 415 boundaries an opportunity to earn a high school diploma. This placement is for students over the age of nineteen who did not succeed when initially enrolled in high school or current high school age students needing an environment better suited to meet their educational needs. Virtual students do not participate in main campus graduation ceremonies or other main campus events/activities.

A student will not be promoted to the next grade level until they complete the required number of units of credit for advancement to the next grade. Advancement will occur at the end of either semester. A student is classified by their graduating cohort.

Grading Scale

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

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

P1 (60-69%) and P2 (70% and above) will be utilized in classes such as college courses (non concurrent), life skills and study skills.

Some classes may use a PASS or FAIL grade with administrative approval.

Graduation Requirements

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

English	4 credits	
Social Studies	3 credits	American History (1), World History (1), American Government (.5), Economics (.5)
Math	3 credits	
Science	3 credits	Biology (1), Foundations of Chemistry & Physics (1), one other of student choosing
Physical Education/Health	1 credit	
Practical Arts	1.5 credits	Financial Literacy (.5) & 1 additional elective Practical Arts credit can be earned by taking courses from any of the following Departments: Business/Computer, Consumer Science, Family & Consumer Science, Health Science, Industrial Technology and Agricultural Science Beginning with the class of 2023 Personal Finance is the only class that will meet the Financial Literacy requirement
Fine Arts	1	Can be earned by taking courses from the Music and/or Art departments

Elective subjects to bring total to 27 credits

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

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

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

Any summer courses taken through entities outside of USD 415 do not go on the USD 415 transcript or count as credits toward graduation. If taken as a prerequisite for a class offered at Hiawatha High School, an official transcript from the institution will serve as evidence that that prerequisite has been met and will become part of the student's permanent district file.

Students will not receive high school dual credit for college courses taken from an entity other than USD 415 during the school year that are offered by USD 415. Nor do these classes fulfill the requirements for graduation from Hiawatha High School. For example, a student can not take College English online instead of taking it in the classroom. He or she is welcome to take College English online, but the student would still need to fulfill the requirement for a fourth English class in order to graduate.

On-Line College Class Offerings

Numerous opportunities are available for juniors and seniors to take online classes. Students who choose to take an online class will enroll in a block of the school day to work independently on the course and will be responsible for any tuition and fees. Students also have the opportunity to take Excel in CTE classes offered by numerous colleges and funded by the state. Some colleges even cover the book fee, while

others, such as Highland, charge a book fee per credit hour for each class.

Students who take an Independent Online Course block and enroll in a college course during that block will receive a Pass/Fail grade on the high school transcript for the college course, which does not impact the student's high school GPA. However, weekly progress will be monitored by the supervising teacher of the Independent Online Course block, and the grade earned for this will impact the student's high school GPA. If a student fails the college course, he or she automatically fails the Independent Online Course Study section. In terms of final high school credits, a student will earn .25 for the Independent Course block and .5 for the college course once the college transcript is received.

Grades for online courses in which students take under the supervision of a proctor in the curriculum area (such as College Public Speaking) will be reflected on the high school transcript at the same grade earned through the college. This grade will also be factored into the students high school GPA.

When deciding to take a college class, keep in mind that the actual grade earned in a college course also impacts a student's GPA on all college transcripts after high school. Therefore, if the actual college grade is a D for the course, the D will be on all college transcripts beginning in the student's freshman year of college.

Graduation

Seniors should realize walking with their class at graduation is a privilege and not a right. Any student who is not in good standing or who does not meet graduation requirements at the time of graduation may not be allowed to participate in the graduation ceremony. Students must have all fees paid prior to graduation in order to participate.

Early Graduation

Students who will complete all graduation requirements prior to completing eight semesters of enrollment may request an early graduation from Hiawatha High School. To request early graduation, the student must complete an application form and include a letter to the superintendent from the student and a letter from the parent stating the reasons for wanting early graduation. These letters should include specific plans after graduation. Applications should be turned in to the counselor. All applications will be considered by the Board of Education on a case-by-case basis. Students granted early graduation may not attend prom, unless invited as a guest of a current HHS junior or senior. Students granted early graduation forfeit their ability to participate in school activities and/or athletic activities, and are ineligible for any athletic or academic awards. If early graduation is granted, the student needs to understand that he or she cannot attend social activities such as a senior trip, prom, etc. The early graduate will be allowed to go through graduation with his or her fellow classmates. The student will be classified as their grade level (i.e. a junior graduating early, etc) and that may impact whether or not that student is included as a senior in the yearbook, slideshow, etc.

Graduation with Academic Honors

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

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

NEW Regents Qualified Admissions criteria beginning with class of 2021

The Qualified Admissions criteria for those pursuing postsecondary admission at a Kansas public university as of the summer 2021 session or later focuses on cumulative GPA and/or ACT score. This varies across institutions as outlined below. The curriculum units (credits) previously required are no longer required, but they are still recommended.

- Emporia State University, Fort Hays State University, Pittsburg State University, and Wichita State University

- Must have an ACT score of 21+ OR a cumulative 2.25+ GPA
- Kansas State University
 - Must have an ACT score of 21+ OR a cumulative 3.25+ GPA
- University of Kansas
 - Must have an ACT score of 21+ AND a cumulative 3.25+ GPA

OR

must have an ACT score of 24+ AND a cumulative 3.0+ GPA

These courses are no longer required for Qualified Admissions; however, this curriculum is the recommended pre-college curriculum that will help students be prepared for the coursework they will experience at the postsecondary level.

Honors Graduation: Citizenship

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

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

State Scholar’s Curriculum

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

The State Scholars Curriculum is the following:

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

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

Class Changes/Drops & Transfers

Students will have the opportunity to request class changes during the first four full days of each semester, which gives students two full class periods in each class before their schedule is final. Changes will only be considered for the following reasons and will be made at the discretion of the administration. Some changes may require parental approval.

- 1) There is currently a block in your schedule in which you have not been assigned to a class.
- 2) There is a class in your schedule which you have already taken and passed. Remember, there are numerous classes that you are allowed to retake such as band, creative writing, current events, etc.
- 3) You are a senior and you are missing a class required for graduation.
- 4) You are enrolled in a class in which you know you have not met the prerequisites. For example, you are enrolled in advanced art but you have not taken Art I and Art II, or you are in College Algebra but you have not met the qualifying placement test score.
- 5) You failed a required class that you must retake, and it is not on your schedule.

NO CHANGES WILL BE MADE TO ACCOMMODATE A PREFERRED LUNCH, CLASS WITH A FRIEND, OR TEACHER PREFERENCES.

After this Add/Drop Period, the administrator may approve a change due to extenuating circumstances.

FINAL EXAMS

- ****NO EARLY FINALS MAY BE GIVEN****
 - All students take final exams in all core classes (all required Math, English, Science & Social Studies classes)
 - Students will take ALL semester finals if the student misses three or more absences in any one class OR if they miss more than 18 period absences total. (excluding school activities)
 - If a student is electing to take an overload final, they must notify that teacher by the day of review
 - Students are considered exempt from a non-core final IF all the following criteria are met:
 - Missed two or fewer class periods (in any one class) or 17 or less total period absences (excluding school activities)
 - Must have a 70% or above in that particular class
 - NO unexcused absences (in all classes combined)
 - 3 or fewer total tardies (in all classes combined)
 - No out of school suspensions or significant discipline issues
 - No unresolved detentions or other disciplinary actions that would result in not being a student in good standing
 - Final exempt students do not have to attend school during the exempted final and any exempted class periods after that final; However, they must be in attendance for all class periods leading up to the required final (ex. If a student has to take a final 4A, they have to attend all 4A classes leading up to the final)
 - Students can elect to take a final exam even if they are considered exempt. It can only help them.
 - If a student takes a final 4th hour, they must stay for advisory.
 - Students may appeal an absence. The appeals committee, composed of both faculty & students, will determine the outcome of the appeal.
 - Finals will be content related (i.e. no cleaning rooms, organizing books, etc)
 - NO underclassman should be taking the final during the same time as the seniors!
- **Administration reserves the right to make all final decisions regarding the final exams****
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Student Regulations

Attendance Policy

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

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

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

Students enrolled in Vo-Tech are expected to be in attendance at HHS when Vo-Tech is not in session. Students wishing to enroll in Vo-Tech will sign a contract.

Students enrolled in a self-directed study are expected to report to the location of the SDS for those class periods. If a student is not going to the location of their SDS, they are expected to report to Mrs. Lindstrom's room.

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

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

College visits

Each sophomore, junior, and senior will be allowed an excused absence(s) to visit a post-secondary college or university provided the student is a "student in good standing" and the following steps are completed:

- 1) Provide to the main office or counselor a confirmation of your scheduled visit that includes the exact date, time, and location of visit along with the completed Visit Permission Form. The visiting school usually sends an email confirmation once the appointment is set up. This must be turned in at least seven school days prior to the visit.
- 2) The student will then be given the Post-Secondary Visit packet to complete. This will include a sign-out form to have teachers complete at least two class periods prior to missing school, a form to be completed on the day of the visit, and a follow-up activity the student will submit to his/her advisory teacher upon return.

By following these steps, each year sophomores are allowed one post-secondary visit, juniors are allowed two post-secondary visits, and seniors are allowed three post-secondary visits. Any group visit organized by the school will count as one of these excused days as well.

VoTech

Hiawatha High School students may attend Highland Community College Technical Center during their junior and/or senior years of high school free of charge if they meet the following criteria:

- 1) The student is of junior or senior status and is on track to graduate with class.
- 2) The student may have no more than five absences (excused/unexcused per semester during the previous year). Administration has the final determination concerning attendance.
- 3) No history of major discipline issues.
- 4) The student must meet the entrance testing requirements established by HCC.

Students & parents must sign a Vo-Tech Agreement that outlines the guidelines outlined in this agreement to maintain enrollment in the program.

The student must ride to and from the Atchison Vo-Tech campus via transportation arranged by USD 415. Students will need to arrive at the HHS parking lot for departure at 7:00 a.m. Students will return to HHS at approximately 12:00 p.m. via the same transportation. If a student attends the precision ag program on the main campus in Highland, a transportation agreement between the district/student/parents will be signed by both parent & guardian.

If the student misses the Vo-Tech bus and other arrangements can not be arranged, the student is expected to report to the alternative setting classroom by 8:15 a.m.

Any tools, materials, and books required and not provided by the HCC Vo-Tech program are the responsibility of the student.

The student will maintain satisfactory grades in all classes at both HHS and the HCC. Students may be withdrawn from the HCC program if progress towards high school graduation is not maintained.

HHS monitors bus behavior. If the bus driver reports disrespectful and/or inappropriate behavior on the bus, disciplinary action will be taken in accordance with the HHS discipline plan.

The student will remain a student in good standing at HHS and HCC. The HHS Discipline Plan will be followed and violations may lead to the student being removed from the HCC program and enrolled full time at HHS.

After the student begins a course at HCC Vo-Tech, he/she will not be considered for a change of classes until the end of the first semester.

If these expectations are not met, the student may be subject to withdrawal from the HCC Vo-Tech program.

Attendance Definitions:

Tardy	All students should be in class and seated (or in a designated area) with all necessary materials when the bell rings
Excused Tardies	are those excused by school personnel (with a note or phone call). Excused tardies will be given to students who are detained by school personnel for school-related business or are late to class due to unforeseen circumstances
Unexcused Tardies	are given when a student is not in class (or designated area) with all necessary learning materials when the tardy bell rings. Unexcused tardies will be documented by the classroom teacher as well as the office. If a student accumulates excessive tardies for the semester, the following penalties will result: <ul style="list-style-type: none"> ● A total of 3 unexcused tardies to a class in a semester will be equivalent to 1 unexcused absence. ● 1-2 Student notified by teacher or office ● 3, 4, 5 Parent contact, assigned 1 hour detention for each ● 6 or more Parent contact, additional consequences assigned <p>*Students are expected to also keep abreast of tardies via Powerschool</p>

Late to School

Any student who habitually reports to school late without a valid excuse will have their parents notified and will be subject to disciplinary action from the administration. Third time tardy to school (in a semester) will be considered an unexcused absence.

Absence –

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

Students must be at school by 11:15 a.m. in order to participate in any school activities that day/evening.

Skipping School –

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

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

Truant Student –

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

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

Suspended Student –

A suspended student is one who has been suspended in accordance to K.S.A. 72-8901, et seq. Students will be allowed to make up work which will be evaluated as “late” work. Suspended students are not allowed on USD 415 property or at any student/school events.

Assignment –

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

Assessment –

Means any test, quiz etc. Used for the sole purpose of determining the extent to which a student has learned given material.

Each School Day –

Refers to each day school is in session, not each day the class is held.

Right of Appeal –

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

General Guidelines

Teacher / Staff Authority –

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

Rules and Regulations –

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

Use of Telephone –

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

Library Rules and Regulations-

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

Cell Phones

No cell phones are to be used without permission during the school day. Students are free to use the phone in the front office as needed. The use of these devices during instructional time, including advisory, without the permission of the teacher, or in a disruptive manner in the school setting is prohibited & could be viewed as defiance of authority.

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

No student shall use a cell phone or mobile communication device to violate any Student Code of Conduct, including computer usage agreements, and/or bullying/harassment policies. Students may not connect to the USD 415 network with any of their personal mobile devices. Texting while walking through hallways is a safety concern and therefore prohibited. Phones are never acceptable in restrooms or locker rooms.

Examples of unacceptable usage can include but are not limited to: in hallways during instructional time, in restrooms/locker rooms, bypassing the nurse or attendance to leave school, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business, and etc.

Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

The student assumes all risks in bringing such devices onto school property or to school related functions. USD 415 is not responsible for lost or stolen items.

Transportation to Out of Town School Sponsored Events

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

Students attending Vo-Tech are expected to ride the school provided transportation to and from each day Vo-Tech is in session. Students are not allowed to drive themselves without administrator approval.

Early Release

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

Advisory

Advisement is scheduled every day. All students will be in an advisement period with a teacher who will serve as their advisor. Students may use the advisement period to study, conduct research, or receive academic help from other teachers. Advisory time may also be used for social-emotional learning activities, individual plans of study work, student led conference preparation or any other administrator approved activities.

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

Students must get advanced permission from teachers in order to visit their classroom for academic assistance during this time. Students will also sign in/out of each location during advisory.

Guided Studies

Guided Studies is an individualized, uninterrupted time that is aligned with students Individual Plans of Study. Wednesdays will be dedicated to meeting the social and emotional needs of our students.

Extended Learning Day

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

Student Services Center

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

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

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

School Lunch Program

Hiawatha High School offers a lunch and breakfast program each school day. This is a non-profit activity and is operated under the supervision of the state and national school lunch program. Students may bring their lunch from home or have the school lunch. There will be no fast food brought in for or by students. School lunch will offer a Type A school lunch. Students who have charged the maximum allowance will be provided an alternate meal of a sandwich and milk. A la Carte or extra items must be prepaid.

Lunch periods at Hiawatha High School are closed. Students must keep in mind that the use of the lunchroom is a privilege and not a right. Abuse and improper conduct by a student could result in that student being denied access to the lunchroom. Each student is asked to cooperate in helping make the lunchroom a pleasant place to eat.

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

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

Students may only eat in a classroom if permission has been granted by that teacher and the office has been notified. Students must remain in that classroom for the duration of the lunch period. No cell phone use may occur.

Guests and Visitors

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

Family Night

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

Late Work

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

Senior Class Funds

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

Class Schedule

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

1 A/B	8:15	–	9:34
2 A/B	9:38	–	10:57
Guided Studies	11:01	–	12:05
Lunch	11:01	–	11:26
Lunch	11:40	–	12:05
3 A/B	12:09	–	1:29
4 A/B	1:34	–	2:53
Advisory	2:57	–	3:25

Test Retake Policy

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

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

Physical Education Class Uniform Guidelines

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

- ****NO school issued/owned uniforms are allowed for PE****
- **STUDENTS MUST CHANGE CLOTHES BEFORE AND AFTER PE CLASSES**
- **T-Shirts:** Must be a traditional fit short sleeve t-shirt without any alterations, no cut off sleeves, midriff, tears or holes. Content on all shirts must be appropriate for school.
- **Athletic Shorts:**
 - Must be an athletic short without any alterations, tears or holes (cut offs are not allowed).
 - All shorts must have an inseam of at least 5 inches but no more than 10 inches.
 - Former PE uniforms are considered appropriate and will be allowed.

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

Red Hawk Rewards

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

Red Hawk rewards may be:

- Early Release
- Participation in a special activity held during school
- Other opportunities or incentives that arise

Fundraising/Handling of Money

Students are never to collect money for shirts and all shirts should be paid for BEFORE ordering them.

Student Activities

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

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

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

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

School Eligibility

“Student in good standing” – Reflects the KSHSAA guidelines – except that it will also apply to the current season and to spectators as well as participants.

Per the KSHSAA, students must have passed 5 classes during the previous semester to be eligible for the current semester. In addition they must currently not have more than one failing grade to participate in practices, games, dances, and all other extracurricular activities. Students enrolled in computer-based or virtual courses must also be making adequate progress toward completion (equivalent to 50% complete at midterm for year long courses and 25% complete at quarter for semester long courses). Students enrolled in independent study, credit recovery or alternative setting do not count toward the KSHSAA five new class requirement.

Students with pending discipline issues, suspensions, and unresolved detention time or attendance issues are not to be considered “In good standing” and may not attend or participate in any school activity or function without direct administrative approval (in advance).

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

Inappropriate Conduct Outside of School

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

School Dance Regulations

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

Alcohol Detecting Device

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

If a supervising administrator believes that a student has used alcohol based on the observation of behavior, lack of coordination, or smelling alcohol on the student's breath, he or she may take action to confirm the suspicion. An assessment of a student's possible or suspected alcohol use may be aided by utilizing breath alcohol testing devices, such as breathalyzers, which indicate the presence or absence of alcohol in a person's system. The intended purpose of having breath alcohol testing available is to prevent alcohol use by students. Any student who is determined to be under the influence of alcohol will be dealt with by the sheriff's office according to the law. That includes the possible issuance of a criminal citation, transportation to the County Jail for processing, and later court appearances, as other possible consequences.

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

Election to School Offices and Royalty

King and Queen Candidates

In order for any student to be considered for candidacy in the Fall Homecoming, Winter Homecoming or Prom courts, no significant discipline actions against the student may have occurred during the junior and senior academic years. Significant discipline actions are considered discipline resulting in In-School Suspension or Out-of-School Suspension. Candidacy can be revoked at any time at the discretion of the school administration.

In order for any student to be considered for candidacy in the Fall Homecoming, Winter Homecoming, or Prom courts, a student must meet the requirements of a student in good standing as of the Monday of the week candidates are selected by student vote. A student in good standing is defined in the student handbook as a student with no significant discipline problems, no outstanding detentions, no attendance issues (including excessive tardies), and must be currently passing a minimum of six classes.

Selection of the Male and Female Candidates: Given appropriate circumstances, the list of possible candidates who meet the requirements will be collected and adapted for a vote taken by the student body and will occur two Thursdays before the specific event. All possible candidates will be separated by gender and listed on the ballot. Each voter will select three names of each gender as representatives of the court. Once all the votes have been made, a tally will occur as counted by the Student Council Sponsor and the top three male and female vote getters will be submitted to the principal, as the Court of the current event, for approval. Announcement of the candidates will be made at least one week prior to the event for publicity purposes.

Selection of the King and Queen: Once candidacy has been met, a final vote by the student body will occur the Thursday before the specific event. Each voter will be presented with the three male and female candidates and may select only one per gender as representative of the school. Once all the votes have been made, the Student Council Sponsor will tally the votes and present the findings to the principal for approval. The King and Queen vote will remain with the principal and kept secret until the announcement of the winners at the appropriate event and time.

*The school administration reserves the right to remove any candidate, after candidacy has been established, for actions un-becoming a school representative including but not limited to school discipline, rules violations, academic reasons, non-school related incidents involving law enforcement, etc....

Student Council

The HHS STUCO shall consist of five (5) executive officers to be elected from the student body after meeting the specific office's qualifications. There shall be a President, Vice President, Secretary, Treasurer, and Reporter. In addition to the executive officers, the HHS STUCO will have three (3) representatives from each class, with the exception of the Senior class who will have four (4) representatives. The class members will consist of the Class President, Class Vice President, and an Elected HHS STUCO Representative (seniors allowing two (2) representatives). The HHS STUCO will include one representative from each recognized organization within the school. The HHS STUCO will allow At-Large membership from the Runners-up in both the Presidential and Vice-Presidential elections (if they choose). It is also permissible for the principal to designate students who were not elected members as At-Large members with the same voting rights as elected members.

The HHS STUCO Election Committee shall be composed of senior class HHS STUCO members who shall be in charge of election procedures, including setting dates for campaigning, speeches, and voting.

Qualifications to Run for an Office

President of the HHS STUCO

- Must be a senior the year following his/her election.
- Must have at least one (1) year of experience on HHS STUCO.
- Must have and maintain at least a 3.00 GPA on a 4.00 Scale equals "A" and be passing in all subjects at the end of each semester he/she holds office.
- Must have attended or will attend summer Student Council workshop. If unable to attend, will forfeit position to runner-up who then must meet qualifications.
- Must obtain a petition from the HHS STUCO sponsor and get the signatures of 25 people who will be members of next year's student body and also the signatures of his/her parents, the school principal, and at least two (2) of the school's teachers. This must be returned to the sponsor at least seven (7) days prior to the spring election.

Vice President of the HHS STUCO

- Must be a junior or senior the year following his/her election.
- Must meet the same qualifications as the President.

Secretary, Treasurer, Reporter/Historian of HHS STUCO

- Must have maintained at least a 2.75 GPA on a 4.00 scale and be passing in all subjects at the end of the semester.

- Must obtain a petition from the HHS STUCO sponsor and get the signatures of 25 people who will be members of next year's student body. This must be returned to the sponsor at least seven (7) days prior to the spring election.

HHS STUCO Organization/ Class Representatives

- Will be chosen by the organization before school end in the spring.
- Must be a member of the organization from which he/she is seeking office.
- Must hold and maintain a 2.5 GPA on a scale of 4.00 equals "A" and be passing in at least six (6) subjects at the end of each quarter they hold office.
- Must not have significant school discipline during the year in which they hold office.

Class Officers

- Must be a member of the class from which they are seeking election.
- Neither class nor organizational Presidents will be allowed to hold an Executive Presidency in STUCO.

Organizational Officers

- Organizational Officers will be selected in a manner as prescribed by their constitutions except for HHS STUCO representatives, who will be elected as prescribed previously.

Voting

- The dates for the election of all HHS STUCO officers and representatives shall be decided by the Elections Committee. If there are more than three (3) candidates for a position, the council may require a preliminary election to reduce the total to three
- There shall be no write-in candidates.
- Ballots shall be distributed by the election committee to the members of the student body at the designated time. Members of the student body will then have the opportunity to mark their ballots in a secret manner. The ballots shall be tallied by the principal or his designated representative and the HHS STUCO sponsor.

Campaigning will consist of and limited to a maximum of four (4) Posters placed in halls and mandatory speeches for all executive positions, even if unopposed, given prior to Election Day.

Discipline Policy

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

The staff at Hiawatha High School believes that:

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

The following expectations are shared by our staff:

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

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

Addition to the USD # 415 discipline policy--

Hiawatha High School Bullying Policy follows the Kansas State Law regarding bullying:

1) Bullying means any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student or staff member in reasonable fear of harm to the student or staff member; or
- c. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- d. Cyberbullying; or
- e. 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 € of K.S.A. 72-8205 and amendments thereto.

Cyber bullying- Bullying by use of any electronic communication device. Any act of bullying by either an individual student, group of students, is prohibited on or while utilizing school property, in a school vehicle or at school sponsored functions. Bullying that occurs offsite and causes a significant disruption to learning is also punishable as a bullying offense. This policy also applies to students who support another's act of bullying.

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

Teachers are required to report any cases of bullying to the appropriate administrator. Coaches will educate their athletes in regards to hazing and will make clear that participation in hazing will result in dismissal from that activity.

Racial and Disability Harassment (USD 415 Policy JGECA) (See also GAACA, GAAB, GAF, JDDC and KN)-

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

Drug Free School Policy

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

Drug Policy

Use or possession of alcohol or illegal drugs (including being under the influence) during school or at school functions is prohibited.

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

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

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

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

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

Hiawatha High School has established the following guidelines for determining unacceptable behavior at any school function or on school properties:

“Minor” Unacceptable Behaviors

Consequences at minimum teacher proximity; maximum detention

- Cheating/Academic Misconduct
 - May include, but not limited to, copying answers, changing answers while grading, or giving other students answers on homework
- Disrespect
 - Any deliberate rude, offensive spoken, written, or nonverbal communication that insults, mocks, belittles, or slanders another person
- Disruption
 - Any behavior that takes the focus away from learning
- Inappropriate Language
 - Low intensity inappropriate language. May include, but not limited to, name calling, situational profanity, slang terms, inappropriate innuendos and/or Illustrations/drawings
- Misuse Computer/Phone/Electronics
 - Using school computers and/or electronic devices when they are not allowed and/ or assigned; Minor violations of the district acceptable use policy and/or laptop agreement; Inappropriate use of the copier/printer
- Non-Compliance
 - Failure to respond to a reasonable request by any school personnel request on school grounds or at a school activity (Brief or of low intensity)
 - May include, but not limited to, dress code violation, PDA, food/drink violation, parking violation, skipping detention, misuse of planner/passes, backpack violation
- Inappropriate Location
 - Intentionally not being in a designated location
 - May include, but not limited to, hiding, not going to location specified in planner, leaving class without permission, in parking lot without permission, going to a different location than where student was directed, etc.
- Physical Contact
 - Physical contact due to lack of impulse control without the intent to harm.
 - May include, but not limited to, horseplay, or touching in a non-aggressive manner.
- Theft
 - Minor or petty theft.
 - May include, but not limited to, “borrowing” an item without permission, taking food off someone’s tray without permission, taking teacher’s or student’s supplies/belongings without permission
- Vandalism
 - Minor acts of vandalism.
 - May include, but not limited to writing on school property, etc.

- Inappropriate Behavior
 - May include, but not limited to lying, false note/call, cafeteria violation, or any other inappropriate behaviors that do not fall in other discipline categories

“Major” Unacceptable Behaviors

Consequences at minimum teacher proximity; maximum 10 days out of school suspension AND a long term suspension/expulsion hearing.

- Bullying/harassment/threat/hazing
 - see Bullying policy
- Cheating/Academic Misconduct/Academic Fraud
 - Academic fraud--Any type of cheating that occurs in relation to a formal academic exercise (tests/quizzes/formal writing assignments).
 - May include, but not limited to, plagiarism, deception, bribery, or sabotage.
 - Repeated offenses of minors cheating/academic misconduct
- Disrespect
 - Intense, deliberate spoken, written, or nonverbal communication that insults, mocks, belittles, or slanders another person. May include cases where student cannot regain self-control or is excessively argumentative.
- Disruption
 - Behavior which substantially disrupts the orderly learning environment without violence, property damage, or obscenity. May include cases where student cannot regain self-control.
- Fighting/Physical Aggression
 - incident involving physical violence and/or aggression toward another person or intentionally wanting to hurt
- Inappropriate Language
 - Intense profanity or inappropriate subject matter directed at an individual/group. May include, but not limited to, name calling, racial slurs, situational profanity, slang terms, inappropriate innuendos and/or Illustrations/drawings.
- Misuse Computer/Phone/Electronics
 - Using school computers and/or any electronic devices for inappropriate reasons. May include, but not limited to, viewing inappropriate material, inappropriate use of school email, changing school records, accessing another person's files or info without permission, etc.
 - Major violations of the district acceptable use policy and/or laptop agreement.
 - Repeated minor offenses
- Insubordination
 - Persistent refusal and/or unwillingness to respond to a reasonable request by any school personnel on school grounds or at a school activity (intense)
- Inappropriate Location
 - Intentionally leaving the school building and/or school property without permission. May require staff retrieval and/or law enforcement.
- Physical Contact
 - Inappropriate or unwanted physical actions toward another person
- Theft
 - The unlawful taking of property belonging to another person
 - Repeated minor offenses
- Unsafe Act
 - Any act on school grounds or school event that is considered unsafe
 - May include, but not limited to improper driving, bomb threat, weapon, criminal statutes, arson, false alarm/report, etc.
- Vandalism
 - Willful destruction or defacement of property.
 - Vandalism is further defined by one of the following classifiers: school property, personal property, or other.

- **Illegal Substance**
 - Possession, use and/or distribution of drugs, tobacco, vaping and/or alcohol on school grounds or at a school event. This would include being at school, on school grounds or a school event under the influence of drugs or alcohol.
- **Inappropriate Behavior**
 - May include, but not limited to inappropriate sexual behaviors, pornography (possession, use or distribution of), invasion of privacy or any other inappropriate behaviors that do not fall in other discipline categories

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

- Detentions are in one hour increments. Students can serve 3:30 – 4:30 pm Monday - Thursday in the library.
- Detention will be served by the deadline established by the administration or further consequences will be assigned.
- Activities, athletic practices, or after school employment will not be an excuse to miss assigned detention time.
- Teacher assigned detention & make up time for missed class is not to be served in the detention room. It is to be completed with the assigning teacher.
- Administration reserves the right and authority to set level and consequences for any specific violation.
- Repeated violations of the discipline plan may lead to a long term suspension / expulsion hearing due to chronic discipline problems.

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

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

Least severe

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

Most Severe

13. removal from school bus
14. suspension from school – related activities
15. in school suspension
16. out of school suspension
17. long term suspension
18. expulsion for the remainder of the semester
19. expulsion for the remainder of the school year
20. Expulsion for 186 school days

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

Additional Discipline Definitions

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

Some guidelines are as follows:

- All student tops should cover the shoulder with at least two inches of material and be long enough to reach the top of the waist band during all motion of the upper body.

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

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

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

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

Computer Violation – Use of technology is a privilege and not a right. A student and his/her parent must sign the technology use agreement before a student may use any computers at Hiawatha High School. Students are responsible for proper computer use. Users should not expect that files stored on district servers will always be private. It is expected that students will use district technology ethically and legally. Unacceptable use will include but not be limited to the following: Violating state and federal statutes; Accessing another person's files or information without permission; Vandalizing or damaging the reputation or property of another person; Disrupting, interfering or tampering with district hardware and/or software; transmitting obscene, abusive, sexually explicit, harassing, or threatening language; and accessing or distributing pornographic and sexually explicit material, leaving laptop unattended, inappropriate or unauthorized usage, inappropriate music or voice recordings, abuse of laptop and/or accessories, inappropriate pictures or internet sites. Students must keep their USD 415 issued laptop in the school issued laptop bag at all times. Students are expected to bring laptops to class everyday.

One laptop, charger and case may be loaned to students. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of Hiawatha Public Schools, and is herewith loaned to the student for educational purposes only for the academic school year. Student may not deface or destroy this property in any way. If the laptop is damaged or not working properly, it must be turned in to the district technology department for repair & student/parents may be charged for the damage. Parents/guardians/students are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop. Inappropriate use of the machine may result in the student losing his/her right to use this device. The equipment will be returned when requested if the student withdraws from Hiawatha Public Schools prior to the end of the school year. Borrower acknowledges and agrees that the use of the district property is a privilege and by agreement to the terms thereof, borrower acknowledges responsibility to protect and safeguard the district property and to return the same in good working condition upon request by Hiawatha Public Schools. Students must abide by the Hiawatha Public Schools' Acceptable Use Policy and Laptop Agreement policies at all times while using the school issued device.

Electronic Devices / Personal Items – Students are allowed to listen to electronic music devices, etc. during classes that allow them. They are to turn it off and put it away at all other times, this includes before school, in the commons, hallways, lunch, and after school. These items should not be visible. Students are not allowed to have laser pointers, lighters, tools, or other like items. For safety reasons, earbuds, headphones, etc should not be worn in the hallways or at lunch.

Food and Drink Violation – Only water is allowed to be brought into the building in a clear container. No food or other drink will be allowed in any hallways or classrooms, unless it is part of a class activity for that period or without teacher permission.

Harassment – Any verbal or physical action towards another person which is unwanted and causes great discomfort for that person. Any student who feels they are a victim of harassment should file a written account with the administration.

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

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

Threats – Making a threatening statement which could involve physical harm or damage to school or personal property.

Tobacco --Tobacco-Free School Grounds for Students--JCDA (See GAOC and KMA)

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: KASB Recommendation 7/96; 9/97; 4/07; 6/13; 6/16; 12/18; 7/20

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

Weapons--See board policy JCDBB.

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. **This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon when said facsimile is used in a threatening or menacing way. (Laser pens, knives, and other objects that could cause injury to others are not allowed at school.)**

As used in this policy, the term “weapon” and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device
- Any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; andy combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in that the handle of the knife, or any knife having a blade that opens or falls is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
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Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to DCF or the Commissioner of Juvenile Justice.

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

REMINDER: In accordance with the Drug Free/Gun Free Act, only a law enforcement officer can possess a firearm within 1,000 feet of a school.

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