

**Holyoke JR/SR High School  
STUDENT HANDBOOK  
2020-2021**



**R.I.S.E. to EXCELLENCE  
545 E. Hale St.  
Holyoke, CO 80734  
Telephone: 854-2284  
Please visit our website**

[hcosd.org](http://hcosd.org)

## DISTRICT MISSION STATEMENT

Graduate **every** student  
prepared with the necessary  
knowledge, skill, and character  
to find success in life



August 2019

Dear Students and Parents:

The Student Handbook is prepared each year to bring together many of the priority Policies, expectations and practices of our school. It does not cover all of the District's Policies. A complete list of the District Policies is available on the School District Website for your information. **Please take the time to carefully read the Student Handbook.** The Student Handbook is available to you electronically via the District Website and has not been printed in paper format. However, if you need a paper copy of the Handbook, please reach out to the Jr/Sr High office.

One key highlight that I would like to call your attention to is the student absence procedures outlined in the student handbook. Due to COVID 19 students absences do to such an illness will not be counted against them with proper written doctor documentation.

The Student Handbook is a wonderful resource, but should you have questions, please do not hesitate to contact me. I am excited about this year and have high expectations on what we will accomplish together. I look forward to partnering with you as we strive to prepare your student for success in life.

Sincerely,

Angela Powell  
Holyoke JR/SR High School Principal  
970-854-2284 Ext. 153  
[powellan@hcosd.org](mailto:powellan@hcosd.org)

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## **NONDISCRIMINATION/EQUAL OPPORTUNITY: Policy AC**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law:

The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability or need for special education services.

Complaint procedures have been established for students, parents, employees and members of the public. The following person has been identified as the compliance officer for the district:

Kyle Stumpf, Superintendent of Schools  
435 S. Morlan Ave.  
Holyoke, CO 80734  
970-854-3634

## **STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS: JRA/JRC**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

### **Content and custody of student education records**

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

#### **Access to student education records by parents and eligible students**

A parent/guardian ("parent") has the right to inspect and review his or her child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

#### **Request to amend student education records**

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

#### **Disclosure with written consent**

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and

- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the school district.

#### **Disclosure without written consent**

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
  - a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
  - b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under

the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
  - a. The court order or subpoena prohibits such notification; or
  - b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
13. The disclosure is of "directory information" as defined by this policy.

#### **Disclosure of directory information**

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and



other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

#### **Disclosure of disciplinary information to school personnel**

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

#### **Disclosure to military recruiting officers**

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

#### **Disclosure to Medicaid**

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the district shall:

- include a consent form with the "start of school" information each fall.
- include a consent form with IEP packet materials.

#### **Disclosure to the Colorado Commission on Higher Education (CCHE)**

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

#### **Annual notification of rights**

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

#### **Governing law**

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

### **DUE PROCESS:**

**Holyoke High School conforms to federal requirements of due process for students and also for nondiscrimination.** Due process refers to the rights of students in regard to student suspension, expulsion, or denial to admit.



## **R.I.S.E to EXCELLENCE**

### **Respect & Responsibility Integrity Safety EXCELLENCE**

#### **Respect:**

- ☐ I will respect myself
- ☐ I will respect others
- ☐ I will respect school property

#### **Responsibility:**

- I will come to class prepared
- I will take an active role in my education
- I will take pride in keeping our school clean

#### **Integrity:**

- ☺ I will be honest and true to my word
- ☺ I will be academically truthful
- ☺ I will uphold the high standards and ethics of Holyoke Schools

#### **Safety:**

- I will help prevent bullying and harassment
- I will follow all guidelines and rules
- I will report unsafe situations

**EXCELLENCE!!!...MAKE IT HAPPEN!!!**

## **BUILDING HOURS:**

The building will be open to students at 7:45 am and students are expected to exit the building by 4:15 pm unless supervised by a school staff member.

Parents and visitors are allowed to be in the building between the hours of 8:00am and 4:00pm with a visitor's pass. **The JR/SR High School does not allow students/relatives from other schools to attend school with our students.**

## **ENTERING THE BUILDING:**

All students and visitors entering the building when school is in session should enter through the main doors of the high school or junior high school. All other doors remain locked during class times. **Students are not to let any other students or visitors into the building through any locked door.**

## **Student Use of Cell Phones and Other Personal Technology Devices: JICJ**

The Board of Education believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, students may only use PTDs on district property, on a district vehicle or at a district or school-sponsored activity or event in accordance with this policy.

For purposes of this policy, "personal technology device" (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, pagers, tablets, laptops, cameras, audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices.

It is the student's responsibility to ensure that the PTD is turned off and out of site during unauthorized times.

Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person's reasonable expectation of privacy.

Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

Violation of this policy or any other district, school or classroom rule or regulation on student use of PTDs may result in disciplinary measures and/or temporary confiscation of the PTD. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. If the building principal or designee believes a student's possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

The district shall not be responsible for loss, theft or destruction of PTDs brought onto school or district property or while the student is attending district or school-sponsored activities or events.

## **PARKING:**

All private vehicles are to be parked in the designated student parking lot. Drivers and vehicles are subject to school regulations and the authority of the school personnel having jurisdiction over the location. Person(s) violating district or building rules or operating a vehicle in a dangerous manner may be reported to legal authorities and be denied the privilege of having a vehicle on school property. All students are asked to park their vehicles appropriately in the south parking lot. **DO NOT PARK IN THE YELLOW AREAS IN FRONT OF THE SCHOOL. LAW ENFORCEMENT MAY BE CALLED TO TICKET VIOLATORS.**

## **MANDATORY REPORTING:**

Every school district employee is considered a mandatory reporter under the law. Therefore, a staff member with **“reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately report upon receiving such information.”** Our employees have been trained to make the report prior to doing an investigation. The school may conduct its own investigation, however, the reporting requirement is absolute and a report must be made upon receiving the information which may mean before an investigation is completed. The school does not assume guilt when making a report. It is the duty of the police or human services to determine if abuse or neglect has occurred. It is not the responsibility of the school district to make this determination.

## **PUBLIC CONCERNS: CHAIN OF COMMUNICATION**

The Board of Education believes that positive and appropriate two-way communication between the School District, schools, parents, and the citizens of the Holyoke community is a vital component of the educational program.

The Board believes that concerns are best handled and resolved as close to their origin as possible. Proper channels for resolving concerns that involve student, personnel, instruction, operations, and services, facilities, and/or policies of the District will be as follows:

### **1. Staff 2. Principal 3. Superintendent 4. Board of Education**

The Board of Education directs the Superintendent to develop procedures which allow the public to express concerns in writing. Such procedures should expedite responses to the public and, if possible, resolution of the concern.

**THE BOARD OF EDUCATION, HOWEVER, MAINTAINS FINAL AUTHORITY ON ALL SCHOOL MATTERS.**

## **SCHOOL CLOSURE AND INCLEMENT WEATHER:**

In the event of a snowstorm or other emergency, the Holyoke School District may cancel school or dismiss students early, **calls and/or emails will be made through the telephone notification system.** The following Radio/TV stations will be notified of a school closing or early dismissal: STAR (92.3), KOA (850) and Network Television News Stations. **The District may also call for buses to run Storm Routes if regular bus routes are in poor condition. If school is cancelled or dismissed early because of inclement weather or other emergency, the school will communicate plans for elearning, activities and school programs.**

## TELEPHONE CALLS:

Messages and deliveries from home should be left in the office. **Students will not be called from class unless it is an emergency and the caller identifies themselves and the reason for the call.**

**THE OFFICE PHONES ARE INTENDED FOR SCHOOL BUSINESS ONLY.** Students may use the designated phone in the office to contact parents, and if allowed, the student may use the teacher's phone in their room.

## SEMESTER ACHIEVEMENT INCENTIVE PROGRAM

In order for students to be exempt from finals each semester, they must meet **one of the bulleted criteria qualifiers** in one of the Achievement/Post-Secondary Plan boxes based on grade level, **AND all of the criteria** in one of the Additional Criteria Boxes.

An allowance is made for **1 minor discipline referral for the following infractions**: language, classroom disruption, PDA, mischief, refusal to serve, 3 tardies, defiant, disrespect, walkout, dress code, rude/discourteous, cell phone, lack of materials, misuse of computer, and parking. **Major discipline infractions include**: 10 tardies, bullying/harassment, academic dishonesty, destruction and vandalism, drugs, alcohol, smoking, tobacco use, truancy, stealing, fighting/assault, sexual harassment, detrimental behavior, felony, code of conduct violation, repeated offenses, weapons, and robbery.

### Achievement/Post-Secondary Plan

#### 7<sup>th</sup>-9<sup>th</sup> Grade

- ❖ **Summative Assessments in Core Content Classes**  
Students must score 90% or better on **all** Summative Unit Assessments in math, science, language arts, and social studies classes
- ❖ **ESL Language Proficiency**  
ESL Students must move one full point on the WIDA-ACCESS Test (example 3.5 to 4.5)
- ❖ **NWEA/MAPS**  
Meet the RIT Growth Target on all content area (reading, writing, math and science) in the Fall and Winter (for 1<sup>st</sup> semester exemption) or Winter and Spring (for 2<sup>nd</sup> semester exemption)

RIT Target in the Fall will be the highest RIT score from the previous year + 1. The RIT Target for the Winter will be the Fall RIT target or score (whichever is higher) + 1. The RIT Target for the Spring will be the Winter RIT target or score (whichever is higher) + 1.

#### 10<sup>th</sup> and 11<sup>th</sup> Grade

- ❖ **Summative Assessments in Core Content Classes**  
Students must score 90% or better on **all** Summative Unit Assessments in math, science, language arts, and social studies classes
- ❖ **ESL Language Proficiency**

ESL Students must move one full point on the WIDA-ACCESS Test (example 3.5 to 4.5)

- ❖ **PSAT Score - 10 Grade Students**  
360 Reading/Writing Score and 470 Math Score on the PSAT Test
- ❖ **ACT Score**  
20 composite score on the ACT test taken prior to December (for 1<sup>st</sup> semester exemption) or May (for 2<sup>nd</sup> semester exemptions)
- ❖ **SAT Score**  
470 Reading Score and 500 Math Score on the SAT Test taken prior to December (for 1<sup>st</sup> semester exemption) or May (for 2<sup>nd</sup> Semester Exemption)
- ❖ **ASVAB Score of 50 percentile or higher**

### **12<sup>th</sup> Grade**

- ❖ **Summative Assessments in Core Content Classes**  
Students must score 90% or better on **all** Summative Unit Assessments in math, science, language arts, and social studies classes
- ❖ **ESL Language Proficiency**  
ESL Students must move one full point on the WIDA-ACCESS Test (example 3.5 to 4.5)
- ❖ **ACT Score**  
20 composite score on the ACT test taken prior to December (for 1<sup>st</sup> semester exemption)
- ❖ **SAT Score**  
470 Reading Score and 500 Math Score on the SAT Test taken prior to December (for 1<sup>st</sup> semester exemption)
- ❖ **ASVAB Score of 50 percentile or higher**
- ❖ **Post-Secondary Acceptance**  
Documented acceptance to post-secondary education, military, technical, 2 year, or 4 year program (excluding dual credit classes)

**ACT/SAT scores will be posted to transcripts.**

### **Additional Criteria**

#### **Grades 7-12**

- ❖ **3.0 GPA**
  - Fewer than 6 referrals to the AOC
  - Fewer than 3 tardies
  - Fewer than 7 excused absences per class
  - No unexcused absences

<ul style="list-style-type: none"> <li>● No major discipline referrals as documented in Infinite Campus</li> </ul>
OR
<b>Grades 7-12</b> <b>❖ 2.0 GPA</b> <ul style="list-style-type: none"> <li>● 3 or fewer excused absence per class</li> <li>● No appearances on the Ineligibility List</li> <li>● Fewer than 6 referrals to the AOC</li> <li>● Fewer than 3 tardies</li> <li>● No unexcused absences</li> <li>● No major discipline referrals as documented in Infinite Campus</li> </ul>

Students who are exempt may take the semester exam **to raise their grade**, but are not to be penalized for taking the test and doing poorly if they so choose. Post-secondary students must take semester exams.

Students who are not taking semester tests **do not need to come to school** on final exam days. **ALL students taking exams are to stay in classrooms throughout the testing period.**

**For students to be exempt from final exams, they must return an acknowledgement of the letter sent the week before finals signed by their parents and returned by the stated due date.**

## JUNIOR HIGH REQUIRED CREDITS

- 4 units of Social Studies
- 4 units of Language Arts
- 4 units of Science
- 4 units of Mathematics
- 4 units of Physical Education
- 2 units of Exploratory (.5 credit per semester)
- 6 units of Electives

Students must earn a total of 28 units of credit in Junior High to move on to High School. Classes earn one unit of credit per semester. Exploratory classes earn .5 credits per semester.

Students who fail one or more core classes in any semester or combination of semesters (Social Studies, Language Arts, Science, and Math) are required to take the credit recovery class. Failing 5 or more credits will result in the student repeating the entire grade.

## HIGH SCHOOL GRADUATION REQUIREMENTS: Policy IKF (Beginning with the Class of 2026)

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has **established the following**



**graduation requirements for students entering the ninth grade in the 2017-18 school year** and each ninth grade class thereafter.

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from the district.

### **College and career readiness**

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

### **English**

Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English.

<b>Measure</b>	<b>Cut Score/Criteria</b>
Accuplacer Assessment	Score of at least 62 on Reading Comprehension.
ACT assessment	Score of at least 18 on English.
ACT WorkKeys assessment that demonstrates English readiness.	Score of at least 3 (Bronze level)
Advanced Placement (AP) exam that demonstrates English readiness.	Score of at least 2
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile.
SAT assessment	Score of at least 430 on English.
Concurrent enrollment course that demonstrates English readiness, as approved by the district and included in the student's academic plan of study or Seminar (Seminar).	Grade of at least C in eligible English concurrent enrollment course. (College Composition 121).
Industry Certificate that demonstrates academic and intellectual learning in the subject area of English.	ACT National Career Readiness Certificate. Industry Certificates in CTE Content areas

### **Math**

Students must complete at least one of the following measures and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness in Math.

<b>Measure</b>	<b>Cut Score/Criteria</b>
Accuplacer assessment (CCPT)	Score of at least 61 on Elementary Algebra.
ACT assessment	Score of at least 19 on Math.

ACT WorkKeys assessment that demonstrates Math readiness.	Score of at least 3 (Bronze level)
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31 <sup>st</sup> percentile.
SAT assessment	Score of at least 500 on Math.
Concurrent enrollment course that demonstrates Math readiness, as approved by the district and included in the student's academic plan of study or Seminar Course	Grade of at least a C in eligible Math concurrent enrollment course. <i>[College Algebra MAT 121]</i>
Industry Certificate that demonstrates academic and intellectual learning in the subject area of Math.	ACT National Career Readiness Certificate. Industry Certificate in CTE area

### **Exceptions to the Board's required measures and cut scores/criteria**

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the principal or principal's designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements.

### **Courses required for graduation**

#### **Units of credit required for graduation**

A total of 56 credits earned during grades nine through twelve are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets five days per week for a minimum of 47 minutes daily for at least 18 weeks or the equivalent. Successful completion means that the student obtained a passing grade (C or better) for the course. Junior High students may earn credit for Spanish and Math courses (Algebra 1 or higher) taken during Junior High.

#### **The following criteria shall entitle a student to a high school diploma:**

- Achievement in content standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, the Colorado Student Assessment Program, the district assessment program, classroom assessments, and student participation in, and completion of, assigned projects.

#### **PWR (Post-Secondary and Workforce Readiness) Required Credits**

<b>Credits</b>	<b>Area</b>	<b>Specific Courses</b>
<b>8</b>	<b>English</b>	
<b>6</b>	<b>Mathematics</b>	<b>Algebra 1 or higher</b>
<b>6</b>	<b>Science</b>	
<b>6</b>	<b>Social Studies</b>	<b>Government</b>

2	Physical Education	General PE
4	Career & Tech Ed	(Includes approved classes in Agriculture, Business, and Family & Consumer Sciences)
4	Fine Arts	(Includes Art, Band, Choir, TV Productions, Journalism, Speech Drama, Creative Writing, and Yearbook)
2	Foreign Language	
14	Additional Electives	
4	Seminar	1 Credit/Year
56 Credits Total		

#### **Credit from other institutions and home-based programs**

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee shall determine whether credit toward course requirements shall be granted for courses taken outside the district. **Students who are currently enrolled in the district and wish to obtain credit from outside institutions, or through "online" programs, must have prior approval from the principal or his/her designee. This decision will be based on data including an ALP status (Advanced Learning Plan) or other individualized plan which would require enrichment or acceleration.** The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts. The district may reject any transcripts that cannot be verified through such testing.

#### **Certificate of Attendance**

In certain cases students may receive a Certificate of Attendance without meeting the graduation requirements for the general education program if they meet individualized goals and graduation requirements set by administration and Holyoke Re-1J School District.

All Certificates of Attendance must be submitted to the Administration and gain approval before January 1 of each school year, unless the student has entered the school after that date. The plan for issuing a Certificate of Attendance to a student must be signed by parents, students, and administration prior to January

- **Special Education or Students with Disabilities:** appropriate for a student who is not able to meet the academic requirements from Holyoke Re-1J, but met their Individualized Education Plan goals and requirements set forth by their IEP (Individualized Education Plan). The student may have also attended the Life Skills (Significant Support Needs) Program and been working on

Extended Evidence Outcomes (alternate standards) and met the requirements set there for completion.

- **English Language Learners:** appropriate for a student who has received a diploma from a foreign country of K-12 schooling or that has entered the school when 18 years of age. The student may also have not completed the required credits, due to language proficiency or amount of time in Holyoke Re-1J School District, determined by their ILP (Individualized Language Plan).

## **Class rankings and grade point averages Valedictorian/Salutatorian**

Graduating seniors shall be ranked within the graduating class upon the basis of grade-point averages for the four-year program, (including approved classes taken in Junior High) and including the last semester of the senior year. Grades for the regular classes will be given the following values: A=4, B=3, C=2, I (Incomplete) = 0. The Seminar class is a pass/fail class and will not be counted in the GPA. **In order to be considered for the Valedictorian and/or Salutatorian honors, students must have taken (and passed) any combination of 10 AP or Post-Secondary credits in core curriculum areas including (English, Mathematics including Trigonometry/Advanced Math or Statistics, Science including Physics, and Social Studies including Pre-College Sociology). Any student with the possibility of earning Valedictorian/Salutatorian honors must be a full time student through the Spring Semester of their senior year.** The student with the highest class rank will be valedictorian. The student with the second highest class rank will be salutatorian. When more than one student holds the numerical one rank, all students holding the rank will be declared co-valedictorians. No salutatorian will be named.

When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

### **Class Rank Guidelines:**

- Students who have taken a minimum of 5 courses/10 credits of AP or Post-Secondary classes in core curriculum areas including: (English, Mathematics including Trigonometry/Advanced Math or Statistics, Science including Physics, and Social Science including Pre-College Sociology) will be ranked above students who do not meet the 10 credit minimum.
- Students who meet the above requirement must also have a minimum unweighted GPA of 3.5 (this is the National Honor Society minimum GPA)
- Students who meet the first requirement, and have between a 3.25 and a 3.49 GPA will be ranked immediately below the above students, and then all other students will fall in place after that regardless of upper level credits or not.

### **Student course load**

The course load for freshmen, sophomores, juniors and seniors shall be a minimum of 15 credits per school year. Students who wish to take fewer credits in the 2<sup>nd</sup> Semester of their senior year must obtain advance permission from the Principal. (This statement covers seniors who choose to take less than a full load during the 2<sup>nd</sup> semester of the senior year.)

## Early Graduation

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy.

**Students must earn 13 credits each year in order to advance to the next grade level.**

### **EARLY GRADUATION:**

The course load for freshmen, sophomores, juniors and seniors shall be a minimum of 15 credits per school year. Students who wish to take fewer credits in their senior year must obtain advance permission from the principal. Students **must attend Holyoke High School full time at least through the first semester of their senior year in order to graduate.** After first semester, seniors have two options:

1. Remain a full time student until graduation
2. Attend school part-time **including Seminar** after first semester in order to fulfill remaining requirements.

**Option 2 MUST be decided upon before the end of the first semester and the appropriate form signed by students and parents with the Principal. Students will not be allowed to participate in school related activities, or the Local Scholarship Program unless they are enrolled in at least four classes 2<sup>nd</sup> semester.**

### **COURSE SELECTION AND SCHEDULING:**

Students pre-register in the spring or upon enrolling in Holyoke School District. Students are expected to adhere to their schedule for the entire school year.

### **GRADING SCALE: Policy IKA-R**

Grading Scale	GPA	Points
100-90	A	4
89-80	B	3
79-70	C	2
69 and Below	D	1
NC	No Credit – Excessive Absences > 10/Semester	

### **ACADEMIC OPPORTUNITY CENTER: Policy IKA-R**

The goal of grading in grades 3-12 is to communicate with parents and as importantly, the students, about mastery of the skills on concepts presented. The District believes that every student can master the content with support acknowledging time as the variable, meaning that some students may need more time and support, but all can meet the standards. Because mastery is more of an emphasis than growth at this level, failure is not an option. Students are expected to complete all work assigned at a satisfactory level according to expectations of the building.

Grades will be assigned on all work as:

A = 90% - 100%      B = 80% - 89%      C = 70% - 79%      I = Incomplete

**Summative (Unit) Assessments will be one-time assessments. Students will not have an opportunity to correct or change their grade on these unit assessments.**

All Formative Work that is late, incomplete, or missing must be completed at a satisfactory level. The District believes that all assignments were created because they support learning targets in the curriculum. Therefore, it is important that all work is completed. When students do not complete formative work to the level of a C or better, or if the work is incomplete or missing when due, the student is assigned to the Academic Opportunity Center (**AOC**) for completion of the work. Any work that is completed after its due date or corrected because it was below 70% originally, will be assigned the grade of 70% when completed. The District acknowledges that rare occasions will occur when students will refuse to make an effort to complete or correct the work assigned. In those instances, the teacher will conference with the student, communicate that there is a lack of effort, and set a final date for the assignment. The teacher will document the date and time of the conference and give the student and parent(s) notice of the new, final due date. The work will be graded at that date. **If the work remains incomplete or is in need of further corrections, a final grade ranging from 0%-69% may be recorded.** The teacher will determine when effort is no longer being given to the assignment. Because this is a subjective determination, teachers will give great care to communicating and documenting such communication.

- Students in junior and senior level classes will not be assigned to the AOC, they may attend and receive additional support, but all course-work is due when it is assigned, students do not have the opportunity to turn in missing work and do not have the opportunity to correct and return and raise their grade to 70%.
- **RTI, IEP, and ESL students who are Juniors or Seniors may be assigned to the AOC with permission from the appropriate staff member.**
- **Students who Refuse to Serve in the AOC for the 2nd and 3rd time in a Semester will be assigned a day of ISS for each occasion of Refusal.**
- Students who Refuse to Serve in the AOC after the 3<sup>rd</sup> time in a Semester will be assigned a day of OSS for each occasion they Refuse to Serve. Students who habitually Refuse to Serve in the AOC also do very little in ISS and then disrupt the learning environment in ISS.
- Once students reach a point of being mathematically unable to pass a core class, they will be removed from that class and will start credit recovery for that core class.

**Academic Opportunity Center (AOC)** Annually, the principal of each school will work with staff to outline specific procedures for the use of the Academic Opportunity Center and communicate them to the students and parents in the Student Handbook. The principal of each school will also clarify expectations of teachers in the Staff Handbook annually.

#### **Impact on Eligibility:**

To maintain eligibility for extracurricular activities and sports, students in grades 7-12 must not have any incomplete assignments. Students may have incomplete assignments for two reasons: (1) late, incomplete or missing work the day it is due, and (2) work that was not completed at a 70% rate which has been given back with direction to make corrections. When a student receives an assignment requiring corrections to be made s/he will have an appropriate amount of time to get corrections to the teacher before becoming ineligible. The teacher and student will make arrangements for re-teaching if needed, and the **teacher will assign a due date. The student will be placed on the ineligible list if the**

**due date is not met.** If the assignment is still listed as an incomplete (not returned with corrections) by the following Monday morning, the student will be ineligible for that week's activities.

If a student is required to stay at the Academic Opportunity Center because he or she did not turn in the assignment on time that day, and **the student is scheduled to leave early for an extracurricular activity or sporting event, the Academic Opportunity Center will take precedence and the coach/sponsor will not take the student to the event that day.**

**Students will be expected to stay at the AOC on the date they are assigned. Students/Parents may not excuse their student from the AOC without first contacting the building principal.**

## **ELIGIBILITY:**

Eligibility categories as established by the faculty are listed below:

Any student that is ineligible will not be permitted to participate in any activity that is governed by the Colorado High School Activities Association. **Ineligible students will not be allowed to participate if activities conflict with classes, students who are ineligible will not be permitted to travel with the team or organization, unless there is no interruption of class time.**

Student eligibility is to be rated as a cumulative grade from the beginning of the semester.

**Weekly Eligibility:** A list of students with cumulative incomplete grades will be printed weekly and will be given to the Athletic Director, coaches, and teachers on Monday mornings. Students who are listed with one or more I's (Incompletes) will not be eligible to participate until the following Monday when the new ineligibility list is printed and the process begins again. **Eligibility is Monday to Monday.**

**Semester Eligibility:** A list of students who have failed two or more classes in a semester will be given to the Athletic Director at the end of each semester. Students who are on that list are ineligible until the CHSAA date to regain eligibility. Please refer to the CHSAA calendar for specific dates of regaining eligibility.

Ineligibility can only be **changed during the current week if an error in the recording of grades** is acknowledged by the teacher.

## **ACADEMIC INTEGRITY:**

Academic integrity is an essential element of promoting academic excellence.

**Cheating includes, but is not limited to, the following examples:**

- Taking, stealing, and/or using an assignment from someone else and submitting it as one's own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of "crib/cliff notes" on your person, an object, or programmed within graphing calculators, palm pilots, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Working on assignments with others when not authorized by the instructor.
- Copying from other students during an exam.

- Giving answers to another student for an assignment or exam.

**Dishonesty includes, but is not limited to, the following examples:**

- Agreeing with other students to commit academic dishonesty.
- Falsification of results from research or laboratory experiments.
- Written or oral presentation of results from which research was never performed.

**Plagiarism includes, but is not limited to the following examples:**

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of a work.
- Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

**Plagiarism is defined in *Webster's New International Dictionary of the English Language* as:**

"To steal or purloin and pass off as one's own the ideas, words, artistic productions of another; to use without due credit the ideas expressions or productions of another."

**The *MLA Style Manual and Guide to Scholarly Publishing* further defines plagiarism as:**

"Forms of plagiarism include the failure to give appropriate acknowledgments when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use another person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas."

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. New York: The Modern Language Association of America, 1998.

***Plagiarism.org* indicates:**

"Plagiarism is the improper use of, or failure to give credit to another person's writing, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own."

**Students enrolled in post-secondary classes must also meet the Academic Integrity Procedure of the Institution of Higher Education from which credit will be obtained.**

## **ACADEMIC LETTERING GUIDELINES:**

In order to qualify for an academic letter or bar, the student must attain a 3.5 GPA or better during the spring semester of a school year and then again during the following fall semester. **Foreign Exchange Students may obtain an Academic Letter by attaining a 3.5 GPA or better during the fall semester and again during the spring semester.**



## **ALTERNATIVE SCHOOL:**

The Holyoke Alternative/Online School is a viable alternative to the traditional educational format designed to meet the needs of students who are at risk, and those needing more flexibility in scheduling. Holyoke Alternative/Online students meet the same graduation requirements as the Holyoke High School and receive a diploma from Holyoke High School. **Diplomas for Alternative School Students will only be awarded at the end of the first semester and at the end of the 2<sup>nd</sup> semester.** The curriculum is provided by OdysseyWare, an online program that has over 300 courses. Alternative/Online students may sign up for Holyoke High School courses in addition to OdysseyWare courses. The Alternative/Online school is open from 8:05 to 3:37 daily, providing computer usage and teacher support. Applications for the Holyoke Alternative/Online School can be obtained at the Holyoke Alternative High School or Holyoke JR/SR High School Office.

## **INCOMPLETES:**

Teachers will report an incomplete following a student conference when the student has not or will not be able to complete the required work in the established time allotted because of extenuating circumstances. The teacher may extend the time for up to two weeks to allow the student to complete the course requirement. If the completed work is not turned in within two weeks, a zero will be recorded and course grade will be averaged accordingly.

Incompletes at the end of the school year require a conference between the teacher, student and principal. **Students who do not earn credit for a class(es) may take Credit Recovery classes in the Alternative School to recover the credit they did not earn. Credit recovery classes only earn Pass/Fail grades and do not change a student's GPA (Grade Point Average).**

## **EXEMPTIONS FROM REQUIRED INSTRUCTION: Policy IMBB**

If the religious or closely held personal beliefs and teachings of a student or parent/guardian are contrary to the content of a school subject or to any part of a school activity, the student may be exempt from participation. To receive such an exemption, the parent/guardian must present a written request for exemption to the school principal, stating the conflict involved.

If a student is unable to participate in a physical education class, the student must present to the school principal a statement from a physician or other licensed health care professional stating the reason for the inability to participate.

Exemptions from required instruction do not excuse a student from the District's requirements for graduation from high school.

## **EARLY COLLEGE ADMISSION: Policy IHCD**

### **Eligibility**

Qualified students seeking to enroll in postsecondary courses at the district's expense and receive high school credit for such courses shall follow the procedure accompanying this policy, see IHCD-R.

### **Academic credit**

Academic credit granted for postsecondary courses successfully completed by a qualified student shall count as high school credit toward the Board's graduation requirements, unless such credit is denied.

High school credit shall be denied for postsecondary courses that do not meet or exceed the district's standards. High school credit shall also be denied for a postsecondary course substantially similar to a course offered by the district, unless the qualified student's enrollment in the postsecondary course is approved due to a scheduling conflict or reason deemed legitimate by the district. **Concurrent**

**enrollment is not available for summer school or for courses not offered as part of the JR/SR High Schedule.**

#### **Agreement with institution of higher education**

When a qualified student seeks to enroll in postsecondary courses at an institution of higher education and receive high school credit for such courses, the district and the participating institution shall enter into a written cooperative agreement in accordance with the Act.

#### **Payment of tuition**

The district shall pay only the tuition for Juniors (11th grade) **for 1 course per semester, up to 4 credit hours per semester**, of postsecondary courses successfully completed by a qualified student and for which the qualified student receives high school credit. The district shall pay only the tuition for Seniors (12th grade) **for 2 courses per semester, up to 8 credit hours per semester**, of post-secondary courses successfully completed by a qualified student and for which the qualified student receives high school credit.

The tuition paid by the district for the qualified student's successful completion, as defined as a final grade of an A, B, or C, of an approved postsecondary course shall be in accordance with the Act and the district's cooperative agreement with the institution of higher education. The institution of higher education may charge additional tuition and/or associated fees to the qualified student or the student's parent/guardian in addition to the tuition paid by the district.

Prior to paying the tuition for any qualified student, the district shall require the student and student's parent/guardian to sign an agreement stating if the student receives a final grade other than an A, B, or C, or otherwise does not complete the postsecondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student's parent/guardian shall repay the amount of tuition paid by the district on the student's behalf.

#### **College Class Enrollment Requirements: Policy IHCD-R (Revised March 2015)**

In order for students to be eligible to enroll into any Concurrent Enrollment or Advanced Placement courses at Holyoke High School, the following criteria must be met:

1. Students must be in 11<sup>th</sup> or 12<sup>th</sup> grade.
  - 10<sup>th</sup> grade students may be eligible to enroll **in the High School of Business classes** and/or an Advanced Placement course if criteria is met **AND** students have approval from the teacher in the content area.
2. **Students must meet the entrance requirements for Concurrent Enrollment courses as set by the post-secondary institution.**
3. Students must meet the additional requirements as set by Holyoke High School. This criteria includes:
  - Students must meet the benchmark requirements on the ACT/SAT test as set by ACT/College Board.

**AND**

  - Students have received a "B" grade or better in the previous course in the content area (courses will be stated in the Holyoke High School Course Description book).

- If a student has a deficit score on the ACT/SAT, they have the option to take the Accuplacer test to qualify. Students must arrange this with the Counselor prior to the beginning of the class. The Accuplacer test is at the expense of the student.
4. Students must show evidence in their Plan of Study (part of their Seminar) that the Concurrent Enrollment or Advanced Placement courses they want to enroll in are needed for the course of study they wish to pursue after high school.
- The following test areas will be evaluated for each of the following classes:
- College Algebra - ACT/SAT Math
  - College Composition - ACT/SAT Reading and English
  - College Chemistry and Biology - ACT Science
  - All College History Classes including Psychology and Sociology- ACT/SAT Reading and English
  - AP Calculus - ACT/SAT Math
  - AP English Composition and Literature - ACT/SAT Reading and English
  - Statistics - ACT/SAT Math

**ACT Benchmark Requirements as set by ACT:**

College Course/Area	Test	ACT score
College Composition	English	18
Social Sciences	Reading	22
College Algebra	Math	22
College Biology	Science	23

**SAT Benchmark Requirements as set by College Board:**

Evidence-Based Reading and Writing: 480

Math: 530

**ACCUPLACER Guidelines:**

Students who have not met ACT/SAT benchmark scores to be in college level courses may take the Accuplacer test through NJC to receive an adequate score to be in the course. Accuplacer testing is online and will cost a student \$5 for three testing attempts. All Accuplacer testing must be set up with Mrs. Powell. Students must receive the following scores to be eligible to enroll in the courses.

Class	Test You Need to Take	Score you need to get on the Accuplacer
Psychology	Reading	80+
Sociology	Reading	80+
US History	Reading	80+
Composition	Reading	80+
	Sentence Skills	95+

Composition and Reading	Sentence Skills Reading	50 – 69 40 -61
Introductory Algebra	Math	45+
Algebra	Math	85+

\* In the event that a test score cannot be used to determine a student's entrance into a class, the student must have approval from the teacher.

\* If new courses are offered, students will be informed of the entrance criteria. **The above courses will be offered based on availability.**

### **ABSENCE NOTIFICATION:**

**Parents/guardians should call the JR/SR High School Office (854-2284) by 9:00 AM to verify an absence for their son or daughter. Automated attendance phone calls will be made at 9:15 AM and 1:30 PM by the telephone notification system for any students for which prior notice has not been received in the office.**

### **Student Absences and Excuses: JH**

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

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

### **Excused absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.

2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. \*\*\*Additional exceptions to absences may be granted in the event of a COVID-19 related illness and other extended absences related to family illness, emergency, and bereavement.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(h)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

### **Unexcused absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose consequences that relate directly to classes missed while unexcused, including a warning, school detention or in-school suspension. Unexcused absences shall not be grounds for academic penalties, out-of-school suspensions, or expulsion. Research indicates that course failure and truancy is highly correlated with dropping out. To reduce the risk of students dropping out, the administration shall develop regulations to implement appropriate consequences and strategies to re-engage the student.

Students and parents/guardians may petition the Board of Education for exceptions to this policy provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

## Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 16 total absences or 8 per semester in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and strategies to address the reasons for the student's chronic absenteeism. When practicable, the student's parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

## Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. **With our ability to utilize our one to one devices and e learning opportunities, there shall be 1 day allowed for make-up work for each day of absence.**

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. **(It is the responsibility of the student to pick up their make-up work the day they return.)**

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

## Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. **(Parents may not excuse tardies.)**

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next

class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law. **(A student, who is fifteen (15) minutes or more late to class, will be considered absent instead of tardy.)**

**Consequences for tardies are as follows:**

Step 1 – 3<sup>rd</sup> tardy: 30 minutes of school service

Step 2 – 6<sup>th</sup> tardy: 45 minutes of school service

Step 3 – 9<sup>th</sup> tardy: 60 minutes of school service

10<sup>th</sup> tardy: consequence according to discipline matrix = 1 day ISS/Service

11<sup>th</sup> tardy: repeat steps 1 – 3

20<sup>th</sup> tardy: consequence according to discipline matrix = 3 days ISS/Service

**School Service can be served:** after school within 24 hours of parent notification, or during the next school event. **Failure to serve school service time within one week will result in 15 minutes being added to the amount of community service time to be served.** School service will be enforced and supervised by a teacher, school staff member, or the principal.

### **EXCESSIVE ABSENCE NOTIFICATION:**

Student absences will be monitored by the students seminar teacher and check-ins will take place between the student and their seminar teachers on the first day of the school week. When the student has reached 4 absences in a class period, the student and seminar teacher will communicate with parents/guardians of the absences and the plan going forward. Information will be provided about the procedure if additional absences occur.

Students and parents/guardians will be notified by letter when a student reaches their seventh (7th) day with an absence in a semester, excluding school related absences. The letter will include: a copy of the policy as stated in the handbook, and the number of absences, consequences for continued absences, and the steps which will be followed with additional absences.

After ten (10) absences in a class per semester, excluding school related absences, the student may be considered incomplete after review by the Administration. At the time more than ten (10) absences have accumulated, the parent is requested to participate in a meeting with the school's Positive Behavior and Intervention Support team with the goal of creating a plan to support the student's attendance and participation in school. As part of the plan, the student will be assigned make-up time that will be spent in the Academic Opportunity Center to complete all missing work from the absence. The student will be allowed to leave the AOC when all make up work is complete. This may require multiple assignments to the AOC. Students who fail to attend AOC to complete make up work from time absent and who fail to complete the work will receive no credit for that course for the semester. All make up work must be completed within two weeks of the absences or two weeks prior to the end of the semester whichever occurs first.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

## **LEAVING THE SCHOOL BUILDING - Avoiding Truancy:**

**Any student leaving school for any reason before school is dismissed must check out through the office. The office requires either a note or a phone call from the parents/guardians or a phone call placed by the office personnel to the parents/guardians before a student may be dismissed during the school day. Students are not permitted to leave the school building unless absolutely necessary. **ANY STUDENT, WHO LEAVES THE SCHOOL BUILDING BEFORE THE TIME OF SCHOOL DISMISSAL WITHOUT PROPERLY SIGNING OUT, MAY BE SUBJECT TO DISCIPLINARY ACTION.****

- Students selling ads or making purchases for any class or organization during school hours must be approved by an instructor/sponsor and check out in the office.

Upon returning to the school or arriving after normal starting time, students are to report to the office and sign in. **FAILING TO DO SO MAY RESULT IN DISCIPLINARY ACTION.**

## **TRUANCY: Policy JHB**

Truancy is defined as the deliberate and unexcused absence from school on the part of the student. In most cases of truancy, the parent/guardian shall be informed. Repeated truancy may result in a conference with the parent/guardian and student to determine the conditions under which the student will be readmitted to school. In general, the procedure for handling truancy shall be as follows:

First truancy – Parent/guardian will be contacted and both parent/guardian and student shall be made aware that truancy may result in school service or in-school suspension.

Second truancy – May include in-school suspension until parents/guardians meet with the principal, a referral to Holyoke Alternative High School, or judicial proceedings.

Third truancy – May result in an additional in-school suspension or judicial proceedings to compel attendance.

An “habitually truant” student shall be defined as a student of compulsory attendance age who has four unexcused absences from school in any one month or 10 unexcused absences during any school year.

Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school and the plan shall include strategies to address the reasons for the truancy. When practicable, the child’s parent, guardian or legal custodian shall participate with the district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child’s truancy and strategies to address them. Holyoke Alternative School may be considered an alternative to avoid suspensions due to truancy.

Consequences for truancy may include a warning, school detention, school service, or in-school suspension. Truancy shall not be grounds for academic penalty, an out-of-school suspension or expulsion. To reduce the risk of dropping out, make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

## **AFTER SCHOOL ACTIVITIES:**

**Students who are absent for more than 4 periods during the day will not be allowed to participate in any extra-curricular, co-curricular or athletic activity for that date,** (if there is an activity on a Saturday the student must attend school at least four periods the last day school was in session), unless prior arrangements have been made with the principal or their designee.



## **STUDENT SUPERVISION:**

Students wishing to use any school facilities outside of regular school hours **must be directly supervised** by approved school personnel.

## **WITHDRAWAL FROM SCHOOL:**

Parents are requested to notify the principal when a student will be withdrawn from school. Arrangements will then be made to complete records and transfer any necessary records for the student.

### **STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS: Policy JFC-R**

When the student has been a dropout for 10 school days, an attempt shall be made by the school counselor to meet with the student and the student's parent(s)/legal guardian/custodian for a re-evaluation of the student's decision to leave school, with the option offered to return to school at this time as a student in good standing, depending upon the student's willingness to make up missed scholastic assignments.

When a student has been a dropout for 15 school days, the principal or designee shall send a written notice to the student's parent(s)/legal guardian/custodian. At a minimum, the written notice shall include notification of the student's dropout status and an explanation of the educational alternatives available to assist the student in re-engaging in school. Such written notice shall be sent even if the student is not subject to the compulsory attendance laws, i.e. those students 17 years of age or older. The written notice may also include, but not be limited to, an encouragement that the student return to school; an explanation of the long-term ramifications to the student of dropping out of school; and the availability of services for at-risk students, such as counseling services, drug or alcohol addiction treatment programs, and family preservation services. The written notice shall be sent within 5 school days after the student has been a dropout for 15 school days.

All efforts possible will be extended in an attempt to retain students in school and assist them in earning a high school diploma.

## **SUSPENSION/EXPULSION of STUDENTS: Policy JKD/JKE**

**(Revised April 2018)**

The Board of Education shall provide due process of law to students through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for the students and staff.

The Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student:

1. The student's age;
2. The student's disciplinary history;

3. The student's eligibility as a student with a disability;
4. The seriousness of the violation committed by the student;
5. The threat posed to any student or staff; and
6. The likelihood that a lesser intervention would properly address the violation.

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or designees' sole discretion and include but are not limited to:

### **IN SCHOOL SUSPENSION (ISS):**

- Students will be allowed to make up missed assignments the day or days of the In School Suspension.
- The use of the student's Chromebook for assignment purposes will be the only electronic device allowed
- All assignments must be turned in by the student, at the end of the In School Suspension day or days.
- The student(s) will receive a zero for each assignment if the work is not turned in at the end of the day or days.
- Students must bring a lunch or purchase a school lunch, and will not be allowed to leave the building during the lunch period.
- In accordance with the Athletic/Activities Handbook students will be suspended from the next athletic contest. If ISS lasts longer than one day the athlete will be suspended for all contests that occurs with the time period of the suspension and must make up 2 hours of community service for each day of the suspension not to exceed 5 hours for each non-athletic extracurricular activity.
- \*\*\*Students receiving ISS for refusal to serve will serve their ISS until all missing coursework is completed. Upon completion of coursework students will return to their normal school day.

### **OUT OF SCHOOL SUSPENSION (OSS):**

- Students will be allowed to make up missed assignments the day or days of the Out of School Suspension
- All assignments must be turned in by the student when they return to class following the Out of School Suspension day or days
- The student will receive a zero for each assignment if the work is not turned in on the day following the out of school suspension
- The student will not be allowed on school grounds or at any school activities during the time of the out of school suspension
- In accordance with the Athletic/Activities Handbook students will be assessed a Major Violation with consequences defined in the Major Violations Discipline Matrix.

As an alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the students' presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion or the failure of an intervention to remediate the student's behavior shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

### **Delegation of authority**

1. The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1) (d) unless expulsion is mandatory under law (see exhibit coded JKD/JKE-E), but the total period of suspension shall not exceed 25 school days.

2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Board.

3. Unless otherwise determined by the Board, the Board of Education delegates to the superintendent of schools or to a designee who shall serve as a hearing officer the authority to deny admission to or expel for any period not extending beyond one year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the district. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the superintendent at the conclusion of the hearing. The superintendent shall render a written opinion in the expulsion matter within five days after the hearing whether the hearing is conducted by the hearing officer or the superintendent.

The superintendent shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by the superintendent shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board.

### **Expulsion for unlawful sexual behavior or crime of violence**

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with this policy.

The Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the district to provide an alternative educational program for the student as specified in state law.

## **IMMUNIZATION OF STUDENTS: Policy JLCB**

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up to date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

## **OPTIONAL INSURANCE**

An optional insurance program is available for purchase for Holyoke JR/SR High School students. Information concerning this program may be secured in the school office. Any questions concerning the program should be directed to the company representative listed on the insurance brochure. **The District does not provide Student Insurance coverage.**

## **Administering Medications to Students: JLCD**

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term “medication” includes both prescription medication and nonprescription medication, but does not include medical marijuana.

The administration of medical marijuana shall be in accordance with the Board's policy on administration of medical marijuana to qualified students.

The term “nonprescription medication” includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements.

Medication may be administered to students only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

### **Self-administration of medication for asthma, allergies or anaphylaxis**

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

### **LOCKERS:**

It shall be the policy of the Junior High and High School to assign lockers for student use. The lockers may be used by the students, but shall remain the property of the school and therefore, shall be examined by the principal or her designee at any time, with or without suspicion. It is the **student's responsibility to keep all their belongings locked up in their locker; the floor, commons area, and classrooms are not storage areas for student backpacks.** Students should not share their locker combination with other students. **Students must provide their own locks for PE or Athletic lockers.**

**LOSS OF PERSONAL PROPERTY is not the responsibility of the school. It is recommended that "if you don't want it stolen, don't bring it to school." Cases will be reviewed.**

### **STUDENT SEARCHES: Policy JIH**

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

**Interviews by school administrators**

When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

#### **Interrogations by school administrators**

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

#### **Searches conducted by school personnel**

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action. An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search.

#### **Search of school property**

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

#### **Search of the student's person or personal effects**

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing. The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student. Searches of the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search. Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any

student searched shall be notified of the search as soon as reasonably possible. Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

#### **Seizure of items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

### **LUNCH:**

**Breakfast and Lunch charges are not allowed.** All students have open campus during the lunch period. Students are not permitted to be in the hallways during the lunch hour. Supervision is provided by the noon duty teachers. **DUE to COVID Junior High Students will eat lunch in the JH commons area and the High School students will eat lunch in the HS Commons area**

### **COUNSELOR/GUIDANCE DEPARTMENT:**

The counselor will confer with all students in an effort to make any adjustments or give assistance which will help students, parents and teachers. It is the objective of the counselor to have conferences with the students concerning career and educational plans at least once per year. Personal confidential counseling is available to students throughout the year to help each student in utilizing his/her abilities to the fullest and in developing self-understanding. The guidance counselor is to provide information which will enable the student to understand herself/himself and make the most of his/her educational and career opportunities.

The guidance program is divided into 5 parts: (1) testing and interpretation; (2) counseling and interviewing; (3) gathering educational and occupational information for pupil use; (4) counseling and advising pupils regarding personal problems; (5) counseling for colleges including the availability of scholarships for those who qualify.

The guidance counselor will provide information and application forms for ACT, PSAT and SAT college entrance exams. The counselor also administers and interprets other standardized tests throughout the school year. Appointments are not always necessary. Students may visit the counselor's office during the day by obtaining a pass from the counselor in advance, before and after school. At least one conference with the counselor each year is recommended for students grade 9-12.

### **Center of Innovation:**

The Jr/Sr High Innovation Center is open from 8:00 am to 4:00 pm each school day. Students are invited and encouraged to visit the center at any time with teacher permission.

Staff are encouraged to utilize the center for projects, presentations, and extended learning opportunities.

There will also be some extended hours where there will be the potential for certification classes and opportunities.

Please check out all materials through the circulation center before removing them from the center. The following schedule will be used to check out materials:

1. Books-2 week checkout

Materials may be checked out a second time when due, if other students have not requested them. Books that are checked out should be returned to the library by placing them in the desk slot. **A 10 cent per day fee for overdue books will be charged up to the replacement cost of the book(s).** All students will be forgiven one late fee per school year.

## **PARENT VISITS AND CONFERENCES:**

Parents are welcomed and encouraged to visit the school. **We do ask that parents stop in the office to let us know that they are in the school and what their purpose is in the building, any visitors to the building should request a visitor pass.** There will be two Parent/Teacher Conferences during the school year; others will be scheduled individually as needed. Additional conferences with teachers and parents/guardians may be arranged when requested by parents or teachers. **Please plan visits and conferences ahead of time with administration and teachers to help ensure all parties are available.**

## **TEXTBOOKS: 1:1 Chromebook Agreement on p. 56**

Textbooks will be issued to the students by classroom teachers. Each book is numbered and assigned to the student who receives it. Textbooks are the responsibility of the student. Loss or damage to any school property, including textbooks, will result in fines appropriate to the amount of loss or damage.

## **SCHOOL SUPPLIES:**

Students are expected to supply paper, notebooks, pens, pencils and other items specifically required by their teachers. It is the responsibility of all students to have their supplies on hand when and where needed. If there is a need for student supplies, please call the school office.

## **TRANSPORTATION:**

Students will obey all rules as directed by bus and school vehicle drivers. Students are not allowed to bring any drinks onto buses unless they are in an unbreakable, completely re-sealable container. **Students must throw unacceptable drinks/containers away before boarding the bus.**

### **Student Conduct in School Vehicles: Policy JICC**

The privilege of riding in a school vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school vehicles.

The operator of a school vehicle shall be responsible for the safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all regulations concerning discipline, safety and behavior while riding in the school vehicle. It is the vehicle operator's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to the student's parents/guardians, the principal may withhold from the student the privilege of riding in the school vehicle. Violation of district policies



and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with district policy.

Students participating in activities which require transportation shall accompany the team or group in buses or cars provided or approved by the School District, including the return trip, **unless the parents submit a written request to the Principal and the coach/sponsor.**

### **DETENTION:**

Teachers may detain students during non-school hours for purposes of making up work or meeting other school obligations and shall provide for the proper supervision of students so detained. Students may also be detained for disciplinary purposes. When a student is detained, the teacher and the student shall provide notification to the parents/guardians to let them know the student is being detained and the hour at which the student can be expected home. The teacher may hold the student up to 30 minutes and the assigned detention must be completed by 4:30 pm on the following school day.

### **CODE OF CONDUCT: Policy JICDA**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular event.

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

14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or does cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

### **HABITUALLY DISRUPTIVE STUDENTS: Policy JK-R**

A student may be declared "habitually disruptive" if three or more times during the course of the school year the student causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activity or sanctioned event.

1. The principal will inform the superintendent when a student causes a second material and substantial disruption.
2. The student and the parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."
3. A student who has been declared habitually disruptive shall be suspended and/or expelled in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

### **BULLYING PREVENTION AND EDUCATION: Policy JICDE**

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help **create a climate in which all types of bullying are regarded as unacceptable.**

**Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.**

**Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.**

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. **A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration** when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

### **Secret Societies/Gang Activity: JICF**

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior.

The principal or designee shall take reasonable steps to deter gang intimidation of students and confrontations between members of different gangs on school grounds, in school vehicles and at school activities or sanctioned events.

The presence of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior is prohibited on school grounds, in school vehicles and at school activities or sanctioned events. .

### **WEAPONS IN SCHOOL: Policy JICI**

The Board of Education determines that possession and/or threatened use of a weapon is detrimental to the welfare and safety of students and school personnel within the district.

#### **Dangerous Weapons**

Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

**As used in this policy, “dangerous weapon” means:**

- a. A firearm.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

- c. A fixed blade knife with a blade that exceeds three inches in length.
- d. A spring loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury, including, but not limited to slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

#### **Firearm Facsimiles:**

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final. School administrators shall consider violations of this policy provision on a case by case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

#### **Local restrictions for Policy JICI**

The Board of Education determines that extra precautions are important and necessary to provide for student safety. **Therefore, the using, possessing or threatening to use any knife, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without express authorization is prohibited.** Students who violate this policy provision shall be referred for appropriate disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

#### **Recordkeeping**

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

### **Referral to law enforcement**

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

## **TOBACCO FREE SCHOOLS: Policy ADC**

To promote the general health, welfare and well-being of students and staff **smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.**

***Possession of any tobacco product by students is also prohibited on school property.***

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
  - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
  - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
  - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and
  - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.
  - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action. Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

## **Drug and Alcohol Involvement by Students: JICH**

Holyoke School District Re-1J shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board's policy and regulations on administering medications to students or the Board's policy on administration of medical marijuana to qualified students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

Disciplinary sanctions and interventions for violations of this policy shall be in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

### **RANDOM DRUG TESTING: Policy JJJA**

This policy is an extension of the Drug and Alcohol Use by Students JICH and JICH-R of the Holyoke School District. The purpose of this policy is to create a safe drug/alcohol free school for all students. It is the belief of the Holyoke School District that participation on any interscholastic athletic team and in extracurricular activities is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. These students as well as their parents/guardians must also recognize that because of their choice to participate in these activities, they have less expectation of privacy than do other students.

The effects of drug usage, in particular, in an educational environment are visited not just upon the users, but also upon the entire student body and faculty, because the educational process may be disrupted and the individual's safety risk factor is increased.

### **STUDENT DRESS CODE: Policy: JICA**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Dress code will be communicated to the students at the beginning of each year and in the handbook.

#### **Unacceptable Items**

The following items are not acceptable in school buildings or grounds **during school hours (7:30am-4:00pm)** or while representing Holyoke at school sponsored activities.

1. Any clothing, paraphernalia, grooming, jewelry, hair coloring or style, accessories, or adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures that:
  - Refer to drugs, tobacco, alcohol or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd or legally libelous
  - Hair must be out of the eyes, both eyes must be visible at all times
  - Otherwise disrupt the teaching/learning process
2. Sunglasses and/or hats worn inside the building
3. Bandanas or "Colors"
4. Any clothing where undergarments are visible at any time
5. Sheer or see-through fabric where undergarments or skin is shown or will show with movement
6. Midriff showing. The definition of midriff is any part of the torso, front or back that shows or will show with movement

7. Tank tops, tube tops, halter tops or muscle shirts. Sleeveless shirts may be worn if the fabric covering the shoulders is at least three fingers wide, shirts may not be low cut at the armpit or neckline
8. Excessively tight or loose clothing. No undergarments or cleavage will be shown
9. Length of shorts, skirts, and/or dresses will be at least as long as the student's fingertips while standing straight, arms at sides.
10. Pajama pants and/or slippers

**\*Shoes must be worn at all times**

**\*Coaches or Sponsors will cooperate with Administration to determine what is appropriate for their sport/activity.**

### **Exceptions**

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

## **SEXUAL HARASSMENT: Policy JBB**

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in Board policy AC.

### **District's commitment**

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

### **Sexual harassment prohibited**

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe. Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.



Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

**Sexual harassment as defined above may include, but is not limited to:**

1. sex-oriented verbal "kidding," abuse or harassment,
2. pressure for sexual activity,
3. repeated remarks to a person with sexual implications,
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another,
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns,
6. Sexual violence.

**Reporting, investigation and sanctions**

Students are encouraged to report all incidents of sexual harassment to a teacher, counselor or principal in their school building and file a complaint through the district's complaint and compliance process (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer (AC-E-1).

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred shall be investigated. Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

**Notice and training**

Notice of this policy shall be circulated to all district schools and departments and incorporated in all student handbooks. All students and district employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

**Holyoke JR/SR High School Discipline Matrix**  
**RISE TO EXCELLENCE**

1a	<b>Abusive/Inappropriate Language/Profanity Directed Towards an Individual</b> <ul style="list-style-type: none"> <li>- First-Detention/Community Service</li> <li>- Second-ISS (2 Days)</li> <li>- Third-OSS (5 Days)</li> </ul>	16a	<b>Mischief/Other</b> <ul style="list-style-type: none"> <li>▪ First-Detention</li> <li>▪ Second-ISS (1-3 Days)</li> <li>▪ Third-OSS (3-5 Days)</li> </ul>
2b	<b>Academic Dishonesty/Cheating</b> <ul style="list-style-type: none"> <li>▪ First-Detention, Receive a "0" grade for assign.</li> <li>▪ Second-Detention, Receive a "0" grade for assign.</li> <li>▪ Third-ISS (1-3 Days), Receive a "0" grade for assign.</li> </ul>	*17a	<b>Misuse of the Computer (Internet)</b> <ul style="list-style-type: none"> <li>▪ First-Community Service, Parent Conference</li> <li>▪ Second-(1 week) Loss of privilege/ account closed</li> <li>▪ Third-Account closed for the rest of the semester</li> </ul>
3b	<b>Behaviors in the Academic Opportunity Center: including but not limited to; refusal to serve, defiant/disrespect, inappropriate language, misuse of computer, disruption</b> <ul style="list-style-type: none"> <li>▪ First-Detention</li> <li>▪ Second/Third- ISS</li> <li>▪ Additional Refusals – OSS</li> </ul> <p>***Students receiving ISS for refusal to serve will serve their ISS until all missing coursework is completed. Upon completion of coursework students will return to their normal school day.</p>	18a	<b>Parking</b> <ul style="list-style-type: none"> <li>▪ First-Warning</li> <li>▪ Second-Towing/Ticket</li> <li>▪ Third-ISS (2 Days)/Ticket</li> </ul>
4b	<b>Bullying/Harassment/ Taunt/Tease (Major)</b> <ul style="list-style-type: none"> <li>▪ First-Warning</li> <li>▪ Second-ISS (2 Days)</li> <li>▪ Third-OSS (3-5 Days)</li> <li>▪ Fourth- OSS (5 Days), Recomm. For Expulsion</li> </ul>	*19b	<b>Physical Aggression/Scuffle</b> <ul style="list-style-type: none"> <li>▪ First-ISS (2 Days), Counseling</li> <li>▪ Second-OSS (5 Days), Counseling</li> <li>▪ Third-OSS (5 Days), Recommended for Expulsion, Counseling</li> <li>▪ </li> </ul>
5a	<b>Cell Phone/Electronic Devices</b> <ul style="list-style-type: none"> <li>▪ First-(Taken) parent phone call and parent will pick up device in Office &amp; sign out;</li> <li>▪ Second-Taken-ISS (1 Day), Parent Call, Administrative Conference</li> <li>▪ Third-OSS (1 Day)</li> </ul>	20a	<b>Refusal to Serve/Detention</b> <ul style="list-style-type: none"> <li>▪ First-Parent Conference; Add day with teacher</li> <li>▪ Second-ISS (1 Day)</li> <li>▪ Third-ISS (3 Days)</li> <li>▪ Fourth- OSS (3 Days)/Warranted to Habitually Disruptive</li> </ul>

▪		▪	
<b>6a</b>	<b>Classroom Disruption</b> ▪ First-Detention ▪ Second- <b>ISS (1 Day)</b> ▪ Third-ISS (2 Days) ▪ Fourth- OSS (3 Days) ▪ Fifth-OSS (5 Days); Recommended for Expulsion	<b>*21b</b>	<b>Repeated Offenses</b> ▪ First-ISS/OSS (3 Days) ▪ Second-OSS (5 Days) ▪ Third-OSS (5 Days), Recomm. for Expulsion
<b>*7b</b>	<b>Code of Conduct</b> First-ISS/OSS (3-5 Days) ▪ Second-OSS (5 Days) Third-OSS (5 Days) Recomm. for Expulsion	<b>*22b</b>	<b>Robbery</b> ▪ First-OSS (3-5 Days) ▪ Second-OSS (3-5 Days) Third-OSS (5 Days), Recomm. For Expulsion
<b>*8b</b>	<b>Destruction/Vandalism/ Littering</b> ▪ First-ISS (1-3 Days) Parent Conference, Restitution ▪ Second-OSS (5 Days)/Restitution Third-OSS (5 Days). Recommended for Expulsion, Restitution ▪	<b>*23b</b>	<b>Sexual Harassment</b> ▪ First-ISS (2 Days) Second-OSS (3 Days) Third-OSS (5 Days) Recommended for Expulsion ▪
<b>*9b</b>	<b>Detrimental Behavior (S)</b> ▪ First-ISS/OSS (3-5 Days) ▪ Second- OSS (5 Days) Third-OSS (5 Days), Recomm. For Expulsion	<b>*24b</b>	<b>Smoking/Chewing Tobacco (S)</b> ▪ First-ISS (2 Days)/Parent Conference Second-OSS (3 Days) ▪ Third-OSS (5 Days), Recommended for Expulsion
<b>10a</b>	<b>Discourteous &amp; Rude/Defiance &amp; Disrespect</b> ▪ First-Detention Second- <b>ISS 1 Day</b> ▪ Third-ISS (2 Days) Fourth- OSS (3 Days) ▪ Fifth-OSS (5 Days); Recommended for Expulsion ▪	<b>*25b</b>	<b>Stealing/Theft</b> ▪ First-ISS (2 Days), Parent Conference, Restitution ▪ Second-ISS (5 Days), Restitution ▪ Third-OSS (5 Days), Recommended for Expulsion
<b>11a</b>	<b>Displays of Public Affection</b> First-Warning and Documentation ▪ Second-Parent Conference Third-ISS (1 Day) ▪	<b>26b</b>	<b>Tardiness – Major Offense</b> ▪ 10 <sup>th</sup> Tardy- ISS (1 Day) ▪ 20 <sup>th</sup> Tardy- ISS (3 Days) ▪ 30 <sup>th</sup> Tardy- ISS (5 Days)
<b>12a</b>	<b>Dress Code</b> ▪ First-Warning; Change into shirt/pants provided by school	<b>27b</b>	<b>Truant/Ditching</b> ▪ First-ISS (1Day)/Parent Conference Second-ISS (3 Days)

▪	Second-ISS (1 Day) Third- ISS (3 Days)	▪ ▪	Third- ISS (5 Days)
<b>*13b</b>	<b>Drug and Alcohol Abuse</b> First- OSS (3-5 Days) Expulsion an Option Second-OSS (5 Days); Family Evaluation; Recommended for Treatment and/or Expulsion Third- OSS (5 Days); Expulsion	<b>28a</b> ▪ ▪ ▪ ▪	<b>Walkout</b> First- Parent Conference Second- ISS (1 Day) Third- ISS (3 Days) Fourth- OSS (3 Days), Warranted to Habitually Disruptive
<b>*14b</b>	<b>Felonies (S)</b> First- OSS (5-10 Days), Recommended for Expulsion	<b>*29b</b>	<b>Weapons</b> First- Expulsion
<b>15a</b> ▪	<b>Lack of Material</b> First- Warning Second-Detention Third- Detention, Parent Conference		

If the infraction occurs late in the day, the student's suspension may start that afternoon and go through the next school day. **These rules are meant as general guidelines.**

**The above behaviors marked with an \* are subject to law enforcement being contacted in addition to a school investigation taking place.**

All ISS consequences are office referrals. If the student has already served an ISS for any of the above actions, the next warranted ISS will be an OSS.

OSS = Students will be out of school but parents/family members may pick up their homework so the student can complete it and turn it in when they return to school for full credit.

**A = minor consequence for the Semester Achievement Incentive Program**

**B = major consequence for the Semester Achievement Incentive Program**

**2 minor infractions = 1 major infraction**

## **DRAGON DOLLAR POSITIVE BEHAVIOR INCENTIVE PROGRAM:**

Holyoke Staff members who observe students exhibiting the RISE to EXCELLENCE guidelines will have the opportunity to positively reinforce these desired behaviors with Dragon Dollars. The students will sign their name on the Dragon Dollars and turn them into the assigned prize drawing jars. Students will have the opportunity to win various prizes throughout the year.

## **HOLYOKE JR/SR HIGH SCHOOL GENERAL BUILDING RULES:**

- No inappropriate language
- Sit appropriately at all times in all areas (classrooms, commons areas, etc)
- Keep hands, feet and bodies to self
- No public displays of affection (PDA's) including kissing, sitting on other's laps, etc
- Do not participate in, but report and prevent bullying
- Be on-time to all classes

- Follow all classroom rules as posted by teachers
- Come to class prepared
- Students must have a hall pass to be in the hallways during class time
- Students will walk in the hallways
- No open containers of drinks in the hallways
- Keep feet on the floor and off the seats in the auditorium
- No food or drink allowed in auditorium (including drink bottles, lolli-pops, candy bars, etc.)
- No horseplay, hackey sack, etc. allowed in classrooms, hallways or common's areas
- No games of pelt, or other activities where objects are thrown forcefully at another student (**including snowballs**, etc)
- You are responsible for your own Chromebook and Charger – signature on 1:1 Agreement
- Two-way radios are not permitted on school grounds

### **GIFTED PROGRAM:**

Gifted students are those students who demonstrate outstanding performance or the potential for such performance and whose abilities, talents, and potential for accomplishment in one or more areas of endeavor require special provisions to meet their educational needs. Gifted students are capable of high performance, exceptional production, or exceptional learning behavior by virtue of any one or a combinations of areas including: general intellectual ability, specific academic aptitude, creative, productive thinking, leadership and human relations skills, visual performing arts ability, psychomotor ability. Students may qualify by performing at or above the 95% on the NWEA Assessment, at a profile of 7+ stanine on CogAT, Nagleiri Test, or by having a 3.5 or higher GPA in core classes.

### **HOLYOKE HIGH SCHOOL ORGANIZATIONS:**

- Brain Bowl
- Drama Productions
- Future Business Leaders of America (FBLA)
- Family Career and Community Leaders of America (FCCLA)
- Future Farmers of America (FFA)
- National Honor Society
- Student Council

### **ATHLETICS OFFERED AT HOLYOKE JR/SR HIGH SCHOOL:**

- Basketball
- Baseball
- Cheerleading
- Football
- Golf
- Softball
- Swimming
- Track

- Volleyball
- Wrestling

### **STUDENT PARTICIPATION FEES:**

Class Dues – Grades 9 – 12	\$40.00
Athletics – JH & HS – Each Sport - \$40.00 or \$100.00 per athlete maximum/YEAR	
JH/HS Band	\$20.00
JH & HS Cheerleading	\$40.00
Art Class Fee	\$10.00

### **CAREER & TECHNICAL EDUCATION CLASS FEES:**

Ag. Mechanics, and Intro to Ag	\$25.00/Semester
Nutrition/Wellness and Catering	\$15.00

**\*all fees must be paid prior to participating in any homecoming activity**

**HS YEARBOOK:** \$50.00

### **ACTIVITY PASSES:**

<b>Student – Grades 7-12</b>	<b>FREE</b>
Adult	\$75.00
Family Pass (Immediate family up to 5)	\$200.00

### **GAME ADMISSIONS:**

High School Games	\$4.00 Students, \$6.00 Adults
JV & Jr. High Games	\$3.00/Students, \$5.00/Adults

**Activity Passes will not be accepted for any tournaments**

### **BREAKFAST/LUNCH PRICES:**

Student Breakfast	\$1.75
Student Lunch	\$2.70
Extra Milk	\$ .40
Additional Side Item – not on Salad Bar	\$ .50
Extra Breakfast	\$1.25
Extra Lunch Entrée	\$1.25
Adult Breakfast	\$2.25
Adult Lunch	\$3.75

## **STUDENT USE OF THE INTERNET and ELECTRONIC COMMUNICATIONS: Policy JS**

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

#### **Blocking or filtering obscene, pornographic and harmful information**

Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on each technology device provided by the district that allows for access to the Internet by a minor, from any location. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

#### **No expectation of privacy**

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

#### **Unauthorized and unacceptable uses**

Students shall use district technology in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation

- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

### **Security**

Security on district technology devices is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

### **Students shall not:**

- use another person's password or any other identifier
  - gain or attempt to gain unauthorized access to district technology devices
  - read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet and electronic communications.

### **Safety**

In the interest of student safety, the district shall educate students about appropriate online behavior, including cyberbullying awareness and response, interacting on social networking sites and in chat rooms, and other forms of direct electronic communications. Students shall not reveal personal information, such as home addresses or telephone numbers, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

### **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

### **Unauthorized content**

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

### **Assigning student projects and monitoring student use**



The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications. Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools. All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 50 students.

Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

#### **Student use is a privilege**

Student use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

**Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.**

#### **School district makes no warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received.

The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

## **Student Use of the Internet and Electronic Communications: Policy JS-E**

(Annual Acceptable Use Agreement) **Student**

I have read, understand and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's computers or computer system, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.*

---

Student's Name (printed)/ Date of Birth (mo/day/yr)

### **Parent or Guardian**

*If the user is under 18 years of age, a parent or guardian must also sign this Agreement.*

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.*

---

Parent/Guardian's Name (printed)

---

Parent/Guardian's Signature/ Date

# 1:1 Student Chromebook Agreement

## 1.Receiving your Chromebook and Chromebook Check-in.

It is the responsibility of all involved parties to know when and where to receive and return your Chromebook.

### 1.1 Receiving your Chromebook

Chromebooks will be distributed after students have completed “Chromebook Orientation” which will include Digital Citizenship Training. Parents/Guardians and students must sign and return the Student Pledge documents before the Chromebook can be issued to a student. Any student transferring in during the school year must first complete the same or equivalent training before being issued their Chromebook.

### 1.2 Chromebook Check-in

Chromebooks will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of school during the school year, the Chromebook will be returned at the time of checkout.

### 1.3 Check-in Fines

- 1.3.1 Individual school Chromebooks and accessories used from the school must be returned at the end of each year. Students who withdraw, are expelled, or terminate enrollment for any other reason must return their individual school Chromebook on the date of termination.
- 1.3.2 If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the full replacement cost of the Chromebook. Failure to return the Chromebook within 48 hours will result in a theft report being filed with the Holyoke Police Department.
- 1.3.3 Furthermore, the student will be responsible for any damage to the Chromebook and chargers consistent with District Policy and must return the Chromebook and charger in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

## 2.Taking care of your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be reported to the classroom teacher who then will authorize students to submit a request via FreshDesk to the technology department.

### 2.1 General Precautions

- 2.1.1 The Chromebook and charger are school property and all users are expected to take care of it and keep in satisfactory working condition.
- 2.1.2 Use only a clean soft cloth to clean the screen and keyboard. Do not use cleansers of any type.
- 2.1.3 Students will have the same Chromebook for the life of the Chromebooks.
- 2.1.4 Students are responsible for keeping their battery charged and bringing their power cord with them to charge it when needed.
- 2.1.5 The Chromebook and charger must remain free of any permanent writing or adhesive. Students may personalize Chromebooks with non-permanent stickers which follow code of conduct expectations. Any remaining stickers or other permanent defacement of Chromebooks will result in assessment of damages.

- 2.1.6** Chromebook screens and ports can be damaged if subjected to rough treatment, please make sure to exercise care and caution with your Chromebook.
- 2.1.7** Do not place extra pressure on the screen while open or closed. This includes picking up the Chromebook by the screen. This extra pressure can damage your screen and causes dead pixels which make it difficult to read or see images or text on your screen.

## **2.2 General Use**

- 2.2.1** Keep your Chromebook charged and ready for use. It should be charged before it is brought to school. Consistently not charging your Chromebook will result in office referral/write up and leaving your Chromebook at school.
- 2.2.2** If your Chromebook repair requires an extended amount of time, you will be given a “loaner”.
- 2.2.3** Printing digital work will follow classroom procedures set by teacher. If something needs printed, a teacher will advise you of your options. Students will not print from their Chromebooks.

## **2.3 Protecting and storing your Chromebook**

### **2.3.1 Chromebook identification**

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks will be identified based on the serial number.

### **2.3.2 Storing your Chromebook**

For students who are taking their Chromebook home, but are not using their Chromebook, they should be stored in their locked locker. Nothing should be placed on top of the Chromebook. Students are encouraged to take their Chromebook home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student’s vehicle at school or at home.

### **2.3.3 Chromebooks left in unsupervised areas**

Under no circumstance should the Chromebook be left in an unsupervised area. If a Chromebook is found in an unsupervised area, it will be taken to the office. This may result in disciplinary action and/or a conference with your building principal.

## **2.4 Repairing or replacing your Chromebook**

Holyoke School District Re-1J recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the Student/Parent/Guardian, therefore, we have set the following guidelines in place.

### **2.4.1 Chromebook Buy Back Option**

From time to time, the district will be upgrading devices. At that time, students will be allowed to buy Chromebooks for a discounted rate.

### **2.4.2 Accidental Damage**

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be responsible for paying a fee related to specific damages as detailed in the Student Pledge for Chromebook Use on p. 58.

#### **2.4.3 Personal home-owners coverage**

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your coverage of the Chromebook.

#### **2.4.4 Warranty Repairs**

Warranty repairs will be completed at no cost to the student

- 3.** Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. Re-1J strongly believes in technology integration as a part of the educational system, this is a tool to help the student learn and teachers teach. Refusal to use the Chromebook as a tool for educational process is not an option.

#### **3.1 Chromebooks left at home**

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if their Chromebook were present. It is not the responsibility of the teacher to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Chromebook at home, they will be subject to appropriate disciplinary action.

#### **3.2 Apps**

Chromebook applications will be reviewed and installed by technology department working in conjunction with teachers and administration.

#### **3.3 Chromebook and Extra Curricular Activities**

Coaches/sponsors for activities may limit whether or not Chromebooks are allowed to be on buses or at particular events.

### **4. Managing your files and saving your work**

Saving your files to your school network folder or to your google drive is recommended.

Your files and data will not be backed up in the event that the Chromebook has to be restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

### **5. Acceptable Use**

The use of the Holyoke School District's technology is a privilege, not a right. The privilege of using the technology resources provided by the Holyoke School District is not transferable or extendible by students to people or groups outside of the district and terminates when a student is no longer enrolled in the Holyoke School District. This policy is provided in your Student Handbook to make all student users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology resources. If a person violates any of the User Terms and Conditions named in the Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary actions shall be applied. **Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.** Before receiving a District owned Chromebook, you must have your Acceptable Use Agreement and Student Use of the Internet and Electronic

Communications signed, turned in and on file in the Elementary or JR/SR High School Office.

**6. School Rights**

- 6.1** Holyoke School District's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of the Holyoke School District. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- 6.2** The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all Holyoke School District technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all Holyoke School District technology.
- 6.3** Holyoke School District reserves the right to define inappropriate use of technology.

## Student Pledge for Chromebook Use

1. I will take good care of my Chromebook.
2. I will not leave my Chromebook unattended.
3. I will not loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery as needed.
6. **I will NOT use my Chromebook to charge my cell phone (it destroys the Chromebook battery).**
7. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
8. I will not disassemble any part of my Chromebook to attempt any repairs.
9. I will not change the management profiles as set up by the district.
10. I will protect my Chromebook by storing it correctly when not in use.
11. I will use my Chromebook in ways that are appropriate, meet the Holyoke School District expectations, and are educational in nature.
12. I will not deface the serial number.
13. I understand that I will return my Chromebook and charger in the condition it was given to me, or I may be assessed a fee for damages and/or repairs.
14. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Holyoke School District.
15. I will follow the policies outlined in the Student Handbook.
16. I will file a police report in case of theft, vandalism, and other acts not covered by insurance.
17. I will be responsible for all damage or loss caused by neglect or abuse.
18. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

**I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information, the Acceptable Use Policy, the Student Use of the Internet and Electronic Communications Policy, and the Student Pledge for Chromebook Use. I have also turned in all the appropriate forms to the office.**

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Please Print)

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Chromebook End of Year Check-in

Student Name: \_\_\_\_\_ Sticker Number: \_\_\_\_\_

Check if ok, circle amount of money owed.

_____	The Chromebook matches the assigned serial number	
_____	School ID sticker	\$5
_____	The exterior is clean and undamaged	\$5
_____	The interior is clean	\$5
_____	The power cord is clean and functional	\$60
_____	The screen is clean and functional	\$50
_____	Chromebook can connect to the Internet	\$50
_____	The mouse touchpad is functional	\$50
_____	Each key is attached to the keyboard and is functional	\$50

Total fines owed \_\_\_\_\_

If total is more than the value to replace a Chromebook, the student will be responsible to replace the entire unit. (Cost of new Chromebook \$220)

Comments:

Chromebook inspected by: \_\_\_\_\_

For Technology Department Use:  
Repairs made:

Date: \_\_\_\_\_ Tech: \_\_\_\_\_



### Confirmation Page

I (Student's name) \_\_\_\_\_, A \_\_\_\_\_th grade student at Holyoke JR/SR High School, hereby acknowledge having received a copy of the handbook. **I realize that I will be responsible for knowing and following the Policies, procedures and Regulations outlined in this handbook. I also agree to take the handbook home for my parents to read and sign.** I will return this sheet to my Seminar Teacher ASAP.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Please Print)

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_