

Hiawatha High School



Student Handbook

High School Principal: Mr. Alan Jeffery
Assistant Principal: Mr. David Fitz

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This agenda belongs to:

Name: _____

If this agenda is found, please return it to the front office.

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Becky Shamburg – President
Denise Elffner – Sp Ed Rep
Pete Rosa – Sp Ed Rep
John Wright - Member

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Matt Sprick - Member

USD #415 District Office

785-742-2224

John Severin – Superintendent
Brenda Thonen - Accounts Payable
Lesli Grimm - Business Manager
Janet Duncan - Secretary/Receptionist
Jane Crider – District Social Worker

Steve Splichal - Assistant Superintendent
Connie Tollefson - Payroll/Personnel Secretary
Mary Clary - Secretary/Receptionist
Arley Hedrick - District Maintenance Coordinator

Hiawatha High School Office

785-742-3312

Alan Jeffery - Principal
Joe LaLonde - High School Counselor
Joy Brown - Administrative Assistant

David Fitz - Assistant Principal
Lisa Swanson - Bookkeeper
Michelle Brandon – Administrative Assistant

High School Faculty

Amy Bearce - Physical Education
Jenny Dunn – English
Travis Hample - Social Science
Janis Henry - Instrumental Music
Jim Jensen – Science
Sarah Kleopfer - Vocal Music
Joe Kern – Science
Gary Krause – Industrial Technology
Dustin Little – Art
Rick Prochaska - Technology Support
Rosemary Schooler – Credit Recovery/SOS/Alt. Setting
Ann Severin – Mathematics
Helen Sourk - Special Education
Melissa Trujillo – Business
Chris Vitt – Science
Curt Weldon - Industrial Technology

Chris Diller - Special Education
Gordon Gundersen - Mathematics
Patty Hankerson-Davis - English
Judy Jackson - Librarian
Damian Johnson - Instrumental Music
Karl Kliewer - Mathematics
Mandy Kern - Agriculture Education
Kathy Lindstrom – Business
Dustin Mitchell - Social Science
James Farnen – English
Karen Searight - Foreign Language
Becky Shamburg – STYLE
Dawn Stephens - Special Education
Janet Vaughn- Family & Consumer
Cindy Weinberg – Business

Hiawatha High School Clubs

Student Council

Sponsor: Helen Sourk
President: TBA
Vice-President: Cassie Binns
Secretary: Anna Shoop
Treasurer: Nate Boyer

Senior Class

Sponsor: Michelle Brandon
President: Lanaya Henry
Vice-President: Jessica Bauerle
Secretary: Kenny Williams
Treasurer: Laura Schilling
STUCO Rep: Bailey Malter

Junior Class

Sponsor: Niki Tollefson
President: Nathaniel Abeita
Vice-President: Katee Hinkle
Secretary: Marie Schmitz
Treasurer: Maddie Lindstrom
STUCO Rep: Bubba Farrar

Sophomore Class

Sponsor: Travis Hampl
President: TBA
Vice-President: TBA
Secretary: TBA
Treasurer: TBA
STUCO Rep: TBA

Freshman Class

Sponsor: TBA
President: Denzel Washington
Vice-President: Sophia Fortmeyer
Secretary: Jessica Herlinger
Treasurer: Rebecca Royal
STUCO Rep: Brynn Wright

Biology Club

Sponsor: Chris Vitt
President: Zach Hrencher
Vice-President: Jessica Bauerle
Sec/Treas: Laura Sommers
STUCO Rep: Kent Robert

BPA

Sponsor: Kathy Lindstrom
President: Marie Schmitz
Secretary/Treasurer: Cassie Binns

FCCLA

Sponsor: Janet Vaughn
President: Anna Shoop
Vice President: Kelli Hobbs
Sec/Treasurer: Hannah Kleopfer
STUCO Rep: Angel Mendez

FFA

Sponsor: Mandy Kern
President: Brandon Keller
Vice-President: Nate Bianchi
Secretary: Krista Sudbeck
Treasurer: Shane Meenen
Reporter: Jay Britnall
Sentinel: Kent Robert

Historian: Levi Lehmkuhl

International Club

Sponsor: Karen Searight
President: Kelli Hobbs
Vice-President: Rachel Tanking
Secretary: Evva Mayfield
Treasurer: Christina Alsbury
STUCO Rep: Jackie Rash

KAYS

Sponsor: Judy Jackson
President: Kelli Hobbs
Vice-President: Hannah Kleopfer
Secretary: Angel Mendez
Treasurer: Paul Stueve
STUCO Rep: Haley Barnes

NHS

Sponsor: Jim Jensen
Presidents: Angel Mendez and Brittany Rygaard
Vice-President: Drew Bauerle
Secretary: Laura Sommers
Treasurer: Larissa Schilling

Red Hawk Readers

Sponsor: Jenny Dunn
President: Brittany Rygaard
Vice-President: Angel Mendez
Secretary: Kelli Hobbs
Treasurer: Olivia Rosenberger
STUCO Rep: Krista Sudbeck

“Hawkette” Dance Team

Sponsor: Sarah Kleopfer
Holly Atlakson
Kristy Ladner
Lyvia Grier
Bailey Malter
Carli Gunnells
Alyssa Monaghan
Emma Kleopfer
Anna Shoop
Hannah Kleopfer
Sammie Wilga

HHS Flag Corp

Sponsor: Janice Henry
Captain: Angel Mendez
Captain: Laura Sommers
Emily Adcock
Holly Atlakson
Haley Barnes
Molly Brobst
Sophia Fortmeyer
Emma Kleopfer
Hannah Kleopfer
Jackie Rash
Larissa Schilling
Megan Vega

HHS Marching Band

Sponsor: Damian Johnson
Drum Major: Jessica Bauerle
Drum Major: Chelsea Thompson

Drum Major: Rachel Tanking

Flute:
Lanaya Henry
Lacey Webster

Clarinet:
Kelli Hobbs
Larissa Schilling

Alto Saxophone and French Horn:
Jackie Rash

Trumpet: Nathaniel Abeita

Low Woodwind and Low Brass:
Brandon Keller
Caleb Lenon

Marching Percussion:
Carli Gunnells
Jordan Marable

Librarian: TBA

Uniform Manager: Trey Muse

Headliners

Sponsor: Sarah Kleopfer
Sopranos:
Jessica Bauerle
Kristy Ladner
Courtney Brennan
Brittany Rygaard
Maggie Davis
Chelsea Thompson
Carli Gunnells

Tenors:
JT Brennan
Charlie Robinson
Jay Brintnall
Paul Stueve
John Gernon
David Vandiver
Jereme Jones

Altos:
Kaleigh Carter
Hannah Kleopfer
Lyvia Grier
Angel Mendez
Whitney Hedrick
Meghan Shoop
Katee Hinkle

Basses:
Drew Bauerle
Bryton Schulenberg
Madison Campbell
Avery Steward
Trey Christian
Kenny Williams
Caleb Lenon
Landry Williams

Drummer: Ty Kennedy

Welcome to the Roundhouse

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

Hiawatha High School Mission Statement:

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

Expectations of Students

You as a student play the biggest role in your academic success at Hiawatha High School. Students are expected to:

- ◆ Attend class regularly and report to class on time
- ◆ Bring the appropriate learning materials to class (paper, pencil, books, textbooks, homework, etc...)
- ◆ Treat other people with the respect and dignity that all of us deserve
- ◆ Make challenging academic choices
- ◆ Establish and pursue personal career goals.
- ◆ Prepare for and participate in the learning process

Philosophy

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

Student Classification

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

The following criteria is used for student classification:

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

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

Grading Scale

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

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

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

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

<u>English:</u>	4 credits	(Eng I, Eng II, Eng III, and either Eng IV or College English)
<u>Social Science:</u>	3 credits	(1 credit of American History, ½ credit of American Government, ½ credit World Cultural History, ½ credit World Cultural Geography and ½ credit of Economics)
<u>Math:</u>	3 credits	
<u>Science:</u>	3 credits	
<u>Physical Education and Health:</u>	1 credit	
<u>Practical Arts:</u>	1 ½ credits	(including Word Processing I, Human Dev. & Economics or Personal Economics plus one additional elective*)
<u>Fine Arts:</u>	1 credit	**
<u>Elective subjects to bring total to 27 credits</u>		

* Practical Arts credit can be earned by taking courses from any of the following Departments: Business/Computer, Consumer Science, Industrial Technology and Agricultural Science

** Fine Arts credit can be earned by taking courses from the Music, Drama, or Art Department

Students will be required to take a minimum of eight credits for each of their four years of High school. Any exception to this rule will be considered on an individual basis.

Early Graduation

A student may apply for early graduation. The request must be in writing and include the application form, a letter from the student, and parent, stating the reasons for wanting early graduation. All applications will be considered by the Board of Education on a case by case situation.

Graduation with Academic Honors

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

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

Honors Graduation: Citizenship

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

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

Board of Regents Qualified Admissions

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

- ◆ ACT composite score of 21 or above; or
- ◆ Rank in the top one-third of your high school's graduating class; or
- ◆ Complete the Qualified Admissions curriculum listed below with at least a 2.0 GPA on a 4.0 scale.
 - Four credits of English (One per year)
 - Three credits of Math (at or above the Algebra I level)
 - Three credits of Natural Sciences (Earth Space Science, Biology, Chemistry or Physics)
 - Three credits of Social Science
 - One credit of computer technology (Computer Applications and Multi Media I)

State Scholar's Curriculum

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

The State Scholarship Curriculum is the following:

English	4 credits (one per year)
Mathematics	3 credits <u>plus</u> one of the following: Trigonometry, Advanced Algebra, or Calculus
Social Studies	3 credits
Natural Science	3 credits must be Biology, Chemistry, and Physics
Computer Tech.	1 credit (Computer Applications and Multi Media I)
Foreign Language	2 credits of one foreign language

Any student who completes the above curriculum will be designated as a 'Kansas State Scholar Curriculum Completer'. These 'Completers' will be notified by mid-February if they are a 'State Scholar'. Stipends are awarded to students who have been designated as a 'State Scholar' and have demonstrated a financial need. The following scores from the ACT assessment will be considered in the scholarship competition: scores from high school juniors who took the ACT test in February, April, or June 2009 and scores from high school seniors who take the ACT in October or December 2009. ACT will automatically report the scores to the State Scholarship Program unless instructed not to do so in writing.

Honor Roll

The Honor Roll is a method of citing any student for scholastic and academic achievement. Honor Roll is figured quarterly and a student must achieve the following:

Honor Roll	Honor Roll Honorable Mention
◆ No less than four core subjects	◆ No less than four core subjects
◆ Achieve at least a 3.25 GPA during the quarter	◆ Achieve a GPA between 2.67 and 3.24
◆ No grade below a C	◆ No grade below a C

*Students with no credits, incompletes, or withdrawals are not eligible for the Honor Roll

**Students attending Alternative Placement are not eligible for Honor Roll

Exemption Policy

The Final's Exemption Policy will be as follows: if a student has 3 or fewer absences (excused), a C or better grade in that class and has not had any significant discipline issues (as determined by the administration) then they will be exempt from having to take the final exam. If they are exempt from all finals then they will not need to attend school on that day. A student who is exempt from testing may choose to take the final test in an effort to further raise their grade. We hope that this will result in higher attendance rates and better grades. **Students who believe they have missed more than three days of school (excused) for reasons that are extraordinary and should be taken into consideration may request an exemption hearing by signing up in the front office at the appropriate time (it will be in the announcements) and present their case to the hearing board – composed of peers (students) and teachers. The principal will inform those that have petitioned for hearings of the decision. The principal reserves the right to make the final determination regarding final exams.**

Student Regulations

Attendance Policy

Hiawatha High School requests that the parent notify the office when their child will not be in attendance. Please call between 7:30 and 9:00 am. If no word of the absence is received, a call home will be made.

Attending school is the most important part of a successful education. When each student is gone from school, except for school activities, they will have to complete the make up time and/or work missed in class as determined by the teacher. Failure to do so within a timely manner will lead to no credit for the missed day.

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

A student must be in attendance for a minimum of half a school day to attend or participate in school activities that day/evening. An unexcused absence eliminates that student for any activities scheduled for that day. The principal will determine if an absence is excused or unexcused.

Definitions:

Tardy – A tardy is if a student is late to class without a pass from the office or another teacher, that is an unexcused tardy. A student will face disciplinary consequences beginning with the 5th unexcused tardy each quarter.

Absence –

Period-

A student missing in excess of 1/3 of a class period will be considered absent for that period.

Daily –

A student missing 1 1/2 hours will be considered absent 1/2 day. A student missing 3 or more hours will be considered a full day absent.

Skipping School – An absence when neither the school nor the parents know the whereabouts of a student shall be considered skipping school. No one will leave without making prior arrangements with the administration or the office. Any student who does so will be considered skipping. A student who has skipped school will receive zero credit for daily work for time missed with no opportunity to make up. Students will be allowed to make up major work: i.e. unit tests, projects, and semester tests, which will be evaluated as “late” work with a 20% penalty. **Once a student arrives on school grounds they are to stay on school grounds unless they are given permission to leave, check out of the office, or the final bell rings to dismiss them. (This applies even before the first bell rings)

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

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

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

Assignment – Means all assignments: daily work, tests, major projects, etc....

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

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

Teacher / Staff Authority – Students are under the authority of any teacher or staff member at Hiawatha High School at any time they are on the school grounds for classes, activities or other school events. This applies to all school activities away from school grounds. Students are expected to give respectful attention to the requests and directions of all teachers, staff and administrators, regardless of whether or not they know them or that the teacher as an instructor in one of their classes.

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

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

Library Rules and Regulations

The library is an area set aside for the use of all students. Maintaining an academic study setting is of utmost importance. The library will be used for research, individual study, class activities or reading. Students will be expected to have a pass from a teacher or the librarian before using the library.

The librarian has the authority to deny privileges to students who cannot conduct themselves in the proper manner. Networked computers are available for student use in the library during regular school hours and academic nights.

Cell Phones

*****NO CELL PHONES ARE TO BE USED DURING THE SCHOOL DAY**
Students are free to use the phone in the front office as needed.**

Cell phones have proven to be a major disruption to the learning process at our school. This information is posted around the school, covered by teachers, administrators and other staff members, is posted in the student handbook, on our website and in the announcements. Therefore use/ possession of a cell phone during the school day will be viewed as defiance of authority.

Students should leave their cell phones in their lockers and off during the school day. For a first offense, students caught with a cell phone during the school day will surrender it to school personnel. The phone will be kept in the front office until the end of the day and the student will receive a three hour detention. A second offense will likely result in out of school suspension and the parent will be asked to come to retrieve the cell phone. If a student needs to use/have their cell phone on them for emergency situations, they must make arrangements with the school administration in advance.

Transportation to Out of Town School Sponsored Events

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

Discipline Policy

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

The staff at Hiawatha High School believe that:

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

The following expectations are shared by our staff:

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

Addition to the USD # 415 discipline policy;

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

Behaviors in or outside of class that negatively affect orderliness.

Consequences: 4 hour detention/ 1 day out of school suspension (OSS).

Bullying will not be tolerated in the school district.

It is the responsibility of every adult in the school to recognize, prevent and intervene in every incident possible.

Bullying – is repeated physical, verbal, sexual or psychological attacks or intimidation. This can include, but is not limited to; teasing, taunting, threatening, hitting and stealing. It may also include spreading rumors or enforcing social isolation.

Cyber-Bullying – involves the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging, defamatory personal websites, blogs, etc. to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Hazing – is any humiliating or dangerous activity expected of you to join a group, regardless of your willingness to participate.

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

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

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

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

Level 1 – Productive personal environment

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

Consequences – Minimum – Proximity to student

Maximum - Detention

- Cafeteria Violation
- Dress Code Violation
- PDA
- Electronic Devices
- Food/Drink Violation
- Hall Violation
- Parking Violation
- Profanity
- Teacher Referral
- Computer Violation
- 5th Tardy
- Failure to Complete STAR

Level 2 – Productive Classroom Environment

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

Consequences – Minimum – Proximity to student

Maximum - Detention

- Leaving Class
- Disruptive Behavior
- Misuse of Pass/Planner
- Skipping Detentions
- Improper Driving
- Refusing a Reasonable Request
- False Call/Note
- Teacher Referral

- Lying
- Not Following Instructions
- In parking lot without permission
- Skipping STAR

Level 3 – Orderly Environment

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

Consequences – Minimum – Proximity to student

Maximum – Out of school suspension

- Tobacco
- Harassment
- Disrespectful Behavior
- Teacher Referral
- Computer Violation
- Cheating / Academic Fraud
- Copier Violation
- Pornography (possession and/or use of)
- Bullying
- Defiance of Authority
- Leaving School Without Permission / Skipping School
- Cell Phone During School

Level 4 – Safe Environment

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

Consequences – Minimum – Out of school suspension

Maximum – Long term suspension/ expulsion

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

Level 5 – Safe Environment

- Criminal activity and repeated life safety issues.

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

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

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

- Office detention will be from 3:30 – 4:30 pm Monday-Thursday in the assigned teacher's room
- There will be no disciplinary Saturday schools
- All office detentions are one hour minimum and held after school Monday-Thursday
- There will be no half hours, mornings, etc. detentions. Students will serve in the assigned detention room only. Unless approved by the administration.
- Detention will be served by the deadline established by the administration.
- Athletic, activity practices or after school employment will not be an excuse to miss assigned detention time
- Make up time is for missed class time only and not to be served in the Detention room. It is to be done with that teacher.
- Administration reserves the right and authority to set level and consequences for any specific violation
- Repeated violations of the discipline plan may lead to a long term suspension / expulsion hearing due to chronic discipline problems.

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

Consequences

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

Least severe

- | | |
|---|--|
| 1. looking in the vicinity of the misbehavior | 11. principal- teacher- parent conference |
| 2. walking toward the area of misbehavior | 12. restitution |
| 3. verbal reprimand | 13. removal from school bus |
| 4. informal talk | 14. suspension from school – related activities |
| 5. counselor referral | 15. in school suspension |
| 6. isolation | 16. out – of – school suspension |
| 7. teacher-parent conference | 17. long term suspension |
| 8. behavior contract | 18. expulsion for the remainder of the semester |
| 9. detention | 19. expulsion for the remainder of the school year |
| 10. referral to vice principal or principal | 20. Expulsion for 186 school days |

Most Severe

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

Discipline Definitions:

Appearance - The school reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste. Students shall not wear midriffs, halter tops, low cut tops or other brief attire. Students are expected to wear shirts that are not excessively long (untucked) or too short where the mid-section is exposed. No hats, caps, or other head coverings are to be worn into the building before, during or after school. Clothing that has slogans, advertising or pictures which are controversial, obscene or promote alcohol, tobacco, drugs or sexual activity will not be permitted. Pants must be worn at waist level and not be excessively baggy, tight or long. No gang related clothing, jewelry, gestures, language or designs are allowed in school. **Level 1 consequence.**

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

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

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

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

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

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

Electronic Devices / Personal Items – Students are allowed to listen to CD players, iPods, etc. during classes that allow them. They are to turn it off and put it away at all other times. Students are not allowed to have laser pointers, lighters, tools, or other like items. **Level 1 consequence.**

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

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

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

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

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

Use of Automobiles – Students who drive to school will not be allowed to drive their vehicles during school hours, unless permission from the administration is received. All vehicles must be parked in the designated spaces. Student parking is located in the main lot north of the building in any marked spaces. Students are not to park in the lot behind the school, the circle drive or the front row of the main lot. Students are not to loiter in the parking lot before or after school. The parking lot is off limits for students from 8:15 am to 3:23 pm. All traffic and speed laws are to be followed on school grounds. The school cannot assume responsibility for private vehicles. You bring them to school at your own risk.

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

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

Weapons and Destructive Devices –

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

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

School Dance Regulations

All dances at Hiawatha High School are for the enjoyment of currently enrolled HHS Students. Outside guests may be invited by a student with prior approval by the administration. Outside guests must be a high school graduate from an accredited school or currently enrolled in another high school in ninth grade or above. School drop outs and middle school students are not allowed to attend. Students who bring a guest are responsible for the behavior of their guest. Entry to the dance will end one hour after the posted start time, unless prior arrangements have been made with the administration. A student may leave the dance before the end but will not be allowed to return. A student must be a junior or senior in order to attend Prom. Any student attending any dance must be a student in good standing. A student in good standing is defined as a student with no significant discipline problems, no outstanding detentions, no attendance issues (including excessive tardies), and must be currently passing a minimum of six classes.

Seminar

Seminar is an academic opportunity offered to HHS students. It is scheduled every day, except for Red Wednesdays. All students will be in a seminar with a teacher who will serve as their advisor. Students will be able to change seminar locations and teachers at the end of each nine week period (except those students who are failing classes or have been identified as tier 2 students based on MAP scores, state assessment results, etc.) Students may use the seminar period to study, conduct research, or receive academic help from other teachers. Each student is issued a planner and must have it signed before leaving their room and must show it to any staff member who requests to see it. This time will be used for academic purposes only.

The teachers will help the student with Career Pathways decisions, academic help, and any other situations that may arise. Career Pathways is an opportunity for students to plan and explore possible areas of future employment. The Career Pathway folder offers the student the chance to keep their own record of their high school academic and activity accomplishments. Students may also explore college opportunities, majors, etc. As well as locate and work on scholarship applications and ACT/ SAT prep.

Sustained Silent Reading (SSR) is an important part of our school improvement plan and will continue to be utilized by all staff and students during seminar. Students are asked to get permission from teachers they need help from in advance in order to visit their class during this time. Students will also sign in/ out of each location during seminar. No clubs or activities will be scheduled to meet during seminar – Except by administrative approval. (very limited – only large #'s, ex. Jr/ Sr class meeting).

Seminar will be held at the end of the school day.

Students who have maintained all grades at or above 70%, have no discipline referrals, tardies, or detention time owed, Attend and participate in seminar activities on Monday – Thursday, and are productive during seminar – may qualify for early release on Friday's. ***EVEN IF A STUDENT HAS MET ALL OTHER CRITERIA, YOUR SEMINAR TEACHER HAS THE RIGHT TO WITHHOLD OR DENY EARLY RELEASE. IT IS AT HIS/ HER DISCRETION.***

STAR (Student Tutoring for Academic Recovery)

STAR is designed as a quiet supervised study opportunity for those students who are failing, not meeting course requirements or needing extra time and/or help with studying. It is not for discipline problems. Teachers may assign students to this hour of help in the STAR room. Teachers may also elect to keep their own students up to one hour in their own classrooms for additional help.

STAR will be held Tuesday through Friday mornings from 7:30 – 8:10 am and Monday through Thursday afternoons from 3:30 – 4:30 pm. Teachers who assign students to STAR should fill out the STAR sheet and give to the tutors to help the student in completion or understanding of work. Failure of students to complete STAR assignments may cause a student to miss extracurricular activities until all assignments are complete. A second violation will lead to a level 1 detention.

Academic Night

A student who receives more than two "F" grades on any progress report will be assigned to academic night. Academic night is a required study period held after school or in the early evening. This time is for students to get help and to get caught up. Students assigned will receive a "yellow ticket" in which assignments, etc...are to be put on by the teacher(s). Students can be signed off of going by the teacher of the class. Students will be required to attend a scheduled Academic Night. The number of academic nights assigned would be dependent on the number of failing grades. A student that has one F would need to be assigned one academic night, a student with two F's would be assigned two nights, three F's would result in three nights and four or more F's would lead to four academic nights. Attendance to academic nights is mandatory. Failure to attend an assigned academic night is considered a defiance of authority which is a level 3 consequence and will result in disciplinary action along with no credit will be given for the assigned academic night's work.

Nurse

Hiawatha High School will have a nurse in the building on Wednesdays. The other days a nurse is on call for the high school. Any students with medical conditions that require special attention are encouraged to notify the nurse at the beginning of the year.

Guidance Center

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

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

Confidentiality

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

Insurance

School time accident coverage for all students for injuries during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off of school premises is offered. This includes participation in all interscholastic sports and travel to and from such events.

This insurance policy pays only after the insurance of the individual family stops paying. If the family has no insurance, the school accident insurance will become the primary and will pay with certain limits.

Severe Weather

When in the opinion of school administration, the weather or other conditions might affect the health or safety of the students, school will be called off. When this happens, the following stations will be notified as early as possible.

WIBW – Topeka, Channel 13

KQTV – St. Joseph, Channel 2

KSNT – Topeka, Channel 27

KNZA-FM (103.9) – Hiawatha

Guests and Visitors

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

Family Night

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

Break

There is a scheduled ten minute break each day for the students at the end of the first block. Students are allowed to use the vending machines, telephone, talk to teachers, students, etc. Students are not allowed outside the building during break, unless they are walking to their next class if it is at West Campus.

Test Retake Policy

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

1. One test retake is available for major tests (ex. Unit tests, etc.) (Semester or yearly tests are not included).
2. Students who have failed a major test can be granted the opportunity to retake that test.
3. Teachers are not required to "hunt down" the student but the teacher should recommend that the student retake the test. It is the responsibility of the student to seek the test retake.
4. Test retakes will be made available no longer than five days after the test was given.

5. There must be some teacher initiated intervention strategies used by the student before a test retake can be taken. (STAR or other)
6. The highest grade a student may receive on a test retake is a "D-" (65% - lowest passing grade).
7. The type of test retake to be given is at the discretion of the teacher.

School Lunch Program

Hiawatha High School offers a lunch and breakfast program each school day. This is a non-profit activity and is operated under the supervision of the state and national school lunch program. Students may bring their lunch from home or have the school lunch. There will be no outside food brought in for students. School lunch will offer a Type A school lunch. Vending machines that offer snacks and non-carbonated beverages are also available during lunch. Any student who is over fifteen dollars (\$15.00) owed for lunches will not be allowed to eat until they pay what is owed.

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

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

Open Lunch Program

This program is to boost attendance and academic achievement. It is open each quarter to Seniors only. First quarter eligibility will be based on performance in the fourth quarter of their Junior year. They may earn open lunch privileges by maintaining good behavior, limiting tardies to no more than 3 per quarter and by attaining one of the following:

1. Perfect attendance for the previous nine weeks.
2. 3.6 GPA (accumulative and quarter)
3. Raise their GPA by at least .5 over their previous quarter and additional rise of .2 on the next quarter GPA.

Regulations governing Open Lunch

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

Class Schedule

Hiawatha High School is on what is known as a block schedule. The eight classes are split into A and B days. The A periods (1A, 2A, 3A, 4A) meet one day and the B periods (1B, 2B, 3B, 4B) meet the next. The weeks in which the A Periods meet M/W/F are called Red weeks. The weeks in which the B periods meet on M/W/F are called Blue weeks. There will be a sign in the office window identifying which week is in session. The weeks are scheduled at the beginning of the school year and that schedule will be kept unless circumstances dictate otherwise.

Bell Schedule

1 A/B	8:15 – 9:40
Break	9:40 – 9:50
2 A/B	9:50 – 11:15
3 A/B	11:20 – 1:10
Lunch	11:15 – 11:40
Lunch	12:10 – 12:35
4 A/B	1:15– 2:40
Seminar	2:45 – 3:25

“Red Wednesdays”

PLC	7:30 – 9:00
1 A/B	9:05 – 10:30
2 A/B	10:35 – 12:00
3 A/B	12:05 – 1:55
Lunch	12:00 – 12:25
Lunch	12:55 – 1:20
4 A/B	2:00 – 3:25

School Eligibility

“Student in good standing” – Reflects the KSHAA guidelines – except that it will also apply to the current season and to spectators as well as participants. Students must have passed 6 classes during the previous semester. In addition they must currently be passing 6 classes in order to attend and/ or participate in games, dances, and all other school activities. This will be determined on a weekly basis. Students who are not passing 6 classes and are participants in an activity will be given a one week probationary period in which to bring up their grades. If they fail to do so then they will be ineligible until they are passing 6 classes. Students with pending discipline issues, suspensions, unresolved detention or attendance issues are not to be considered “In good standing” and may not attend or participate in any school activity or function without direct administrative approval (in advance).

Student Activities

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

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

Election to School Offices and Royalty

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

President of School Council –

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

Vice-President of Student Council

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

Secretary, Treasurer, Reporter of Student Council

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

General Election Procedures

1. No one may be elected by a write-in vote
2. A suspension, expulsion, or violation of the activity policy will result in a forfeiture of office.
3. All other officers, class and club, are governed by the same general rules as student council officers.
4. Once nominated for king or queen of a school event, that student will be ineligible for further nomination for such honors.
5. Neither class nor organizational presidents will be allowed to hold any major offices in the Student Council.

Fight Song

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

Ala Mater

Come all loyal sons and daughters
Gather round and let us sing
To our Hiawatha High School:
Loudly let our praises ring.



Truth and honor be our watchwords.
As we ever onward go,
Grant us grace, oh God our Father,
That Thy blessings on us bestow.