



2025-2026

Holmen High School Student Hand Book

Vision:

Belong. Serve. Succeed.

Mission:

Preparing students for tomorrow through an engaging and inclusive educational community today.

Values:

Empowerment, Equity, Excellence, Integrity, Safety



Contents

SCHOOL DISTRICT OF HOLMEN VISION AND MISSION	5
HOLMEN HIGH SCHOOL ADMINISTRATION	6
DAILY SCHEDULE	7
ACADEMIC HONESTY	8
ADVISORY	8
ANIMALS AT SCHOOL	8
ASSEMBLY RULES	8
ATTENDANCE	8
BEHAVIOR GUIDELINES AND DEFINITIONS FOR STUDENTS	11
BICYCLES	13
BULLYING	13
BUS STOP LOCATIONS AND CONDUCT	13
BUSING—STUDENT BEHAVIOR GUIDELINES	13
CIVIL AUTHORITIES	14
COMMUNICATION	14
COMPUTER/CHROMEBOOK USAGE	14
CONTROVERSIAL ISSUES IN THE CLASSROOM	15
CRIME STOPPERS STUDENT SAFETY LINE	15
CRIMINAL DAMAGE TO SCHOOL PROPERTY (Vandalism)	15
DANCES	16
DOORS (Building Entrances)	16
DRESS CODE	16
ELECTRONIC GRADING AND ATTENDANCE ACCESS	17
EQUAL EDUCATION OPPORTUNITY AND STUDENT NON-DISCRIMINATION	17
FEES AND FINES	18
FIELD TRIPS	18
FLOWERS and BALLOONS	19
FUNDRAISERS	19
GENERAL SCHOOL RULES	19
HALL PASSES	20
HEALTH/NURSE’S OFFICE	20
ID CARDS	21

INSURANCE FOR STUDENTS	21
INTERSCHOLASTIC SPORTS AND SCHOOL SPONSORED ACTIVITIES	21
LIBRARY MEDIA TECHNOLOGY CENTER (LMTC)	22
LOCKERS	22
LOITERING	23
LOST AND FOUND	23
MENTAL HEALTH	23
NATIONAL HONOR SOCIETY	24
ONLINE COURSES	24
PARKING	24
PERSONAL COMMUNICATION DEVICES	25
PERSONAL INFORMATION	26
POLICE LIAISON	26
PUPIL INFORMATION/CHANGE OF ADDRESS	27
RECORDS	27
RELIGION IN THE CURRICULUM	28
RESTROOMS	28
SCHOOL DISTRICT OF HOLMEN BOARD POLICIES	28
SPECIAL EDUCATION	29
STOPit	29
STUDENT CODE OF CONDUCT	29
STUDENT COUNCIL	30
STUDENT LEADERSHIP TEAM (SLT)	30
STUDENT UNIVERSAL NUTRITION PROGRAM	31
STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA	31
STUDENT SERVICES INFORMATION	32
STUDENT VISITOR PASSES	35
SUMMER SCHOOL	35
TEXTBOOK DISTRIBUTION AND STUDENT RESPONSIBILITY	35
VIDEO SURVEILLANCE	35
WITHDRAWAL OR TRANSFER OF STUDENT RECORDS	35
WEAPONS	35
WORK PERMIT REQUIREMENTS	36

2025-2026 Student School Calendar 37

HOLMEN HIGH SCHOOL STAFF DIRECTORY 37

Standard Response Protocol 38

SCHOOL DISTRICT OF HOLMEN VISION AND MISSION



School District of Holmen

BELONG. SERVE. SUCCEED.

Core Values

- Empowerment
- Equity
- Excellence
- Integrity
- Safety



Mission

Preparing students for tomorrow through an engaging and inclusive educational community today.



STUDENT LEARNING

Succeed in reaching rigorous learning standards through instruction that supports both academic growth and social-emotional development.



FISCAL

Provide and sustain the highest level of student learning in a fiscally responsible manner.



WORKFORCE

Recruit, engage, and retain a talented staff that reflects the needs and values of our students and community, ensuring alignment with the District's Vision and Mission.



ENGAGEMENT

Cultivate meaningful connections by actively listening, fostering partnerships, and creating opportunities for collaboration.



SAFETY

Strengthen the physical and digital safety to ensure the rigorous protection of students and staff.

04/2025

HOLMEN HIGH SCHOOL ADMINISTRATION

Mr. Wayne Sackett, High School Principal

Email: sacway@holmen.k12.wi.us

Mr. Nick Bakke, Associate Principal

Email: baknic@holmen.k12.wi.us

Mr. Ben Johrendt, Associate Principal

Email: johben@holmen.k12.wi.us

Mr. Jason Lulloff Activities Director

Email: luljas@holmen.k12.wi.us

Abigail Holthe, Student Representative

Email: HolAbi26@students.holmen.k12.wi.us

Yog nej muaj lus nug, hu rau Kelly Vang pem tsev kawm ntawv 608.526.1313. Ua tsaug.

Si prefiere este documento en español, comuníquese con Jennifer Gimmer a 608.526.6610, ext. 1361.

DAILY SCHEDULE

Holmen Bell Schedules

Daily- H and V

1st or 2nd 7:35-8:58

Breakfast 8:58-9:11

Advisory 9:11-9:47

3rd or 4th 9:54-11:17

1st Lunch 11:17-11:47

5th or 6th 11:54-1:17

5/6 Split 11:24-12:05

2nd Lunch 12:05-12:35

5/6 Split 12:37-1:17

5th or 6th 11:24-12:47

3rd Lunch 12:47-1:17

7th or 8th 1:24-2:47

M Day

1st 7:35-8:14

2nd 8:21-9:00

Breakfast 9:00-9:13

3rd 9:13-9:52

4th 9:59-10:38

5th 10:45-11:24

1st Lunch 11:24-11:54

6th 12:01-12:40

Study Period 12:40-1:15

6th 11:31-12:10

2nd Lunch 12:10-12:40

Study Period 12:44-1:15

6th 11:31-12:10

Study Period 12:10-12:45

3rd Lunch 12:45-1:15

7th 1:22-2:01

8th 2:08-2:47

ACADEMIC HONESTY

Per [policy 5505](#), Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

When academic dishonesty is being considered, HHS staff will follow the [flowchart](#).

APPEAL PROCESS

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the District Administrator whose decision shall be final.

ADVISORY

Advisory meets regularly. Advisory groups will focus on student needs in the area of community building, social skills, organization, study skills, and intervention time (RtI).

ANIMALS AT SCHOOL

Written approval for bringing animals to school must be obtained from the principal. Teachers will work with students to provide prior notification to the office, which is required. All village and town ordinances apply with regard to dogs on public property. (Refer to School Board Policy [Animals on District Property 8390](#))

ASSEMBLY RULES

1. Attendance is expected. Follow assembly instructions as given to you by a teacher or administrator.
2. Honor and respect the dignity of the program.

ATTENDANCE

[Per board policy 5200](#), even as children grow older and more independent, families play a key role in making sure students access learning opportunities and understand why attendance is so important for success in school and on the job.

APPOINTMENTS: SIGN-OUT PROCEDURES FOR EARLY DISMISSALS

1. Parents must notify our attendance office to excuse a student for an appointment that occurs during the school day.
2. Students must sign out in the two-stage entry before leaving the building at any time, for any reason.
3. Appointment verifications may be requested at any time.
4. Students are to sign in when returning from appointments.
5. Parents are encouraged to make appointments during non-school time.

ATTENDANCE FOR 18-YEAR-OLD STUDENTS

Students are required to stay in school until they graduate or until the end of the school term, quarter, or semester during which they turn 18 years of age, Wis. Stat. sec. 118.15(1)(a).

EXTRA-CURRICULAR

A student absent from school (more than 50% of the scheduled school day, unless approved by an administrator) shall not be permitted to practice or compete/perform in a scheduled activity on that day.

HONORS RELEASE

Under 1997 Wisconsin Act 113, Section 15; 118.330, a high school pupil who has demonstrated a high level of maturity and personal responsibility may leave the school premises for up to one class period each day if the pupil does not have a class scheduled during that period.

To exhibit high maturity and personal responsibility, the student must meet the following criteria:

1. Attendance (Less than five unexcused absences)
2. Behavioral Problems (5 or fewer staff/office referrals)
3. **Grades: Either GPA or Grades may qualify a student; however, students must maintain the grade expectations while scheduled with a release.**
 1. **Cumulative GPA of 3.67 or higher**
 2. **Grades**
 1. Maintaining a B- or better in all courses the semester before/during the scheduled release
 2. Rigorous course exception
 1. *Students must earn/maintain a C or better in honors, advanced placement, or dual credit course(s).*
4. No outstanding fees and fines
5. On track to graduate
6. Must have a parent's signature

*This may be revoked at any time due to behavior problems, attendance problems and/or GPA. Students must apply or reapply each term. [Online Application Can be found here.](#)

MIXED GRADE LEVEL AND ADVANCED PLACEMENT (AP) COURSES

9th-11th grade students who are enrolled with a senior level or a mixed-grade-level course will continue their attendance after seniors are released. It is expected additional learning will take place and 9th-11th graders enrolled within these course(s) continue their coursework and attendance. Following the completion of the Advanced Placement (AP) exam, ALL students are expected to continue their attendance through the remainder of the school year. Any student who chooses to not attend will be marked UNEXCUSED.

EXCUSED ABSENCES

Parents are allowed to excuse their student up to 10 days for absences such as: illness (without a medical note), severe illness or death in the family, court appearances, necessary health appointments, school-sponsored activities, in-school/out of school suspensions, religious instruction/holiday and other reasons which have been approved by administration. Prearranged absences or special leaves (deer hunting, vacation, etc.) approved by administration can also be excused through the 10 allowable parent days.

UNEXCUSED ABSENCES

If a student is absent and no pre-arrangements have been made, if a parent has not called in to excuse the absence, or the parent has already used their 10 allowable days, the absence will be unexcused. A student who has five or more unexcused absences during a semester will be considered truant.

FALSIFICATION OF ATTENDANCE

Submitting a forged parental note, making an unauthorized phone call to the Attendance Office or forging a hall pass or teacher's signature will merit a school consequence.

NOTIFICATION OF ABSENCES

Parents/Guardians need to notify the Attendance Office **(526-2813 or hhsattendance@holmen.k12.wi.us)** between 6:45 am and 8:00 am **ON the day of the absence.** The following information is required: the date, the student's name, grade, and the reason for the absence or late arrival. The Attendance Office needs absence verification by the end of the school day when the student is absent. This will assist with the accountability of the district attendance policy.

PARENT NOTIFICATION

An automated email will be used to contact parents of students with unexcused absences, tardies, and behavior referrals. Please call if you need to clear up the attendance due to an appointment or illness.

PLANNED ABSENCES

Anytime a student is absent from school, there are certain elements of classroom instruction that cannot be replicated. A Planned Absence form is required to be filled out (available in the front office in triplicate form) for these instances. Realizing that a student's success in school is a shared responsibility between the student, parents and teachers, this form is designed to not only provide the student and parent with a list of make up work that will have to be completed as a result of this absence from class, but to also provide a means of communication between the student, parent and teacher regarding the potential effect this planned absence may have on the student's academic success/achievement.

NOTE: If a Planned absence extends beyond the 10 days of parent time each student is allocated, then all

unexcused absence practices will be in effect. [Utilize this form for planned absences](#) (available in the main office)

TARDIES

A student will be considered tardy if he/she arrives up to (10) minutes late for class. Anything beyond (10) minutes will be considered an unexcused absence. The attendance office will keep track of tardies. Upon the 4th tardy and each subsequent tardy a high school staff member may assign a school consequence. At an accumulated 15 tardies for all classes, a truancy ticket may be issued. Oversleeping and car problems that occur after the first tardy will not be excused.

TRUANCY

Legal Definitions:

- "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of state statute. [118.15](#).
- "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and state statute. 118.15 for part or all of 5 or more days on which school is held during a school semester.

When a student becomes "Habitually Truant" as per WI Statute (part or all of 5 days) a letter will be mailed home to parents and/or guardians to set up a meeting with an Administrator. **Please see [Policy 5200](#) for further details.**

BEHAVIOR GUIDELINES AND DEFINITIONS FOR STUDENTS

Students are expected to respect school personnel and each other. It is also expected that use of building, facilities, equipment, and the property of others will be done respectfully and with care. Expectations are established to foster safety and an orderly learning environment.

STEPS FOR RESOLVING STUDENT SITUATIONS

1. Teacher + Student = Resolution
2. Teacher + Student + Parent= Resolution
3. Teacher/Team + Student + Parent= Resolution
4. Teacher/Team + Student + Parent + Administrator = Resolution

DETENTIONS/POWER HOUR

1. After-school time may be assigned from 3:00 - 4:00 pm. Students must be in the designated room and seated on time.
2. After-school students must bring schoolwork or an acceptable book or magazine. No other activities will be allowed. Using a Chromebook is acceptable but students should not use their cell phones.
3. No talking, sleeping, eating, or drinking. Any disruptions will result in removal from after-school. Removal may result in a parent conference with administration.
4. Students who do not attend an assigned detention may receive an in-school suspension. Repeated in-school suspensions will result in an out-of-school suspension and parent conference. Detentions are considered an extension of the school day. Non-attendance may result in application of the School District of Holmen truancy policies.

SUSPENSIONS – IN SCHOOL SUSPENSIONS (ISS) and OUT OF SCHOOL SUSPENSIONS (OSS)

The administration views suspension as one of the final actions in an effort to bring about necessary behavior change on the part of the student. In all cases of suspension, the following due process shall be taken.

DUE PROCESS

To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the Administrator. This conference will serve as the opportunity for the student to respond to the charges against them. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their guardian may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

IN-SCHOOL SUSPENSION (ISS)

The ISS is a tool used for students who are demonstrating inappropriate behavior. This also may be issued for various violations connected to the student code of conduct. The following are expectations for all students issued an In-School Suspension:

1. Students must adhere to all directives given to them by office personnel and administration.
2. Students are responsible for completing any learning activities they missed while serving their suspension.
3. Students must place all personal electronic devices in the designated location immediately.
4. Students are not allowed to listen to music, watch videos, or play games on any school or personal device.

Failure to meet any of these expectations will result in additional consequences up to and including Out-of-School Suspension (OSS).

JUVENILE CITATIONS

Students at HHS are old enough to receive citations/fines for breaking state or federal laws within our school. Examples of incidents where citations may be issued include the following: theft, possession or use of cigarettes, tobacco, alcohol or other drugs, profane language, fighting, vandalism and damage to property, and disorderly conduct.

JUVENILE CODE, STATE OF WISCONSIN, (July 1, 1996): The State Juvenile Code attempts to

hold child criminals accountable for their actions by letting judges try more of them in adult court. The code holds juveniles accountable for their crimes, empowers judges by providing a wider range of punishment, makes parents financially liable up to \$4,000 for their children's actions, requires the parents' attendance at the juvenile's hearings, and provides more information to victims and schools.

BICYCLES

The school will not be responsible for damaged or stolen bikes. When students ride their bikes to school, they should utilize the bike rack located at the front of the building near the main entrance. Students should always secure their bicycle. Students will not be permitted to ride around the school grounds during the school day. Students are expected to be responsible bicycle riders.

BULLYING

The School District of Holmen strives to provide a safe, secure, and respectful learning environment for all students in school buildings, school grounds, on school buses, and at school-sponsored events. Bullying has harmful social, physical, psychological and academic impacts on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

It is the responsibility of school employees, students and parents to promote a bully-free school environment. It is the responsibility of the District to provide support and instruction to reduce and eliminate bullying in all forms.

Students engaging in any form of bullying are subject to school disciplinary actions up to, and including suspension and expulsion from school. Employees engaging in bullying behavior or who witness bullying behavior and do not report it to the building principal or his/her designee are subject to disciplinary measures as outlined in the Employee Handbook and/or board policy up to, and including, termination. The District highly encourages its staff and students to report bullying via the **STOPit Reporting Portal** available on the homepage of the District website. For more information on disclosure and public reporting, see School Board policy 5517.01 Bullying or call the Student Services Department.

BUS STOP LOCATIONS AND CONDUCT

Students should be at the bus stops 5 minutes before scheduled pick-up time. **Students are to be present at the bus stop before the bus arrives. Buses cannot wait for students that are not at the bus stop.** Students who interfere with the safety of those riding the bus will receive discipline that could result in loss of bus riding privileges.

BUSING—STUDENT BEHAVIOR GUIDELINES

All students waiting for buses should follow these simple rules:

1. Please stand in an orderly line.
2. Pushing and shoving are not allowed.
3. Enter the bus in a slow and orderly manner.
4. Walk to your bus seat.

Safety on the school bus is the most important goal of our transportation service. Buses are most safe when ridden by regular riders who are familiar with the rules and their bus stops. Bus route concerns can be directed to the Transportation Supervisor at 526-4752. Student issues on the bus may be directed to a

building administrator. Riding the bus, according to the Holmen School District and the State of Wisconsin, is a privilege. If you mistreat this privilege, you will not be allowed to ride the bus. Also, by using school transportation you are agreeing to school procedures in the use of audio and video recording devices.

Bus Safety Rules:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep arms, legs and belongings to yourself.
6. Fighting, harassment, intimidation, or horseplay is not allowed.
7. Do not throw objects.
8. Do not eat, drink, litter or use alcohol, tobacco or drugs.
9. Do not bring any weapon, dangerous object, or weapon replicas on the school bus.
10. Do not tamper with any emergency equipment on the bus.

CIVIL AUTHORITIES

The School District of Holmen is committed to establishing a cooperative working relationship with law enforcement and/or social service agencies for the protection of students and staff members, safeguarding district property and for maintaining a safe environment. At the same time the District realizes its responsibility to protect the rights of children in its charge and to provide for the concerns of the parent regarding the welfare of their children.

Therefore, the District establishes a policy that aligns with current legal requirements and supports an orderly learning environment in the school whenever a student(s) is interrogated during school hours or on school property during a school event.

Please see the [School Board Policy 5540-The Schools and Governmental Agencies](#) regarding student interviews by law enforcement and other agencies.

COMMUNICATION

During the school year, HHS will be sending important communications through e-mail and Social Media such as Facebook [@HolmenVikings](#), which includes upcoming events, exciting news, our newsletter link, and weather dismissal notifications. **It is very important that you have access to your school email account.** You may also find any pertinent information on our district website, www.holmen.k12.wi.us.

COMPUTER/CHROMEBOOK USAGE

Students **cannot** bring their personal computers and plug into the network. They may not download audio or video file types unless they are instruction-related and required by teachers. Students are not allowed to download executable program files or game files to the school computer network. Downloading of programs that interfere with network performance will be considered a violation of [School Board Policy 7540.03- Student Technology Acceptable Use and Safety](#) and will be dealt with appropriately. This policy guides student use of the computer network and of the Internet. The district also has in place a CIPA (Children’s Internet Protection Act) complaint filtering system that provides reports to building level administration on inappropriate use. **Violation of school computer/technology usage can result in students losing their computer/technology privileges at HHS.**

CHROMEBOOK Damage Protection Program

Parent/guardians are responsible for any repairs needed to the Chromebook beyond the normal warranty. To help alleviate potential repair costs, the District offers an optional protection program that will help protect the Chromebook from accidental damage or theft. Parents who do not have the optional protection plan will be responsible for payment of all repairs or replacements beyond the vendor's general warranty.

Cost of Chromebook protection program will be set each year by the District's I&T Department. Parents needing payment assistance should contact the school office. This cost will cover the cost of fixing the device in case of damage, or replacing the device in the event it is stolen. To replace a stolen Chromebook a police report must be filed. A device that is lost by the student will not be replaced by this program. Each year parents/guardians will be required to sign a form once the fee is paid or declining the protection.

CONTROVERSIAL ISSUES IN THE CLASSROOM

Per policy 2240, The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the District. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. In addition, the opportunity can lead students to learn about how to use critical thinking and problem-solving skills, to study and analyze relevant issues, evaluate different sources of information, make intelligent decisions regarding issues, and how to appreciate the value of differing viewpoints. For purposes of this policy, a controversial issue is a topic on which opposing points of view have been identified and are likely to arouse both support and opposition in the community. For more information, please see [po2240](#) in our board policies.

CRIME STOPPERS STUDENT SAFETY LINE

Help keep ***Drugs and Weapons*** out of our schools! \$50.00 will be rewarded for information resulting in the confiscation of any ***weapon*** or recovery of any ***illegal drugs or alcohol*** on school property. To report a crime tip to Crime Stoppers in La Crosse, WI, you can call the toll-free number 1-800-222-TIPS (8477). You can also submit tips online or through the P3 Tips mobile app.

CRIMINAL DAMAGE TO SCHOOL PROPERTY (Vandalism)

The School District of Holmen is committed to maintaining safe, orderly and attractive school facilities and property. In keeping with this commitment the District will investigate any destruction or defacing of property by school authority and may be reported to law enforcement for investigation. Any student found to be responsible for criminal damage to school property (vandalism) or aiding and abetting a person doing criminal damage to school property (vandalism) shall be subject to school discipline and may be subject to legal sanctions under the law. Other persons found responsible for criminal damage to school property (vandalism) may be prohibited from school property and may be prosecuted under the law. Pursuant to [board policy 5513](#), students who damage district property will be subject to disciplinary actions as well as fines.

DANCES

Various organizations will sponsor dances for students throughout the school year. Dances are a privilege and students may be denied attendance for various reasons. The following rules apply:

1. Students may **not** be allowed to return to the dance once they have left the building.
2. Students may not be admitted to the dance one hour after the dance has started.
3. Only Holmen High School students are allowed to attend. However, if a student has a date with a student from another school, this person must be registered and cleared through the Main Office [by using this form](#) by 3pm 8 days prior to the dance. Failure to do this will result in the visiting student not being allowed into the dance.
4. Discretion will be used to make decisions regarding the appropriateness of each student's dress.
5. Hats will not be allowed.
6. The "Student Conduct Code or Interscholastic Sports and School Sponsored Activities" will be in effect for all school dances (alcohol, drugs, behavior, etc.).
7. Shirts should be worn for the entirety of the dance.
8. Crowd Surfing will result in immediate removal from the dance.

Additionally, any drug, alcohol or fighting violations can result in a restriction to extra curricular events including (but not limited to) dances, sporting events, and graduation.

DOORS (Building Entrances)

Building entrances will be open for student use before and after school. All doors will be locked from 7:35 a.m. – 2:47 p.m. Admittance to the building during the school day is via the two-Stage Entry at the main entrance at the front of the building. Visitors must check in and out. Visitors will fill out and wear a visitor's sticker before moving within the building.

DRESS CODE

Unless approved by the building principal or his/her designee for activities related to a class assignment or school activity, the following is prohibited:

- Wearing of clothing or ornamentation which is:
 - Normally identified with gang or gang-related activities
 - Pictures and/or writing related to alcoholic beverages, tobacco products, sexual references, profanity and/or controlled substances and related paraphernalia
 - Depictions of violence or depictions of symbols, which would result in a disruption of the learning process or the forecast of disruption of the learning process.
- Wearing hats, caps, hoods, coats, and school bags.
 - NOTE: These items should be left in lockers, not carried around during the school day.
- Non-clothing items such as flags or costumes should not be worn at school.

Students whose dress and grooming do not conform to these standards will be advised as to what adjustments must be made. If adjustments are not made, and the problem remedied, the student's parent/guardian will be contacted. Appropriate disciplinary action will be taken by the building principal or his/her designee.

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal/associate principal will use his/her discretion to make the decision. ([Refer to School Board Policy - 5511](#)).

ELECTRONIC GRADING AND ATTENDANCE ACCESS

FOR PARENTS/GUARDIANS

Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, test scores and other information about students. Please use the link below to access the Infinite Campus Parent Portal, which will allow you access to your student's information.

Please visit [Infinite Campus Parent Portal](#) on the district website for information on how to create your parent portal account. If you have already created an account and are unable to access the account, please email infinitecampusupdate@holmen.k12.wi.us and ask them to reset your login information and provide you with your account login and password.

EQUAL EDUCATION OPPORTUNITY AND STUDENT NON-DISCRIMINATION

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity.

Spanish: El derecho del estudiante para ser admitido en la escuela y participar plenamente en el currículo, extracurriculo, servicios estudiantiles, recreativos u otros programas o actividades que no se podrán coartar o menoscabado debido a su edad, raza, credo, color, discapacidad, embarazo de una estudiante, el estado civil o paternal, religión, sexo, nacionalidad, origen nacional, ascendencia, estado socioeconómico, orientación sexual, identidad de género, expresión de género, o la no conformidad de género.

Hmong: Txoj cai muab rau tus menyuam thaum tuaj kawm ntawv thiab thaum mus ua si ncaws pob, hu nkauj, los yog ua yeeb yam pem tsev kawm ntawv yuav tsis pauv. Txawm tus menyuam lub hnuv yug loj los me, nws yog haiv neeg twg, nws txoj kev ntseeg yog li cas, nws muaj kev tsis taus, nws lub cev xeeb tub, muaj txij nkawm li cas, yog poj niam los txiv neej, yog pej xeem los tsis yog, tuaj lub tej chaws twg tuaj, poj koob yawm txwv yog li cas, los yog tham li cas, txoj cai yuav nyob li qub.

Title IX - Notice of Nondiscrimination

The Board of the School District of Holmen does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator are:

Jill Mason
Executive Director of Student Services
608-526-1308

1019 McHugh Rd, Holmen WI 54636
masjil@holmen.k12.wi.us

Melissa Kaatz
Director of Human Services
608-526-1319
1019 McHugh Rd, Holmen WI 54636
kaamel@holmen.k12.wi.us

The Board's nondiscrimination policy and grievance procedures can be located in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities which is available at: <https://go.boarddocs.com/wi/holmen/Board.nsf/goto?open&id=DFBEDZ3A01C6>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.holmen.k12.wi.us/district/title-ix.cfm>.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

FEES AND FINES

Per policy 6152, The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. No student shall be denied any educational opportunity because of their inability to pay any fee or charge imposed.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from the resale of such material shall be returned to the General Fund with an accurate accounting of all transactions.

To request a waiver for a fee, fine, or charge, contact Tiffani LaJeunesse at lajtif@holmen.k12.wi.us or by phone at 608.526.3372.

FIELD TRIPS

Students who attend school-sponsored academic trips must complete and return to their advisor a field trip permission form with a parent signature. The school advisor will provide a three-week advance notification to staff and the attendance office regarding the date(s) of the field trip and students who are attending. Students are responsible for getting assignments in advance and communicating with their classroom teachers of their upcoming field trip. Students who are deficient in any class or have attendance or behavior issues may be denied the privilege of attending the field trip.

FLOWERS and BALLOONS

Parents/Guardians are discouraged from sending flowers and balloons to students at school. If these items do arrive, they will be delivered to students at the end of the school day. Glass vases and containers will not be allowed on school buses. Because of health concerns, latex balloons will not be accepted in any Holmen School. Mylar balloons or other forms of gifts are acceptable if they need to be sent to school. The School District of Holmen will refuse to accept deliveries of latex balloons and/or products known to contain latex. The items will be sent back, and the shops will be requested to contact the customer and arrange for delivery/pickup.

FUNDRAISERS

Students are prohibited from the sale or distribution of any materials on school grounds unless approval has been granted by school administration. [See policy 5380- Student Fund-Raising.](#)

GENERAL SCHOOL RULES

There are two major components of the Discipline Program at HHS. The first component involves the individual classroom plans, which will be constructed and implemented by each teacher with the support and cooperation of the administration. The second component involves the school-wide plan, which governs the common areas of the school.

1. Follow directions of all staff and school personnel.
2. Keep conversation in a normal-speaking voice.
3. Do not run in hallways.
4. Consume food/candy and drink in the Commons or designated area. Consumption of food/drink in the classroom is the discretion of the individual teacher.
5. Use only appropriate language and gestures.
6. Be present in the hallways/restrooms only during passing time or with a staff-authorized pass.
7. Refrain from physical contact, which may be interpreted as aggressive or public displays of affection (PDA).
8. Use waste cans; do not litter.
9. Leaving campus or being outside the building during school hours without a staff authorized pass is not allowed.
10. Wear appropriate clothes to school (see Dress Code)
11. Laser pointers are not allowed in school; they will be confiscated and given to the administration.
12. Electronic devices may only be used in the Commons and hallways when class is not in session. Electronic devices are not to be used in locker rooms or classrooms during school hours unless directed by the teacher. Other use or display may result in confiscation by the teacher for the remainder of the day. Item(s) may be turned into administration. Parents may be contacted to come into school to pick up the device.
13. In order to promote the health, safety, and welfare of school personnel and students, the possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes or [policy 3217-Weapons](#) or any kind of toy or facsimile weapon is prohibited at all times on school grounds.

FIGHTING

A fight is defined as an exchange of physical blows (hitting, slapping, pushing, shoving). Students who instigate fights but are not actively involved (that is students spreading rumors, encouraging others to fight, carry information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. In summary, **FIGHTING IS NOT TOLERATED AT HHS, ON THE SCHOOL BUS, and OR AT ANY SCHOOL SANCTIONED EVENT.**

CLOSED CAMPUS

Students are to stay on school grounds in the specified areas during the school day. Students are not allowed to leave school grounds during lunch or study hall. When a student goes off campus or is in an unsupervised area during the school day, consequences will be given.

HALL PASSES

All students must have a pass from a staff member to be in the halls during class time. Students must leave their electronic device(s) with the teacher when leaving the room.

HEALTH/NURSE'S OFFICE

ILLNESS IN SCHOOL

If a student becomes ill during the school day, they should report to the Health Office with a pass from their teacher. After seeing the nurse or health aide, it will be determined if the student needs to go home, remain temporarily in the Health Office or return to class. Telephone contact with a parent or guardian will be made if the child is too ill to remain in school. It is the parents' responsibility to see that the child is taken home as soon as possible. See "Emergency Service" under the Support Services Section of the District's policies for more information.

The following are health-related reasons a student will need to be picked up from school:

- Temperature over 100 degrees
- Vomiting
- Suspected and/or confirmed contagious diseases (The district follows CDC guidelines)
- Other health-related reasons in which the school is unable to provide appropriate care-such as sprains, injury, etc.

MEDICATIONS

Medications may be taken at school **only** if the following procedures are followed, as per Wis. Stat. sec. 118.29:

- A. Parent/Guardian completes the required form for medications, and returns it to the health office.
- B. Physician signature and parent/guardian signature are required **before** prescription medication can be given.
- C. All prescription medications must be in the correct bottle with the correct information. Over-the-counter medication must be in its original container.
- D. Medications (both prescription and over-the-counter) should be transported to and from school by parents/guardians.
- E. Parents/guardians should pick up the medication at the end of the school year; medications are disposed of three weeks after school is dismissed for the summer

It is the student's responsibility to come to the nurse's office to take their medication at the designated

time(s). Please ask your physician if medication can be taken at times outside the school day so medicine does not need to be sent to school. Medication cards are available in the school office and at most local clinics.

High school students may possess and self-administer their own nonprescription and prescription medications while at school, **with the exception of controlled substances**, if the below requirements are met. Examples of controlled substances include, but are not limited to, ADHD medications and prescription pain relievers containing codeine (Holmen District Policy 5530). Controlled substances may not be carried or self-administered by students under any circumstances and will be administered in the health office.

Before a student is allowed to carry and self-administer any medications, the following requirements must be met:

- Completion of the [Administer Prescription Medication form](#) and [Self-Carry Agreement](#) with all appropriate signatures. The form must be on file in the High School Health Office.
- If the student does not follow guidelines, they will lose the privilege to self-carry and administer medications.
- Permission must be obtained every school year.

ID CARDS

Every student will be issued an ID card at the start of the school year.

INSURANCE FOR STUDENTS

The School District of Holmen discontinued coordinating the offering of a student accident insurance program at the end of the 2017-18 school year. Since children are particularly susceptible to accidental injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. Participation in the vast majority of school extra-curricular activities is contingent upon the participant's parent/guardian attesting to insurance coverage for the participant. If you feel your insurance is not adequate because of deductibles, co-insurance or other clauses, or if you do not have insurance, we encourage you to reach out to a qualified insurance agency about purchasing insurance coverage. Such coverage may reduce your exposure to financial hardship in the event of an accident or injury to your child related to school and school activities.

INTERSCHOLASTIC SPORTS AND SCHOOL SPONSORED ACTIVITIES

Mission Statement: Interscholastic sports and school sponsored activity programs are intended to enrich student learning and development through activities, which foster emotional, intellectual, physical growth and social development. Please visit the District website, linked below, for Interscholastic Sports and School Sponsored Activities, clubs and organizations that students are encouraged to participate in during the school year.

[HHS ATHLETIC AND EXTRACURRICULAR CODE OF CONDUCT](#)

[HHS SPONSORED ACTIVITIES](#)

All sports, clubs and activities offerings are subject to the availability of a coach/advisor. Students must

be enrolled in academic/credit course offerings a minimum of 225 minutes per day to be eligible to participate in interscholastic sports and school sponsored activities. (i.e. Study Hall and work release without credit do not count as class credit.) A student absent from school (more than 50% of the scheduled school day, unless approved by an administrator) shall not be permitted to practice or compete/perform in a scheduled activity on that day. See the Activities Code for more details.

INTERSCHOLASTIC SPORTS AND SCHOOL SPONSORED ACTIVITIES (ISASSA)

Students participating in ISASSA are asked to sign, along with their parents, electronically through the online registration process, the Holmen Activities Code and Risk Card Information Forms. These forms have important information relating to School Board approved expectations of students involved in ISASSA as it relates to alcohol, drugs, tobacco, academic eligibility, school attendance, criminal behavior, theft, vandalism, and fighting. This information is provided online as part of the registration process given during the fall, winter, fall and spring activities seasons.

LIBRARY MEDIA TECHNOLOGY CENTER (LMTC)

The LMTC is the information hub of the school. Students can access information in various formats, such as books, newspapers, films and online resources. Students are also encouraged to browse the wide variety of magazines and books for leisure reading. The LMTC's hours are Monday-Friday 7:00-4:00. Students will use their student ID to check out library materials. A student is not permitted to check out library resources if there are overdue materials under his/her name. All students using the LMTC during school hours must have a pass, sign in when entering and sign out when leaving.

LOCKERS

Student lockers are assigned to each individual student and cannot be changed without administrative approval.

BASIC LOCKER RULES:

1. Any locker not working is to be reported to the High School Office.
2. Lockers are to be kept locked at all times.
3. Lockers are to be used for storing student books, class materials, clothing and personal belongings.
4. Money and other valuables are not to be left in unlocked lockers. All personal belongings should be locked up in your general use locker (not PE lockers as locker rooms are off limits to the general population during school). The school does not guarantee the protection of materials left in lockers. (The school does not carry insurance to cover lost/stolen items. This includes the lockers in the P.E. Locker Rooms.)
5. Students are responsible for maintaining the appearance and condition of the locker assigned to them. Cost of repair for damage beyond normal use shall be charged to the student's account. Fees are to be paid to the High School Office.
6. Items that are appropriate and with good intention may be hung inside the locker if they do not damage the locker in any way.

SEARCH OF LOCKERS

Lockers are subject to searches by the administration to protect the health and safety of the student body. A search may be conducted randomly or conducted when there are reasonable grounds to suspect violation of school, local, state or federal laws. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically. ([Refer to School Board Policy - 5771](#))

LOITERING

Absolutely NO loitering in the Main, Activities or Student Services Office areas will be permitted. Loitering is defined as visiting, socializing, “hanging out” or conducting non-school related business with school staff or other students.

LOST AND FOUND

Valuable items such as phones, wallets, watches, earbuds will be in the main office and all other articles will be located in the Lost and Found in the commons.

MENTAL HEALTH

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood. Over the course of your life, if you experience mental health challenges, your thinking, mood, and behavior could be affected. Many factors contribute to mental health challenges, including:

- Biological factors, such as genes or brain chemistry
- Life experiences, such as trauma or abuse
- Family history of mental health challenges

Mental health challenges are common. It is important to normalize conversations surrounding mental health so people can feel empowered to seek the help they need. If you or someone you know is struggling with their mental health, there are ways to get help. Information on mental health resources and services is available on the SDH website under ***Families/Mental Health Resources*** tab. (Source:www.mentalhealth.gov/basics).

[School Board Policy ~ 5350 Student Suicide Prevention](#) shares information and steps to be followed in prevention and handling of suicide attempts. Information describing the suicide prevention resources and services, including mental health, along with model notices, is available on the SDH website under the ***Families/Mental Health/Suicide Prevention*** tab and on the Wisconsin DPI website: ***<https://dpi.wi.gov/sspw/mental-health/youth-suicide-prevention>***.

988 Suicide & Crisis Lifeline: 24/7 call, text, or chat. For more information on this resource visit the **Department of Health Services 988 website**
Wisconsin-based resources available through crisis text line: text “HOPELINE” to 741741 or visit the **Center for Suicide Awareness** to be connected with someone in WI who can help

Trevor Project: A national organization focused on crisis and suicide prevention efforts among LGBT youth.

- Phone: 1-866-488-7386
- Chat: **TrevorChat**
- Text: "START" to 678678
- **Great Rivers 211 Crisis Line:** 211 or 1-800-362-8255

NATIONAL HONOR SOCIETY

The selection to Holmen High School National Honor Society is an honor and requires continued commitment to the ideals of the organization (academic, service, leadership and character). Students who are selected to the National Honor Society are responsible for the following:

- Academic GPA: To become eligible for NHS a student must maintain a 3.670+ GPA at the end of each term.
- Academics: Refrain from any form of cheating.
- Respectful and Responsible Behavior: maintained at all times
- All members must adhere to the [Extracurricular Holmen Code of Conduct](#).
- Community Service: Each NHS member is expected to complete 5 hours of tutoring and 10 hours community service each semester. Verification of service must be provided.
- Leadership: Demonstrate leadership, serving as a positive role model for HHS.
- NHS Meetings: Held once a month, attendance mandatory.
- Commitment: Students who are not able to meet the NHS criteria will be dropped from the Holmen High School Chapter of National Honor Society. (Academic/Service/Leadership/Character).

POWER HOUR: *Tutoring along with National Honor Society Student assistance is available for students after school. Students may request support before school via an arranged appointment.*

ONLINE COURSES (EDMENTUM PLATO)

EDMENTUM PLATO is an online learning tool used by Holmen High School. Reasons a student would take a EDMENTUM PLATO course: Credit Recovery, Credit Deficient, Health Issues, Teen Parent, Expelled, Habitual Truant, Scheduling Issues, Transfer Student, and any other school situations which may arise where a student may need to take a PLATO course per Administration approval.

PARKING

Student parking is a privilege. Students may be permitted to park their vehicles (including mopeds and motorcycles) in the student parking lots. Permits are purchased in the High School Office.

1. The cost of a student-parking permit is based on the purchase date.
 - a. Term 1 - \$45; Term 2 - \$40; Term 3 - \$35; Term 4 - \$30
 - b. All permits are effective for the entire school year once purchased. The permit must be purchased before use of the parking privilege.
2. Students must park appropriately in the marked spaces and have the appropriate permit. (Main lot in the front lot of school or the auxiliary lots – near football/soccer fields/FAC).
3. No students are allowed to park in the teachers' parking lot, support staff parking lot, receiving

- area parking lot and designated areas for visitor parking.
4. Students are prohibited from transferring their parking permit to another student's vehicle. Violation of this rule may cause the student to lose his/her parking permit. No refunds or transfers will be made for early graduates.
 5. Under special circumstances daily passes may be obtained from the high school office.
 6. Replacement parking permits will cost \$10.00.
 7. Violation of closed-campus policies, attendance policies, student code-of-conduct, unserved detention time, or unpaid fines/fees may result in loss of parking privileges.
 8. Snowmobiles and All-terrain vehicles are not permitted within our campus.

[HHS Student Parking Permit Form can be found here.](#)

PERSONAL COMMUNICATION DEVICES

Philosophical Foundation:

The School District of Holmen recognizes the value personal communication devices add to the educational experience of all students. The evolution of cell phone technology, coupled with widespread wireless Internet access, has put “personal computers” in the hands of most students. By designating specific guidelines for personal communication devices use and encouraging students to use technology in an appropriate manner while maintaining the integrity and safety of the learning environment are top priorities in the School District of Holmen.

Policy Guidelines

Definition: Personal Communication Devices include but are not limited to, laptops, earbuds/headphones, tablets, chrome books, tablet devices and cell phones, etc.

Personal Communication Devices on school premises and at school-sponsored activities may be used under the following conditions:

1. Each building develops their own rules for time of use, supervision and designated areas for student use.
2. The use of Personal Communication Devices to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms, and other similar private areas.
3. Personal Communication Devices may be used in classrooms for educational purposes at the discretion of the classroom teacher. Potential applications include calendars, calculators, clocks, GPS devices, maps, voice recorders, and research tools.
4. Users are responsible for using their Personal Communication Devices in a safe and secure manner; ensuring use does not create a safety hazard for themselves or others.
5. Users must understand that all personal devices and equipment are brought into the school at their own risk. The District is not responsible for loss, theft, or damage of personal equipment.
6. Use of the District’s wireless Internet is governed by the District’s Acceptable Use Policy (AUP), as well as the Code of Conduct. As such, all rules and regulations regarding acceptable and appropriate use of technology apply. Violations of the Code of Conduct or AUP are subject to disciplinary consequences.
7. Students should not be in possession of Cell Phones or other PCD’s during class time. Phones need to be kept in personal lockers, or put into designated locations in classrooms, which could include but not be limited to cell phone caddy’s, drawers, or other containers.

These devices may not:

1. Disrupt the education process in the school district.
2. Endanger the health or safety of any student or anyone else.
3. Invade the rights of others at school.
4. Involve illegal or prohibited conduct of any kind.

If a student is observed using a communication device outside the allowable guidelines, disciplinary actions may include:

1. Confiscation of the device
2. Notification and/or conference with parent/guardian
3. Loss of privilege
4. Detention or suspension
5. Referral to law enforcement if violation involves illegal activity
6. Additional options as determined appropriate by an administrator

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

For more information, see [Board Policy 5136](#), [7540](#), and [7540.03](#).

PERSONAL INFORMATION

At registration, parents/guardians are asked to update personal information including address and emergency contact information. The purpose for collecting this information is to enable the school to make immediate contact with the responsible person(s) regarding student needs or concerns. Unexpected situations can occur and make it necessary for the school to make an immediate parent/guardian contact.

POLICE LIAISON

Holmen High School will continue to use a police liaison. The police liaison will help to develop a positive communication among the student body, school and the police department. He/she will also assist the administration with school discipline issues when necessary and participate in educational programs related to Law Enforcement and School Safety.

USE OF POLICE AT HOLMEN HIGH SCHOOL

It is the philosophy and belief of the administration at Holmen High School that the responsibility for dealing with student discipline violations rest with the school. Thus, we will make every effort to handle such problems at school, according to the policies and procedures established by the district and the school.

However, when violations of state laws or municipal ordinances occur or when students refuse to work

within the established policies of the district and school or where security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate an arrest and prosecution proceedings. If the administration deems it necessary to call the police, every attempt possible will be made to contact parents.

USE OF CANINES (DRUG DOGS) AT HHS

Throughout the school year canines may be brought into the school building and school parking lots to search for illegal drugs and drug paraphernalia. The purpose of the search is to maintain a safe school setting for all students and staff.

PUPIL INFORMATION/CHANGE OF ADDRESS

If your last name, street address, or telephone number changes at any time during the school year, please notify the District Office immediately. This is very important in keeping our records up to date and also being able to contact a parent or guardian in case of an emergency. **It is important for parents to notify the school in case of legal guardian changes.**

RECORDS

The School District of Holmen is required by the Family Educational Rights and Privacy Act (FERPA) to provide the following notification to parents/guardians and adult students annually. Parents/guardians and adult students are permitted to review and inspect any education records relating to their child, or seek amendment of education records.

All requests for inspection or amendment of records should be directed to the building principal. The District presumes that the parent has the authority to inspect, review, and obtain copies of records relating to their child unless the District has been advised that the parent does not have the authority under state law governing such matters as guardianship, separation, or divorce. If any education record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information.

According to [Board Policy 8310 Student Records](#), directory data compiles the following student information: pupil records which include the student's

- name;
- address;
- telephone number;
- date and place of birth;
- photograph;
- major field of study;
- participation in officially recognized activities and sports;
- height and/or weight, if member of an athletic team;
- dates of attendance;
- date of graduation;
- degrees and awards received;

Parents/guardians and eligible students may refuse to allow the District to disclose any or all of such 'directory data' upon written notification to the District within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. The proper paperwork, the **Directory Data Opt-Out Form**, will be provided during registration, and is available at any time by contacting the school's secretarial staff. The District must comply with the written request to not share the student's directory data with such entities.

The District also forwards records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. Parents/guardians can file a complaint with the Family Policy Compliance Office of the US Department of Education alleging district noncompliance with FERPA requirements if they believe noncompliance has occurred.

RELIGION IN THE CURRICULUM

Per [policy 2270](#), As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Building Administrator.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

RESTROOMS

All students are expected to behave properly while using the restrooms. There are many public restrooms to use in our school, including multiple single user restrooms located throughout the high school.

Video Recording in a restroom

It is against state law to record in any bathroom or locker room. Refrain from using your phone to take pictures or make videos while in the restroom.

Occupation of a stall

There are virtually no circumstances that multiple occupancies in the same stall would be acceptable. Students should refrain from this activity. If a staff member sees multiple students in one bathroom stall, they will be escorted to the office immediately.

SCHOOL DISTRICT OF HOLMEN BOARD POLICIES

All School District of Holmen Board policies can be found on the School District's website. To access this

web site, go to: www.holmen.k12.wi.us, click on **School District ~ School Board ~ Policies**.

SPECIAL EDUCATION

A wide range of programs are available in the School District of Holmen that provides for the exceptional needs of our students, such as: Autism, Cognitive Disability, Emotional Behavior Disability, Hearing Impaired, Specific Learning Disabilities, Orthopedically Impaired, Other Health Impaired, Traumatic Brain Injury, Visual Impairment, Significant Developmental Delay & Speech/ Language Impairment. Parents wishing to know more about the specifics of these programs should contact the District Pupil Services Office at 526-6610.

STOPit

STOPit is an app based reporting system that was created so that people would have a safe way to report bullying, drugs in school, self-harm, and other various school safety concerns. When a person really needs help we hope you will step up and send in a report. Sending in a false report makes it harder for your school to help the people who really need it.

- STOPit allows for 2 way anonymous communication between the reporter and a member of administration.
- After you submit the form, STOPit sends a push notification to a school administrator with all of the details from your report.

STUDENT CODE OF CONDUCT

Students participating in educational programs in classrooms, related school settings, programs, activities, or transportation are expected to demonstrate safe, respectful, and responsible behavior. Any student who does not adhere to the Code of Conduct may be subject to disciplinary action in accordance with established Board policies and school rules. While potential consequences are outlined for various behaviors, all disciplinary decisions are made at the discretion of the building principal or their designee. Each incident is reviewed on a case-by-case basis, considering the circumstances, severity, and student needs, with the goal of promoting accountability and student growth. All actions will be consistent with School District of Holmen policies.

Holmen High School is committed to maintaining a positive teaching/learning climate. Teachers are expected to create a positive learning atmosphere for students in their classrooms. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and for other students to learn.

For more information, see [Board Policy 5500](#) and [Board Policy 5500.01](#), as well as the [full code of conduct \(linked\)](#).

STUDENT REMOVAL FROM CLASS

When a student is removed from a class, the teacher and/or an administrator will contact the parent and the teacher will enter a behavior referral in eduCLIMBER. The Student Code of Conduct will assist with communication among the student, parent and staff. The goal of the Student Code of Conduct will be to develop a plan that will assist student success.

This code of classroom conduct applies to all students

1) Student Removal from Class: A teacher may remove a student from class for the following reasons:

- Dangerous, disruptive, or unruly behaviors; or behavior that interferes with the ability of the teacher to teach effectively. Examples include but are not limited to....
 - ✓ Weapons
 - ✓ Substance abuse
 - ✓ Inappropriate behavior
 - ✓ Fighting
 - ✓ Harassment
 - ✓ Inappropriate dress
 - ✓ Constant talking
 - ✓ Any behavior that prevents a safe teaching/learning environment

LOOK ALIKES

The use of “look alike” products resembling tobacco, alcohol or drugs may result in the same application of the code suspensions. Students are warned that the use of “look alike” products is not recommended and may result in a code violation equal to that for the actual product if it cannot be determined the products are “look alikes” or if bringing “look alikes” becomes a pattern of behavior.

SEVERE CLAUSE

Any student involved in fighting, insubordination, pulling fire alarms, verbal threats, possession of illegal items, including all drugs, weapons, alcohol, smoking, or chewing tobacco, destruction of school property, defacing lockers, or theft will face immediate referral to the Administration Office for possible suspension, detention, parent conference, legal charges being filed, and/or expulsion from school.

USE OF HAND-HELD METAL DETECTORS

In order to maintain a safe and secure learning environment, the school reserves the right to use hand-held metal detectors when there is reasonable suspicion that a student may be in possession of items that violate a particular law or a particular rule of the school (including but not limited to weapons, electronic smoking devices, drugs, and alcohol). The use of a metal detector allows for a more thorough and less intrusive search in situations where safety concerns justify such action. All searches will be conducted in a manner that is consistent with Board Policy [5571](#) and respects the rights and dignity of the student while prioritizing the safety of the school community.

STUDENT COUNCIL

The Holmen High School Student Council is a representative government of students. It helps to share ideas, interests and concerns with staff and the administrative team. It also helps raise funds for school-wide activities, social events, and community projects. It should help to realize our Vision: Belong. Serve. Succeed. so all students feel heard and included in a positive school experience. Students who wish to be voted as class representative to the school board must be concurrently serving on student council.

STUDENT LEADERSHIP TEAM (SLT)

The Holmen High School Student Leadership Team is a cooperative between local businesses, staff, parents and students to celebrate students’ success. The SLT will create a positive environment through building connections and recognizing student and staff achievements.

STUDENT UNIVERSAL NUTRITION PROGRAM

Participating in school breakfast and lunch will save you time and money each day while providing your student with a nutritious and delicious meal! Your students will have a variety of items daily (menus can be found online.) The High School and Middle School will offer a la carte items, which can still be purchased at regular price. If you wish for your student to have available funds to purchase these items, please make sure to put money into their account prior to these purchases. A family account serves all of a family's students.

The Holmen School District Student Universal Nutrition Program currently uses a computerized lunch system, which gives each family a **FAMILY ID NUMBER** and each student a **STUDENT ID NUMBER**. All payments will be credited to a student's account after they are received. PLEASE make sure to identify all payments by your **FAMILY ID NUMBER**.

Students must maintain a positive balance in order to charge a meal. Daily meal prices are:

6 th – 12 th Grade	\$3.50
Reduced	\$0.00
Adults	\$4.75

Breakfast – Served ½ hour before school begins:

K-12 th Grade	\$ 2.25
Reduced	\$ 0.00
Adult	\$ 2.75

STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

In order to provide for a school environment free of alcohol and drugs, including look-alikes, the following guidelines are established (which are also listed in [board policy 5530](#)):

Sanctions:

1. Students intentionally aiding or abetting other students in violating this policy shall be considered in violation of this policy and be subject to disciplinary action.
2. No student shall use, have any evidence in one's body, possess, or be under the influence of intoxicants or mood-altering drugs not prescribed and taken in accordance with a physician's order. No student shall possess related drug paraphernalia. This guideline applies on all school property and school-related events. Students violating this guideline shall be subject to disciplinary action.
3. No student shall exchange, distribute, sell, attempt to sell, give away, or possess with the intention of exchanging, distributing, selling or giving away intoxicants or mood-altering drugs or paraphernalia on school premises or while participating in or attending any school-related activity. Students violating this guideline shall be subject to disciplinary action. Wisconsin law shall control when determining intent.
4. No student shall exchange, distribute, sell, and attempt to sell, or give away to another student, any substance, regardless of its true nature, which such student has represented in any manner to be an intoxicating or mood-altering drug on school premises or while attending a school-related activity. Students violating this guideline shall be subject to disciplinary action.

Schedule changes SHOULD be made prior to the start of classes. This is done without penalty. In certain situations, with administration approval, classes may be changed prior to the mid-semester grading period. Students who fall in this category will receive a W on their transcript. Any course changes made after that time, which are rare and require administration approval, will result in an F on the student Transcript.

Students auditing courses must obtain the approval of the building principal and the course instructor prior to auditing a course. Students will not earn a grade for the course and will conform to principal and instructor expectations for performance in those courses. Please see [Holmen High School Course Audit Form](#) for more information.

GRADING POLICY

Term/Semester Grading Breakdown

Formative Assessments = 15%

Summative Assessments = 85%

Grading Scale

A+	98-100	B+	91-89	C+	82-80	D+	73-71
A	95-97	B	88-86	C	79-77	D	70-68
A-	94-92	B-	85-83	C-	76-74	D-	67-65

All department and course level grading specifications can be found in your course syllabus. For an overview of school wide grading practices, see [HHS Grading Policy Overview](#).

HIGH HONOR ROLL AND HONOR ROLL

Students will be recognized for their academic achievements through their cumulative grade point average (GPA) at the end of each term. In order to earn Honor Roll recognition students must earn a 3.33+ GPA. In order to earn High Honor Roll students must earn a 3.670+ GPA. Senior students earning a cumulative 3.670+ GPA will be recognized during their graduation ceremony.

EARLY GRADUATION

Students pursuing early graduation must submit the [Early Graduation Form](#) to your school counselor by mid-semester of the semester you intend to graduate and meet with their school counselor to review credits and future plans. A cover letter and resume outlining post-high school goals must be submitted with the form. Students are responsible for obtaining graduation information (gowns, rehearsals, announcements, etc.) and notifying Student Services if they plan to participate in the ceremony. All financial obligations must be cleared, including returning books and cleaning out lockers. Early graduates are not eligible for co-curricular activities. Juniors must complete their full junior year and will walk with their cohort class the following year.

Students who will graduate in January and are starting enrollment at a higher institution prior to the end of Holmen High School's fall semester, must complete and submit [Early Graduation - Start College Early](#) form prior to December 1st.

GRADUATION CEREMONY

Senior conduct during the final weeks of school should be exemplary. Seniors who do not meet conduct

expectations (e.g. Have unpaid fines and fees, have unserved detention hours, participate in senior pranks or senior “skip day”) could be denied participation in the ceremony.

Participation in the graduation ceremony is a privilege. Only students who have completed all necessary requirements prior to graduation day will be invited to participate. The graduation ceremony is a dignified event intended to honor the accomplishments of our graduates. All students choosing to participate in the ceremony must agree to behave in a dignified way and refrain from inappropriate and disruptive behavior.

REPLACEMENT GRADE OPTION

Students may repeat courses at Holmen High School and have the higher grade become the official grade on their transcripts. Contact your counselor for additional information and the appropriate forms. Students dropped from a class for cheating will receive an F on their final transcript for the class.

TESTING: State Mandated Tests

9th, 10th, and 11th graders will be administered a practice ACT assessment in the fall, and take the state mandated ACT Suite of assessments in the spring. The Wisconsin Forward Exam will also be administered to 10th grade students in the spring.

GRADUATION REQUIREMENTS

Seniors/Graduation candidates will need a total of 26 credits.

REQUIRED COURSES

Language Arts (4.5 Credits)	Language 9 (1 Credit) Language 10 (1 Credit) Oral Communications (.5 Credit) Language 11 / Honors 11 (1 Credit) Lang. Arts Electives (1 Credit –See Course Description Guide)
Social Studies (3.5 Credits)	US3 (.5 Credit) U.S. History I and/or II (.5/1 Credit)/AP U.S. Hist. (1 Credit) Government (.5 Credit) Economics (.5 Credit) Social Studies Elective (1.5 Credit – See Course Description Guide)
Science (3.0 Credits)	Biology I and Biology II (1.0 credit) Any combination of courses that result in a minimum of 2.0 Credits
Math (3.0 Credits)	Any combination of courses that result in a minimum of 3.0 Credits
Physical Education (2 Credits)	Totally Fit Wellness (.5 Credit) PE 10-12 (1.5 Credit – See Course Description Guide)
Health (.5 Credit)	Health (.5 Credit)
Business (1.0 Credit)	Computer Apps (.5 Credit) Personal Finance (.5 Credit)
Electives (8.0 Credits)	Electives (8.5 Credits – See Course Description Guide)

STUDENT VISITOR PASSES

Student visitor and transfer student passes will be issued on a pre approval basis and should be requested 48 hours before the visit.

SUMMER SCHOOL

The School District of Holmen offers summer school courses for high school students to earn high school credit. Students may take summer school courses to fulfill graduation requirements and recovery courses previously failed. Students who successfully complete a credit recovery course will earn high school credit and the updated grade will go onto the student's transcript. Although transcripts will be updated with new grades, previous semester GPA will go unchanged. Session one summer school students will earn a letter grade; session two will earn a S/U grade.

TEXTBOOK DISTRIBUTION AND STUDENT RESPONSIBILITY

- All textbooks or classroom books will be distributed through the classroom teacher.
- Upon receiving their textbook(s), students should examine their book(s) and **report any damages to the teacher** upon receiving the book.
- Students are responsible for the individual textbook(s) they check out and should not leave them lying around or loan them to friends.
- When books are checked back in, students must return the actual book they checked out.
- All textbooks checked out by a teacher are due back to the same teacher upon conclusion of the class.
- In the event a student drops a class or leaves school during the year, books should be returned immediately. Students dropping a class are responsible for getting the textbook checked out to them returned at that time.

Textbooks cost \$60.00-\$150.00 or more! Treat them carefully!

VIDEO SURVEILLANCE

Holmen High School has security cameras located throughout the interior of the building and also in certain exterior locations. The cameras will be used to help reduce vandalism, inappropriate behaviors and other types of student misconduct. See [policy 7440.01](#) for more information.

WITHDRAWAL OR TRANSFER OF STUDENT RECORDS

Several days before a student plans to withdraw or transfer from Holmen High School to another school, the student should obtain a Checkout Form from the Student Services Office which should be filled out and signed by the appropriate parties. Also, their parents should come to the school's office to sign a Notice of Withdrawal form. The student will present to all his/her teachers. The teachers will record current grades, curriculum being used, confirm the return of books, etc., on this form. The form is to be returned to the school office on or before the last day of attendance in school. If a refund may be due your family, no refunds will be made until all fees or fines have been paid. More information can be found in [policy 5130](#)

WEAPONS

Per [policy 5772](#), The Board prohibits students from possessing, storing, making, or using a weapon in any

setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

WORK PERMIT REQUIREMENTS

As of July 1, 2023, Work Permits will not be available at HHS. The state of Wisconsin has updated their requirements. For more detailed information, email workpermits@dwd.wisconsin.gov.

Please Note: This handbook does not cover EVERYTHING. Refer to school board policy, local and state law, or stop and talk with an administrator for any specific questions.

2025-2026 Student School Calendar

2025-2026 School Calendar-Students School District of Holmen

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025 20

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025 22

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025 17

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Board Approved: 1/27/2025

START & END	
September 2	First Day of School
June 5	Last Day of School
Total Student Instructional Days: 178	

NO SCHOOL DAYS	
September 26	No School
October 31	No School
November 26 - 28	Break - No School
December 24 - Jan 2	Break - No School
January 19	MLK Jr. Day - No School
January 26	Staff Development - No School
February 27 - March 2	Break - No School
March 27	Staff Development - No School
April 3 - 6	Break - No School
May 25	Memorial Day - No School

TWO HOUR EARLY RELEASE	
October 30	Parent-Teacher Conferences
March 26	Parent-Teacher Conferences
June 5	Last Day of School

PARENT-TEACHER CONFERENCES	
October 21	HS & MS: 3 - 7 p.m. / Elementary 4 - 8 pm
October 30	HS & MS: 1 - 7 p.m. / Elementary 2 - 8 pm
March 17	HS & MS: 3 - 7 p.m. / Elementary 4 - 8 pm
March 26	HS & MS: 1 - 7 p.m. / Elementary 2 - 8 pm

SEMESTER & MID-SEMESTER DATES	
September 2 - January 23	Semester 1 (90 days)
October 30	Mid-Semester (1)
January 27 - June 5	Semester 2 (88 days)
March 26	Mid-Semester (2)

OTHER IMPORTANT NOTES	
August 28	9th Grade Spirit Day (HS Only)
May 23	Class of 2026 Graduation Ceremony

January 2026 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026 20

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026 20

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026 5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CALENDAR KEY

- First and Last Days
- Early Release
- End of Semester
- No School Day for students
- Parent/Teacher Conferences

HOLMEN HIGH SCHOOL STAFF DIRECTORY







Please use the up to date link provided

Standard Response Protocol



Parent Guide to the Standard Response Protocol (SRP)



<p> HOLD</p> <p>"HOLD! In your room or area. Clear the halls"</p> <p><u>Why?</u> A Hold is called when the hallways need to be kept clear due to a situation either inside or outside of the building.</p> <p><u>Example</u></p> <ul style="list-style-type: none"> Sick student in the hallway <p><u>How will I know?</u> Parents may or may not be contacted depending on the situation.</p> <p><u>What happens?</u> Staff & students are asked to stay where they are until the issue is cleared.</p>	<p> SECURE</p> <p>"SECURE! Get inside. Lock outside doors"</p> <p><u>Why?</u> Danger/threat outside the school</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Wildlife in the area Criminal activity in the area <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u></p> <ul style="list-style-type: none"> Outside doors locked Inside business as usual (Exterior doors are always locked during school hours, but this messaging prompts a system of double checks.) No one in or out of building <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Dismissal times & situations could change. 	<p> LOCKDOWN</p> <p>"LOCKDOWN! Locks. Lights. Out of sight."</p> <p><u>Why?</u> Danger/threat inside or very near school</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Threat inside the school Emergency or dangerous situation very near the school <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u></p> <ul style="list-style-type: none"> Law enforcement and first responders will be involved. <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Be ready. 	<p> EVACUATE</p> <p>"EVACUATE!" (A location may be specified.)</p> <p><u>Why?</u> Students & staff are moved to a new or safe location due to a situation in or near the school.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Gas leak Fire <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u></p> <ul style="list-style-type: none"> Law enforcement and first responders will be involved. <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Be ready. 	<p> SHELTER</p> <p>"SHELTER!" Hazard and safety strategy.</p> <p><u>Why?</u> Students & staff are instructed to take shelter due to a situation in or near the school.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Weather emergency such as a tornado <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u> School will keep parents updated as the situation evolves.</p> <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Be ready.
<p> REUNIFICATION</p> <p>As the result of any of the actions above, students may need to be reunified with parents through a controlled release or reunification at a new location.</p> <p>District staff wants to reunite you and your children as soon as possible during an emergency situation. We will work with police and fire departments to determine when it is safe to reunite students and parents. These situations often take time and planning to ensure you and your children are reunited safely.</p>				