IJ HOLTON INTERMEDIATE SCHOOL ADDENDUM

Updated August 2026

AUSTIN PUBLIC SCHOOLS
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WELCOME TO THE IJ HOLTON INTERMEDIATE SCHOOL STUDENT HANDBOOK

At IJ Holton, our mission is to create a challenging learning community where students will be engaged in Science, Technology, Engineering, Fine Arts and Mathematics through an inquiry-based curriculum. Our vision is to build student leaders who will be successful in the 21st century.

This handbook provides specific information pertaining to IJ Holton Intermediate School that is important for parents and students to review and understand.

Please refer to the APS Student Handbook, the Student Rights & Responsibilities document, and the School Board Policies for additional information.

PART I – INFORMATION

CONTACT INFORMATION

Principal:	460-1501	
Assistant Principal:	460-1528	
Dean of Students:	460-1534	
General Information:	460-1525	
Attendance:	460-1530	(ijholton.attendance@austin.k12.mn.us)
Grade 5 Counselor:	460-1536	
Grade 6 Counselor:	460-1533	
Health Services:	460-1531	

Teacher email addresses are available on the web at https://holton.austin.k12.mn.us/staff-directory.

SUCCESS COACH

Spanish	460-1529

ANNOUNCEMENTS

Announcements to students concerning activities, meetings, sports events, etc. will be given at appropriate times during the school day. Listen carefully to these announcements. If any student wishes to have announcements read, they must obtain permission from the Principal's Office.

LOST AND FOUND

Lost and found articles may be found near the cafeteria or school store. Items may be disposed of after thirty days.

PART II - ATTENDANCE INFORMATION

ARRIVAL

Doors will open at 7:45 to allow students to enter, please do not arrive prior to this time. During inclement weather, students may be allowed in earlier.

ILLNESS

If your student needs to be picked up due to illness, the nurse will contact you.

TARDINESS

Students are expected to arrive at school on time before 8:00 a.m. Any students that arrive late will need to report to the Attendance Office upon arrival.

PART III - STUDENT EXPECTATIONS

At IJ Holton Intermediate School we are a community of staff, students and parents dedicated to fostering a school of positive behavior. The remainder of this document is to assist in learning our school expectations and how each area represents multiple areas of PBIS.

ELECTRONIC DEVICES

- Please refer to the APS District Cell Phone Policy: Cell Phone Policy: Grades K-8
- Games, phones, Smart watches, and electronic items should not be brought to school, and the school is not responsible for their damage or theft.
- Laser pens and lights are both a safety and nuisance concern. They are not allowed in school, at school activities, or on buses.

HALLWAYS

All students will have a pass while in the hallways. Students should take care of restroom and drink needs at designated breaks.

LUNCHROOM

Cafeteria Privilege and Loss

Students will eat in the cafeteria during their lunch period. Some students may lose this privilege for specified periods of time because of infractions at lunchtime. Those who do lose privileges may be assigned to a different area during their lunch period. Excessive infractions will result in the notification of parents and additional disciplinary actions.

Lunch Procedures

- Students will be assigned to a specific lunch period. IJ Holton is a closed campus school and students are not allowed to leave the building unless they have checked out in the Attendance Office with a parent or guardian.
- It is expected that students will keep their proper place in the food lines, observe good table manners, and clean up after themselves. If students sit down at a table and notice that the table or the floor around it is dirty, they should notify a lunchroom supervisor; otherwise, that table may be expected to clean up the mess.
- After eating, place all papers and scraps in containers; return all dishes and trays to the proper places. Food, drinks and utensils may not be taken out of the cafeteria. Minnesota State Law forbids the bringing of food prepared at home to school to be distributed to other people.
- Restroom passes must be obtained from lunchroom supervisors. Students remain in the cafeteria for their entire lunch period unless other areas are designated. Supervisors will dismiss students.

MOVEMENT BREAK

Students will go outside for approximately fifteen minutes after eating lunch. During this time, students are not allowed back in the building. Students will be outside each day unless it is raining, less than 0° F, or unplayable field conditions. If students wish to play in any snow, boots, coats, gloves, and snowpants are required.

PHYSICAL EDUCATION

Medical Excuses

For physical education exemption, a medical excuse must be obtained from a doctor and delivered to the school nurse. If a doctor has not been seen, a note from the parent or guardian should be taken to the PE teacher to request an excuse for that day. Such notes will allow students to be excused for up to three consecutive school days from PE class. Requests to be excused for more than three consecutive school days must be approved by a doctor. These missed days will need to be made up with the PE teacher.

RECESS GUIDELINES

Please make sure your student comes to school with appropriate cold-weather gear each day (coat, hat, gloves, boots, etc.). Students will continue to go outside for recess unless:

- The temperature reaches **0°F**, or
- The wind chill drops to **-10°F**

If your family needs support securing winter clothing, please contact the school office—we're happy to help.

PART IV – ACADEMICS

ACADEMIC DISHONESTY
Academic honesty and personal integrity are fundamental components of a student's educational experience. It is necessary to devise a written policy on academic honesty that is fair and involves a procedure that can be clearly understood and followed in the interest of justice and due process.

DEFINITION OF ACADEMIC DISHONESTY (CHEATING)
Presenting, as own work, material that is not a true or valid representation of own ideas or helping others to do the same.

Some forms of Academic Dishonesty are as follows:

- Working with other students on an assignment (without teacher permission)
- Using written or online material on an assessment without the teacher's permission
- Copying another person's work/practice
- Copying from a published work
- Knowingly allowing others to copy your work
- False score reporting

DETERMINATION OF ACADEMIC DISHONESTY
Any staff member who has reason to suspect that a student has participated in academic dishonesty will follow the steps outlined below:

- Meet with the student involved, provide evidence of suspected academic dishonesty, discuss and determine whether it has occurred.
- If there is sufficient evidence of academic dishonesty, the student and teacher will meet with administration. The goal of this meeting will be to discuss strategies to help the student make better academic choices in the future.

HOMEWORK
Elementary students will **not** be assigned homework/practice work outside of the school day. Homework/practice work will **not** be used to finish incomplete classwork. All work put into the gradebook will be reviewed, graded, and feedback given by the classroom teacher.

POTENTIAL CONSEQUENCES OF ACADEMIC DISHONESTY

- Warning
- Discipline referral
- Parent contact by the teacher
- Redo the assignment/assessment
- Receive a zero for the assignment/assessment

GRADING AND REPORTING
The following grading practices in APS are a culmination of the district grading and reporting committee work from the 22-23 and 23-24 school years. This work consisted of a review of the current context, 5-12 staff surveys in 22-23, and collaboration in professional learning by the student and staff grading and reporting committees in 23-24.

These grading practices apply to students in grades 5-12.

Parameters for Student Grades

Teachers will utilize the following parameters for grading and reporting for students. School leadership teams will develop procedures for staff to follow in implementing these parameters. The procedures will be shared with staff, students and families at the beginning of the school year.

Graded Categories

- Summative & Performance Assessments: At Austin Public Schools, assessments are defined as the evaluation aligned to standards or benchmarks that takes place after the learning has been completed. Examples of Summative & Performance Assessments include chapter or unit tests, final tests, final projects, final papers, final performances.

  Student performance on Summative & Performance Assessments will count for the following % of the student's grade.
  - IJ Holton: 60%
  - Ellis Middle School: 70%
  - Austin High School: 70%

- Practice Work & Formative Evidence: In Austin Public Schools, Practice Work & Formative Evidence is defined as student learning and practice work that is used by teachers and students to inform, respond, and adjust learning experiences to enhance learning and understanding. Examples of Practice Work & Formative Evidence include quizzes, observations, exit tickets, practice problems, written responses, and learning activities.

  Student performance and engagement with Practice Work & Formative Evidence will count for % of the student grade.
  - IJ Holton: 40%
  - Ellis Middle School: 30%
  - Austin High School: 30%

- Reassessments: In Austin Public Schools, reassessment is another opportunity for students to learn and demonstrate their knowledge. Reassessments will be provided to students and are a component of the Summative & Performance Assessments category. When Practice Work & Formative Evidence assignments are completed before the original summative assessment, students who want to reassess will work with the teacher to do additional learning to prepare for the reassessment. Teachers have the option to give students flexibility if there are extenuating circumstances.

Non-Graded Parameters

- Student Participation: In Austin Public Schools, student participation is defined as students actively engaged in their learning by listening, speaking, reading, and writing to support their comprehension of the learning targets. Teachers will provide small group activities, performances, discussions, and presentations that create opportunities for students to work on the skills imperative to the learning process.

School Leadership Teams will design procedures for staff and students in alignment with the grading parameters.

LIFESKILLS GRADES

Lifeskills grades will reflect student performance in the areas of behavior, effort, and timeliness according to the following rubric:

	Acceptable		Unacceptable	
	4	**3**	**2**	**1**
Behavior	Consistently contributes to a productive learning atmosphere by following expectations	Usually contributes to a productive learning atmosphere by following expectations	Inconsistently contributes to a productive learning atmosphere by following expectations	Rarely contributes to a productive learning atmosphere by following expectations
Effort	Consistently demonstrates initiative and self-direction	Usually demonstrates initiative and self-direction	Inconsistently demonstrates initiative and self-direction	Rarely demonstrates initiative and self-direction
Timeliness	Consistently meets established deadlines for all assigned tasks **100 – 90%**	Usually meets established deadlines for all assigned tasks **89 – 75%**	Inconsistently meets established deadlines for all assigned tasks **74 – 51%**	Rarely meets established deadlines for all assigned tasks **50 – 0%**

PART V - STUDENT ACTIVITIES

ATHLETICS AND ACTIVITIES

For 6th grade athletic opportunities visit:
https://ellis.austin.k12.mn.us/ellis-athletics

For more information on IJ activities visit:
https://holton.austin.k12.mn.us/after-school-activities

Other Activities

There are many clubs and organizations to be involved in at IJ: Targeted Services, VEX Robotics, Peer Power Partners, Art Club, Play, Student Council, and many others. If interested, students should contact club advisors, the office, or visit the web site for more information.

Behavior Consequences

Students who receive a half day or more of ISS or OSS will not be allowed to participate in the next contest/activity.

Students assigned to ISS/OSS are not eligible to attend school sponsored events during the day of suspension.