# Herington High School Student Handbook

## 2026-2027

**Mark Paul**

**Herington High School Principal**

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# *Our Mission*

*The mission of USD 487 is to build cutting edge educational excellence which supports all students and community to be responsible contributing citizens successful in tomorrow's world.*

## *Our Priorities*

- *Make education the highest priority of the community*
- *Maintain high student achievement*
- *Empower teachers to be their educational best*
- *Prepare Pre-K through 12th grade students for high lifetime goals · Build family, faculty, staff and student partnership*

## *Schedules*

| **High School Schedule** | **HHS Orange Schedule** |
|---|---|
| Advisory: 8:00 - 8:12 | Advisory: 8:00 - 8:12 |
| 1st Hour: 8:15 - 9:03 | 1st Hour: 8:15 - 8:56 |
| 2nd Hour: 9:06 - 9:54 | 2nd Hour: 8:59 - 9:40 |
| 3rd Hour: (MTSS): 9:57 - 10:44 | 4th Hour: 9:43 - 10:24 |
| 4th Hour: 10:47 - 11:39 | 5th Hour: 10:27 - 11:08 |
| 5th Hour: 11:42 - 12:30 | 6th Hour: 11:11 - 11:52 |
| Lunch: 12:30 - 12:55 | 7th Hour: 11:55 - 12:36 |
| 6th Hour: 1:00 - 1:48 | Lunch: 12:36 - 1:01 |
| 7th Hour: 1:51 - 2:39 | (MTSS): 1:06 - 1:47 |
| 8th Hour: 2:42 - 3:25 | 8th Hour: 1:50 - 2:31 |
| | Advisory: 2:34 - 3:25 |

# *School Closing Announcements*

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced over KJRL, KSAL, WIBW AM/FM, KABI, KJCK and KFRM radio stations, and WIBW, KTSB, KWCH, KSN and KAKE television stations. Reports in the morning will be between 6:00 and 7:30 a.m. An announcement will be made with the ALERT NOW system. Please do not call the superintendent, principal, or school. These lines must remain open for emergencies.

Should a severe storm develop and the superintendent of schools makes the decision to run the bus routes early, elementary and middle school students will be expected to follow the instructions given on the student data sheet filled out at enrollment unless the parent sends other instructions, in writing, with the student. Make sure your child knows what to do and where he/she is to go if school is dismissed early because of snow or other severe weather. It is not practical for students to telephone home if an emergency dismissal occurs.

## District Policies

*"Our primary mission is with our children and youth, but we must all be students."*

**Animals and Plants in School**

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. This will require turning in a copy of documentation for the need of any type of service animal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals. Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom.
Teachers must be aware of federal and state laws regulating the handling of animals. (Cf.KSA 21-4310) If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety. All experiments using live animals must have prior approval of the principal.

If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility for notifying public authorities to have the animal impounded for observation. Principals will attempt to notify the parents. Under no circumstances are animals to be transported on school buses.

## Bullying

**K.S.A. 72-8256 (a)(1)(A) The legal definition of bullying in Kansas requires bullying to be severe, persistent or pervasive.** Bullying behavior may either involve any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event.

Although definitions of bullying vary, the United States Department of Education (USDE) states that bullying involves the following:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying is usually (but not always) involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.
- Bullying can come in many forms: cyber bullying, physical bullying, relational bullying, and verbal bullying.

### *Cyber bullying*

Cyber bullying means bullying by use of any electronic communication device through means including, but not limited to: e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

### *Physical bullying*

Physical bullying occurs when a person uses overt bodily acts to gain power over peers. Examples include, but not limited to: hitting, tripping, shoving, slapping, punching, kicking, damaging or destroying personal property, hazing and/or biting.

### *Relational bullying*

Relational bullying is the systematic diminishment of a targeted child's sense of self through the following that could lead to rejection and/or alienation. Examples include, but not limited to: ignoring, isolating, excluding, shunning (act of omission) and/or gossiping.

### *Verbal bullying*

Verbal bullying occurs when someone uses language to gain power over his or her peers. Examples include, but not limited to: name calling, teasing, taunting, threatening, cruel criticism, belittling, personal defamation, racist slurs, sexually suggestive and/or abusive remarks, and extortion. For more information on bullying, please see

http://www.stopbullyingkansas.org/

## District Computer/Internet Policy

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use. Failure to turn in a device when requested may result in the student being charged the full replacement cost. Additionally, if stolen, a report should be filed with the local law enforcement agency.

Use of the computer system is a privilege and not a right. Students shall have no expectation of privacy when using district e-mail, network, or other official communication systems. Any e-mail, network, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

Students are expected to use USD487 issued computers and are not allowed to bring personal computers or other technology devices unless specifically approved by the building principal and Technology Coordinator.

In compliance with FERPA and CIPA guidelines, USD 487 is committed to making advanced technology and increased access to learning opportunities available to all students and staff members.

**Acceptable Use**

- The Network / Internet shall be used for research and educational purposes. The use of this access must be in support of and consistent with the educational objectives of the District.
- Appropriate school conduct is expected when using computers, the network, and the Internet
- Student users will be supervised
- Users will keep passwords secure
- Users may encounter material that is controversial, inappropriate, or offensive and shall report any incidents to their teacher or immediate supervisor
- Users must follow copyright laws
- Users must follow social media guidelines

**Unacceptable Use -** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes, but not limited to:

- Sending, posting, or downloading electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing, or cyber bullying
- Using the network for commercial or private financial gain
- Using the computer system for product advertisement or political campaigning
- Vandalizing the data of another user or other networks including so-called "hacking" and other unlawful activities to hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses
- Using another's password, folders, or files
- Posting material created by another without his or her consent
- Unauthorized use of copyrighted material
- Purposefully bypassing Internet safeguards
- Willfully accessing inappropriate Internet content
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors
- Intentional damage of computers, electronic devices, and computer systems (may result in the full cost of repairs)

USD 487 makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, service interruption, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. USD 487 specifically denies any responsibility for the accuracy or quality of information obtained through online services. All users need to consider the source and

validity of any information they obtain on the Internet. USD 487 complies with FERPA and CIPA guidelines.
Revised 06/05/2018

**Ownership of the Device**

Although students will be issued a device for the duration of each school year, USD 487 retains full and complete ownership of the device.

**General Use**

- Students are responsible for the general care of the district device issued to them.
- Students will not load software or apps onto the device without teacher approval. If applications are loaded, they become the property of USD 487.
- Students will not remove district programs or files from the device.
- Students should remember to save frequently when working on digital media. The district is not responsible for the loss of any student work.
- Students should make sure the keyboard is clear of objects before closing the device.
- Computers need to be plugged in each night so that the battery is fully charged each day.

**Care and Cleaning**

- Care should be taken when eating and drinking near the computer. A spill can damage the computer.
- When working near a desk or flat surface, use it to support the computer.
- To clean the computer, unplug all cables and turn off the computer. Wipe the computer with a soft, lint-free dry cloth to clean stains and smudges. A gentle window cleaner may be used, but do not spray it directly on the computer. Lightly spray a cloth and wipe down the computer.
- When carrying the computer, use both hands to avoid dropping the computer. Hold and lift the computer by the base, not the screen, to avoid breaking the hinges.
- Only use a stylus designed for tablets to write on the computer screen. Do not use regular pens.
- Do not leave the computer in the car. Changes in temperature can cause damage or it could be stolen!

**Probationary Device Status**

Students who have violated the USD 487 Acceptable Use Policy or any other provisions included in the Handbook will have a consequence. This may include turning in the device at the end of each day for a period of time. The school administration will secure the equipment during the evening and the student will be allowed to check it out daily for use during school.

Students 6-12$^{th}$ grades will have the opportunity to bring home their laptops. Taking a laptop home requires the following commitments:

- The student must have this form on file to have a laptop checked out.
- The student must promise to handle the laptop as carefully as he or she has been handling it in class. Any intentional or negligent damage may result in paying for the repairs or a new device (up to $300.00).
- The student must promise to keep the laptop inside the protective case when not in use. This means that the student does not show the laptop to other students on the bus or pass it around

to others that do not know how to treat the laptop correctly and responsibly (this includes brothers/sisters).
- The student will bring the laptop to school fully charged each day.
- The student must return the laptop when moving to another school in the district or out of the district.
- The laptop is the property of USD 487 along with apps or programs on the device.
- Parents/Guardians will support students by supervising care and use of the device outside of school. Parents/Guardians will report problems to the teacher or administrator. Please do not attempt to repair the device.

Consequences of inappropriate behavior: all consequences will be at the discretion of the building principal, teacher, and system's administrators. Disciplinary action may include:
- Limited Access to the Network
- Total Removal from the Network
- In or Out of School Suspension
- Legal Prosecution
- Assessed Damages

**COMPUTERS: Minimum Disciplinary Actions for Policy Violation (Student's computers will remain at school during the time of the supervised use).**
- 1st Infraction: Computer use only during a class and with supervised login for 1-3 weeks.
- 2nd Infraction: Computer use only during a class and with supervised login for 1-3 months.
- 3rd Infraction: Computer use only during a class and with supervised login for a semester or permanently.

## Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in the student handbook and available at every school office.

## Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Herington Unified School District #487, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Herington USD #487 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Herington USD #487 to include this type of information from your child's educational records in certain school publications. Examples include the following:

1. playbill, showing your student's role in a drama production
2. the annual yearbook

3. honor roll or other recognition lists
4. graduation program
5. sports activity sheets, such as for wrestling, showing weight and height of team members
6. Photographs or videos on school website or in yearbook

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA (Local Educational Authority) that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's educational records without your prior written consent, you must notify the school in writing within 10 (ten) days of enrolling your child. The school has designated the following information as directory information:

1. student's name
2. address
3. telephone listing
4. grade level
5. degrees, honors, and awards received
6. participation in officially recognized activities and sports, including display on the District website and all print, electronic and other appropriate media
7. Photos and/or videos of your child

## Homeless Rights

1. Students and parents who do not have a regular, fixed and adequate residence, need to be aware of federal and state guidelines that will insure their students receive appropriate services.
2. Students who are homeless are eligible for Title I services, if they demonstrate the same educational needs as the other students selected to participate.
3. Students who are homeless do not need to have standardized test scores to enter the Title I program. Teacher referral, criterion-referenced tests, reading or math placement assessments or other quick assessments may be used to determine academic need and placement into the Title Program.
4. Title I funds can be used to place tutors in homeless shelters, including shelters for victims of domestic violence, youth emergencies, unwed mothers and families and children. Preschool students may also be served.
5. Students enrolling for the first time in a Kansas school without proof of proper immunizations may sign a written statement that such tests or inoculations are in the process of being completed within 90 days. County health departments must provide appropriate inoculations to children whose families are unable to afford them.

6. Students may receive records from previous districts even though they have failed to return or pay for school property. Parents or guardians may provide an affidavit that they are unable to return or to pay for school property lost or destroyed and receive their records.
7. Students may have an interim individualized educational program developed if the current IEP is not available or more information is needed to determine appropriate placement. Any exceptional child who transfers from one local educational agency program to another shall be placed in the special education service program which appears to be most suited to the student's needs.
8. If you have further questions about these guidelines please contact the district superintendent at 785-258-2263.

## Location of the District Policy Manual

There is a complete set of Herington USD #487 Board Policies in the office, school library, City Library and on the Herington USD #487 website for your information and guidance.

## Parent/Guardian Responsibilities

Parents/Guardians of a Herington USD #487 students will be responsible in the following ways:

1. Attend orientation parent meeting and/or read, sign, and return written communications
2. Report to the office when entering the building
3. Follow procedures regarding checking students out
4. Monitor and assist the student with homework as needed
5. Encourage the student to enjoy education.

## Sexual Harassment Policy

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Contact the compliance officer, Superintendent of Herington USD #487, at 785-258-2263, 19 North Broadway, Herington, KS 67449.

## Staff Authority

It is the duty of all staff members of Herington USD #487 to maintain a positive, safe and effective learning environment. This responsibility extends to classrooms, halls, grounds and at all functions of the school. Students who refuse to comply (by words or actions) with the reasonable request of any staff member will be subject to immediate consequences that are detailed in the Student Conduct section of this handbook.

## Substitute Teachers

A substitute teacher carries all the authority a regular teacher would have. Students are expected to treat a substitute teacher with respect and courtesy. Any student who refuses to cooperate with any reasonable request by a substitute teacher will be subject to appropriate disciplinary action.

## Suspension/Expulsion Policy

**K.S.A. 72-8901. Grounds for suspension or expulsion; who may suspend or expel.** The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

A. Willful violation of any published regulation for student conduct adopted or approved by the board of education;
B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school; (includes walkout)
C. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
D. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
E. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
F. Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

### 1. Infractions

Listed below, but not limited to, are acts of students that could result in suspension (including ISS, OSS) and/or expulsion upon first offense depending upon the severity of the infraction, or which may result Expulsion for repeated infractions:

1. Excessive tardiness
2. Open defiance of authority
3. Stealing and/or deprivation of property or acting as an accomplice in such action
4. Conduct that disrupts school activities and/or school mission
5. Destruction of school property
6. Failure to comply with reasonable request from staff, faculty or administrator
7. Fighting and/or provoking a fight
8. Intimidation/threats by word or deed
9. The use of profanity and/or vulgarity
10. Possession of lethal weapons
11. Repeated non-compliance with classroom/school/district rules
12. Disrespectful behavior toward any school member

13. Possession, consumption, intent to use, or intent to sell alcoholic beverages, narcotics, marijuana, addictive drugs, illicit drugs, deleterious substances, inhalants and related paraphernalia
14. Threat or use of lethal weapons
15. Vandalism
16. Physical or mental harassment and/or bullying of any type
17. Extortion of any type and/or amount
18. Possession, use, intent to use, consumption or sale of tobacco, tobacco paraphernalia, or lighter in any of its forms
19. Any felonious behavior

### 2. In-School Suspension (ISS)

ISS is given as a consequence to a student who has made the decision to non-comply with classroom, school, or district rules on a continued and/or severe basis. A student in ISS is placed in a school suspension room. Teachers of students in ISS are notified of their suspended status and provide classroom assignments for the duration of the ISS. Students in ISS are governed by the ISS rules listed below:

1. Remain seated with head up at all times (no sleeping)
2. Work on assignments or read
3. Do not communicate with other students
4. No entertainment devices, food or drink

Disruptive behavior results in 3 days OSS. Vandalism and graffiti result in 3 days OSS. Failure to comply with ISS rules will result in OSS.

Students in ISS will eat their lunch in the ISS room. Failure to comply with ISS rules will result in a referral to the Principal and additional suspension determined by the severity of the situation. Students in ISS will receive academic credit for work completed and will not be counted as absent. It is the responsibility of the student to make any and all arrangements to complete schoolwork missed due to an ISS. When a student returns to class from an ISS, he or she is not allowed time to make-up assignments missed due to the ISS. These assignments must be presented for credit when they return to class. In-school suspensions are held from 8:15 a.m. to 3:30 p.m. All ISS actions will be entered on Skyward by the Principal.

### 3. Long-Term Suspension/Expulsion

When a student is given long-term (11 days or over) suspension or expulsion, he/she will receive no academic credit for work missed. A written notice of long-term suspension/expulsion and the reason(s) thereof shall be given to the student involved, to parents or guardians and to the Board of Education within twenty-four (24) hours after the LTS/expulsion has been imposed. Any notice of proposal to LTS or to expel shall state the time, date and place that the student and representatives shall meet. To be readmitted to school, a student/parent conference may be required by the Principal.

### 4. Out-of-School Suspension (OSS)

A student does not learn when he/she is not in school. An OSS is given only when a student's actions indicate that warnings, detentions and in-school suspensions are not changing a student's unacceptable behavior pattern or when the severity of the situation mandates serious consequences. Every attempt will be made to avoid an OSS. However, when a student's actions constitute a danger to others or infringe on the rights of other students to learn, the OSS option will be used. When a student is given an OSS, he/she may or may not earn academic credit for schoolwork missed due to that OSS. Credit for work is at the discretion of the principal.

Students serving an OSS will be considered unexcused absent and subject to all consequences of that designation. Days missed due to an OSS will count toward that student's semester absence count. A written notification of all OSS will be completed by the Principal, mailed to the parents and filed in the student's discipline folder. A copy of all OSS must be sent to the Board office within twenty-four (24) hours after the OSS has been imposed. All OSS notices will state time, date, reason(s) and length of the OSS. In addition, the principal will verbally (in person or by telephone) contact parents or the emergency contact person listed on the student's enrollment form in all cases where an OSS has been imposed. All OSS actions will be entered on Skyward by the principal.

### Title II, VI, IX

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1974; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Herington USD #487, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Herington USD #487 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by Herington USD #487.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to

Superintendent of Schools
19 North Broadway
Herington, KS 67449
(785) 258-2263
Title IX Coordinator - Section 504 Coordinator

Title IX complaints can also be filed with Office for Civil Rights.

Regional Office for Civil Rights
324 East 11th Street
Kansas City, MO 64106

All students attending Herington USD #487 may participate in education programs and activities, including but not limited to health, physical education, music, vocational and technical education, regardless of race, color, national origin, age, handicap, or gender.

### Tornado/Fire/Emergency Policy

Herington USD #487 will conduct fire and tornado drills in accordance with state statute. Evacuation and safety procedures are posted as required by law.

### Visitors Policy

All visitors to the school buildings are to check in at the office and get a visitor's pass before proceeding to other parts of the buildings. Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make the proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and could be reported to the authorities and charged with trespassing. Loitering on school property is a violation of state law governing public schools.

Visitors' permits will be granted by the administration only to members of approved groups and to those with official business. This restriction does not apply to parents of students attending Herington USD #487 as they are encouraged and invited to visit the schools to become acquainted with the programs. If they contact the office, the proper arrangements will be made.

## *Academic Policies*

"Maintain high individual student achievement"

Academic success is the main goal of Herington USD #487. Herington USD #487 has made a commitment that it will not allow any of its students to fail because there are no opportunities for them to learn or to receive help. Herington High School has developed programs that are designed to assist and reward all students.

**Academic Policy:** Any student in HHS whose grades are below 60% will be required to participate in the following program:

1. Progress reports are printed on Friday. Eligibility runs from 12:00 p.m. Sunday until 12:00 p.m. Sunday. A student who is reported ineligible needs to make arrangements with the classes and teachers in which they are ineligible. **When a student is ineligible he/she is allowed to attend but not participate in the sport during the ineligible period.**

The student will be responsible for initiating contact with the teacher for assistance to raise his/her grades to a passing level. Teachers can help students during any of the following times and/or classes: Seminar, Homeroom, before school, and/or after school.

### Credit Recovery

Students who do not earn a passing grade for a core class will be placed in a Credit Recovery class. The class will be completed during the school day and will take the place of an elective class.

## Academic Awards for the Graduation Class

**Valedictorian & Salutatorian Awards:** In order for students to be eligible for these two awards, they must have completed the Kansas Scholars Curriculum during their high school career. The cumulative GPA of students who complete this required curriculum will determine their rank in class.

**Graduation with High Honors**: Students must earn a minimum GPA of 3.71 regardless of their chosen curriculum.

**Graduation with Honors:** Students must earn a minimum GPA of 3.4 regardless of their chosen curriculum.

**Graduation with Honorable Mention:** Students must earn a minimum GPA of 3.0 regardless of their chosen curriculum.

***Ninety percent of attendance in all classes is required to be considered for valedictorian and/or salutatorian. Ninety percent of attendance in all classes is required to be considered for the above mentioned honors when graduating. If students would happen to take a non-concurrent, or a non-dual credit college course, those courses will not be counted in the student's GPA for Valedictorian or Salutatorian Awards. If concurrent or dual credit course work grades are not final by the time of Graduation, then the current grade at that time will be used to calculate GPA.***

## Academic Dishonesty

All students at Herington High School are expected to do their own work. There is no tolerance for copying, plagiarism, or cheating in any academic class. Students who choose to be dishonest in their classes will lose their student in good standing status for the rest of the semester. Grades of the student will be lowered by 10% or a letter grade.

## Academic Make-up/Credit Due to Absence

It is the responsibility of students of USD 487 to make-up all work missed due to an excused absence, school-sanctioned activity, or KSHSAA sanctioned activity. Students in those cases are allowed to make up all academic work missed and receive a grade and full credit when the make-up work is completed. Students with excused absences, school sanctioned activities, or KSHSAA sanctioned activities, will be given one extra day to complete the make-up work after the due date.

## Assessments

Students will be assessed throughout their academic career. Students will be expected to participate in assessments, unless excused in writing by the child's IEP as written on the renewal date. Additional information on assessments will be provided to students and parents throughout the year and will also be available on the district website.

## Class Changes

Student initiated class changes will only be permitted during three times in the school year:

1. During the August enrollment time before school starts
2. During the first three days of the first semester
3. During the first three days of the second semester.

No student may change his/her schedule after that 3-day period without administrative permission. In all cases the school needs a parent signature and a drop/add slip signed by both teachers to finalize class changes.

### Correspondence/Alternative Courses

There are times when a student at our school needs or wishes to take a class outside of our curriculum and apply that class toward HHS graduation credit. HHS does not prohibit the right of our students to do so. However, the administration of HHS does reserve the right to review and reject any completed correspondence/alternative classes that do not meet the content outcomes expected of all HHS students in that content area.

HHS students who complete a correspondence/alternative class may be required to take a test of basic competencies to prove that they have mastered the content outcomes required of all HHS graduates in that particular class. Mastery of outcomes is indicated by a score of 70% or better. These assessments will be written by the HHS teacher of the affected class and administered on a one-time-only basis by the HHS counselor. All core subject classes (math, communications, science, computer and social studies) taken outside of our curriculum will be subject to an assessment of content mastery before HHS graduation credit is given.

### Grade Cards and Progress Reports

Grade cards will be sent home quarterly. Progress reports will periodically be sent home. These reports inform parents of the progress their child is making. Parents and/or students may access grades, behavior and attendance online by making prior arrangement for passwords with the Network Administrator at the board office.

### Graduation Considerations

Seniors not meeting unit or course graduation requirements will not be permitted to participate in commencement. Students are ineligible to receive a diploma if they have outstanding debts or remaining disciplinary consequences to serve. Students enrolling through TEEN will not be eligible to participate in the Herington High School Graduation exercises.

HHS suggests business casual or semi-formal attire under gowns to ensure a dignified, uniform appearance. Students will need to purchase the cap and gown from the company designated by the school. Caps and gowns will be sent to the school and stored at the school until it is time for the ceremony. The caps will have the attached tassels. No decorating, writing, or alterations are permitted on caps, gowns, or any official graduation attire. Any stoles, cords, and medals are permitted only by an approved sponsor and principal.

## Independent Study

The curriculum of HHS is designed to meet the needs of as many of our students as possible. If ALL other scheduling avenues have been exhausted, a student may seek permission from the teacher involved to do an independent study in that course. The decision to contract an independent study is the sole domain of the teacher involved. The counselor's office and building administrator reserve the right to review and approve or reject all independent study contracts.

## On-Line Grades *Get on Track with Grades On-Line!*

1. Having access to grades enables you to view...
2. Real-time student grades
3. Real-time student attendance
4. Student progress reports
5. Student behavior
6. Student grade cards following official posting

Any student/parent/guardian can obtain a login and password to the secure site. Contact, in person, the office of the school your child attends with photo identification in hand. Once you have been issued your Login ID and Password, click on the "Grades on Line" link on the district home page (www.heringtonschools.org) to check grades/attendance. For more information, contact the District Computer Coordinator, or visit the district website at www.heringtonschools.org.

### Parent-Teacher Conferences

Parent-Teacher Conferences will be held in the first and third nine weeks. Specific dates are listed on the district calendar and on the district website. It is the expectation of the district that all parents attend. Parent-Teacher Conferences may also be requested at any time by the parent or the teacher.

## Pass/Fail Classes

Students at Herington High School are encouraged to take extra classes that are offered Hours 0 and 8. Beginning in 2000-01, full time and approved (as required by IDL and course descriptions) students at HHS will be allowed to enroll in hour-0 or hour-8 extra classes only on a graded or pass/fail basis. Students who choose to take the extra class on a pass/fail basis will have that class listed on their transcript as a pass or a fail and the class will NOT count toward GPA/class rank calculation. Students choosing to take the extra class on a graded basis will have that class and grade recorded on their transcript and the grade will be counted toward GPA/class rank totals. Students may change their enrollment basis in these classes (hours-0 and 8 only) during the first ten (10) school days of the new year. Pass/fail and 10 day enrollment status option applies only to hour-0 and hour-8 classes.

## Second Semester Senior Policy

If the second semester senior does not qualify for mid-year graduation, the senior has two options. First, he or she may remain in school for that second semester as a full time student enrolled in at least 5 graded classes. Second, he or she may elect to remain in school only as necessary to achieve the required credits for graduation. That is, he or she will be in school only for the necessary hours to receive enough credits for graduation. If the second alternative is chosen, the student choosing such an alternative will be ineligible for any school related activities, such as prom, senior trip, sports, school

play, dances (except as a guest of a student), etc., and will be expected to attend only those classes enrolled in, and then leave the campus for the remainder of the day. Those students, however, must enroll in a block of consecutive classes and cannot come and go from the campus. Those students will be under the same rules and regulations as any other student while being enrolled as a student, even if only a part-time student.

Students enrolling in such a program will have written approval from parents, guidance counselor and principal.

### Early Graduation

Seniors with adequate credits to graduate at the end of their 7th semester may graduate early. In order to do so the student must do the following:

1. Present their plans to the Principal and Counselor early in the Fall Semester
2. Complete a Request for Early Graduation form by the first full week of November
3. Make commencement plans known to Principal and Counselor.

Students graduating early will be allowed to participate in the graduation ceremony in May.

Students graduating early will be ineligible for any school-related activities, such as prom, senior trip, sports, school play, dances (except as a guest of a student), etc. during the second semester.

### School Report Cards

The State School Building Report Cards are available on the Kansas Department of Education Web site of http://www.ksde.state.ks.us/Default.aspx?tabid=229. At this site each school's Annual Yearly Progress is detailed.

### Student in Good Standing

In order to represent Herington, students must be in good standing. A student in good standing is defined as:

- Not currently under an Out-of-School Suspension or In-School Suspension
- Eligible according to the school's weekly academic eligibility list for the week of the activity
- Has not exceeded the semester attendance of three (3) unexcused absences (School related absences do not count)
- Does not currently owe any fees

If a student is found to be dishonest in an academic class, he/she will forfeit student in good standing status for the equivalent of the remaining semester, or one semester.

Representing our school includes, but is not limited to: officers of classes or clubs, candidates for homecoming activities (cannot be nominated if not in good standing), and office aides.

**Teen IDL/Online Courses -** Herington USD #487 is a member of TEEN (Technology Excellence Education Network).

TEEN online courses can be taken for high school and/or college credit at HHS. Students will not be allowed to take an online class at school if the class is offered in-house without administrative approval. TEEN college credit courses will be assessed appropriate monetary college enrollment fees.

Students must meet TEEN enrollment requirements and complete a TEEN Student Enrollment Contract prior to their participation in TEEN Virtual classes. Students enrolling through TEEN Virtual will not be eligible to participate in the Herington High School Graduation exercises. TEEN Virtual and homeschool students are eligible for sports if they live in the district, but cannot participate in school-related activities such as prom/dances (except as a guest), senior trip, school play, etc.

Students that wish to enroll in the Teen Virtual Academy must be enrolled prior to the start of each semester. Mid-year transfers to Teen Virtual Academy will not be permitted except in the following circumstances:

IEP Team Decision: If a student qualifies for an IEP, the IEP team determines that placement in the virtual setting is necessary.

Disciplinary Placement: If a student has been suspended or expelled from the traditional school setting, placement in the virtual school may be considered mid-year as an alternative educational option in order to ensure continued access to learning.

Administrative Discretion: In rare circumstances, the building principal or district administration may approve a mid-year enrollment exception not otherwise outlined in this policy.

Enrollment Interview Requirement:

Prior to any enrollment in the Teen Virtual School, whether at the semester start or as part of an approved mid-year exception, all students and their parent/guardian must participate in an enrollment interview with the building principal.

## Yearly Academic Awards

Students will be recognized by being listed on the Honor Roll. The Honor Roll will be posted at the end of each nine-week grading period. Students can earn Recognition on the
Honor Roll in three different categories:

- Honorable Mention: A student must have a 3.0 - 3.39 GPA with no grade below a 2.0.
- Honors: A student must have a 3.4 - 3.70 GPA with no grade below a 2.0.
- High Honors: A student must have a 3.71 - 4.00 GPA with no grade below a 2.0.
- Students who are on the High Honor Roll for a complete school year will receive an academic letter and bar. For each year after that a student is on the Honor Roll, he/she will receive a bar to be placed on the letter.
- Each department in the high school may select an outstanding student. Plaques or medals are awarded to the outstanding student.

# *Graduation Requirements*
# *(Class of 2025-2027)*

***"Maintain high individual student achievement"***

Units possible: 28 Units required: 24.5 Community Service: 40 Hours (10 hours per year)

| | |
|---|---|
| Language Arts: 4.5 Units<br>Mathematics: 3 Units<br>Science: 3 Units<br>Social Sciences: 3.5 Units<br>Physical Education: 1 Unit | Business Essentials: .5<br>Fine Art: 1 Unit<br>Career Cluster Electives: 5 Units<br>Electives: 6 Units<br>**Financial Literacy** .5 (formerly Personal Finance) |

| 9th Grade | Credit | 10th Grade | Credit |
|---|---|---|---|
| English I | 1 | English II | 1 |
| Algebra I | 1 | Geometry | 1 |
| Physical Science | 1 | Biology | 1 |
| Freshman PE/Health | 1 | World History | 1 |
| World Geography/Business Essentials | .5/.5 | Elective: | 1 |
| Elective: | 1 | Elective: | 1 |
| Elective: | 1 | Elective | 1 |
| Community Service | 10 Hrs. | Community Service | 10 Hrs. |
| Total | 7 | Total | 7 |
| **11th Grade** | **Credit** | **12th Grade** | **Credit** |
| English III | 1 | Communications/Elective (Speech, Debate, Forensics) | .5/.5 |
| Algebra II (or Technical Math) | 1 | American Government (Those graduating early may take .5 SS Elective in place of 2nd semester Government | 1 |
| American History | 1 | English Elective: | 1 |
| Science | 1 | **Financial Literacy**/Elective | .5/.5 |
| Elective: | 1 | Elective: | 1 |
| Elective: | 1 | Elective: | 1 |
| Elective: | 1 | Elective: | 1 |
| Community Service | 10 Hrs. | Community Service | 10 Hrs. |
| Total | 7 | Total | 7 |

# *Graduation Requirements*
# *(Class of 2028 and after)*

***"Maintain high individual student achievement"***

## GRADUATION REQUIREMENTS % 2028 and after

| | | Graduation Requirements | Freshman | Sophomore | Junior | Senior |
|---|---|---|---|---|---|---|
| | **Total Requirements** | 24.5 (21 State of KS) | | | | |
| Communications | **Language Arts** | 4.5<br><br>**Speech** (.5)-- required elective to be taken before graduation | English I | English II | English III | Required Elective<br>**Speech .5** |
| STEM | **Math** | 3.0 | Algebra I | Geometry | Algebra II | Optional Elective |
| | **Science** | 3.0 | Physical Science | Biology | Required Elective | Optional Electives |
| | **STEM Elective** | 1.0 | | | | Advanced Math<br>Advanced Science<br>Advanced CTE*<br>Computer Science |
| Society&Humanities | **Fine Arts** | 1.0 | Elective Option | Elective Option | Elective Option | Elective Option |
| | **Social Science** | 3.5 | World Geography | World History | American History | American Government & Social Science Elective |
| Employ | **PE** | 1.0 | .5 PE<br>.5 Health | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| abilityLifeSkills | **IPS Choices** | 4.5 CTE Choices<br>.5 Financial Literacy<br><br>(Students come up with 4 CTE elective hours or electives in line with their IPS)) | Business Essentials | | Personal Finance (AKA) Financial Literacy | Personal Finance (AKA Financial Literacy) |
| Postsecondary Assets | **Other Postsecondary Assets** | | See List* | See List* | See List* | FAFSA<br>(opt out option) |
| | **Community Service Requirement** | 40 Hours | 10 Hours | 10 Hours | 10 Hours | 10 Hours |

## Postsecondary Asset List*: (Effective with the Graduating class of 2028, a student must have at least two of the following to graduate)

- **Youth Apprenticeships**
- **40 or more Community Service hours**
- **CTE Scholar**
- **Client-centered Projects**
- **International Baccalaureate Exam (4+)**
- **90% attendance (HS)**
- **Seal of Biliteracy**
- **Industry-Recognized Certifications***
- **9+ College hours**
- **SAT score (1200 or higher)**
- **ACT Composite (Score of 21 or higher)**
- **JROTC**
- **Eagle Scout or Gold Scout**
- **Completing Board of Regents Curriculum**
- **4-H Kansas Key Award**
- **Advanced Placement Exam (3+)**
- **Senior Exit Interview/Senior Projects**
- **International Baccalaureate Exam (4+)**
- **WorkKeys Level (Silver or higher)**
- **Two or more high school athletics/activities**
- **ASVAB per requirements of military branch selected**
- **State Assessment scores of 3+ for Math, ELA, Science**
- **Workplace learning experience directly related to a student's IPS**
- **CTSO Officer**

Units possible: 28 Units required: 24.5 Community Service: 40 Hours (10 hours per year)

**2 Or More Post-Secondary Assets***

| | |
|---|---|
| **Communications: 4.5 Units (formerly Language Arts, includes .5 Speech)**<br>**STEM: 7 Units (includes 3.0 Math, 3.0 Science, and 1.0 Advanced STEM/CTE)**<br>**Society & Humanities Social Sciences: 4.5 Units (includes 3.5 Units of Social Sciences, and 1.0 Units of Fine Arts** | **Employability & Life Skills 6.0 Credits (includes .5 Freshman P.E., .5 Freshman Health, .5 Financial Literacy, and 4.5 CTE/Elective Choices aligned with the student's IPS)**<br>Electives: 6 Units |

| 9th Grade | Credit | 10th Grade | Credit |
|---|---|---|---|
| English I | 1 | English II | 1 |
| Algebra I | 1 | Geometry | 1 |
| **Integrated Earth/Space & Physical Science** | 1 | Biology | 1 |
| **Freshman PE/Freshman Health** | **.5/.5** | World History | 1 |
| World Geography/Business Essentials | .5/.5 | Elective: | 1 |
| Elective: | 1 | Elective: | 1 |
| Elective: | 1 | Elective | 1 |
| Community Service | 10 Hrs. | Community Service | 10 Hrs. |
| Total | 7 | Total | 7 |
| **11th Grade** | **Credit** | **12th Grade** | **Credit** |
| English III | 1 | 4th ELA Credit Elective + Speech | 1.5 |
| Algebra II (or Technical Math) | 1 | American Government (Those graduating early may take .5 SS Elective in place of 2nd semester Government | 1 |
| American History | 1 | **Financial Literacy** | .5 |
| Science | 1 | Elective: | 1 |
| Elective: | 1 | Elective: | 1 |
| Elective: | 1 | Elective: | 1 |
| Elective: | 1 | Elective: | 1 |
| Community Service | 10 Hrs. | Community Service | 10 Hrs. |
| Total | 7 | Total | 7 |

# Kansas Scholars Curriculum

The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the senior year. This curriculum is NOT the same as the Qualified Admissions Curriculum.

In addition to the requirements below:

- Students must have taken the ACT between April of the sophomore year and December of the senior year.
- Students must be Kansas residents.
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

Students who complete the curriculum and meet the other requirements, may be designated as State Scholars, which makes them eligible to receive State Financial Aid as provided by the Kansas Legislature. The academic profile of scholars included an average ACT of 30 and an average GPA of 3.90. State Scholars may receive up to $1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program) based on financial need and the availability of state funds.

## Career Pathways

A Career Pathway is a grouping of classes that when completed students will earn the following: (1) a certification in that career, (2) have the ability to enter into an organization (FBLA, FCCLA, FFA, HOSA), and (3) when attending the college connected to the pathway earn credits without having to pay for the college credit. Herington has developed 12 pathways for you to choose from during your high school career. Students completing the pathway will also receive hands-on training in the Application level classes. Students learn in school about what they can do in the future. This connection to future goals motivates students to work harder and enroll in more rigorous courses.

Herington High School's curriculum includes comprehensive Career Pathways. All students at HHS are required to select a career pathway. Because students change their minds about their future plans, students can change pathways throughout high school. Each pathway contains courses designed to prepare students for employment or post-secondary needs. All students will complete 3.0 units of pathway electives. The table below explains the pathways available at HHS. The counselor will meet with each student to help determine which pathway best suits the anticipated career.

The table below lists the pathways available to Herington students.

Explanation of table contents.

| | |
|---|---|
| Column 1- Career Pathway | Under the Career Pathway column each pathway is listed. |
| Column 2- Level | Classes are leveled according to curriculum that is taught.<br><br>Introduction (Intro)- These are Introduction classes that explains what type of careers is connected to this field. This will introduce and prepare the student for next level of class.<br><br>Technical (Tech)- Classes introduce the skills and knowledge needed to perform duties within the career of choice. The classes are more curriculum oriented with some hands-on.<br><br>Application (App)- The classes are more hands-on with some curriculum. These classes introduce and prepare the students for what they will see and do in the career. Certifications are completed during these classes so the students are able to enter into entry level jobs. |
| Column 3- Classes | List of classes within each level that is offered at Herington High schools. |
| Column 4- College | Each Career Pathway is connected to a college. When students complete certain classes within the pathway and attend the college listed, the student will receive benefits from the college. Most benefits for the students are credits for college classes without payment or attendance. In other words, because you attended the class at Herington High School you will not be required to attend the class at the college and there is no cost to you for the class- but you receive the college credit on your college transcript.<br><br>Some colleges have other types of benefits other than the one described. The counselor and teachers will have more information. |

| Career Pathway | Level | Classes | College |
|---|---|---|---|
| Animal Science | Intro | *Exploratory Agriculture<br>*Intro to Agriculture | Cloud County Community College |
| | Tech | AgriScience<br>*Animal Science | |
| | App | Ag Business<br>Ag Leadership/Comm<br>Adv. Animal Science/Sm Animal Care/Vet Tech<br>Ag Internship | |
| Comprehensive Agriculture Science | Intro | *Exploratory Agriculture<br>*Intro to Agriculture | Barton Community College |

| | | | |
|---|---|---|---|
| | Tech | (2 of the following)<br>Agriscience<br>Animal Science<br>Plant & Soil Science | |
| | App | Ag Leadership/Comm<br>Ag Internship<br>Agribusiness | |
| Graphic Design | Intro | Intro to Drawing/Design<br>Computer Applications | Cloud County Community College |
| | Tech | Photo Imaging<br>Graphic Design Fund<br>Graphic Design | |
| | App | Graphic Design Project Management | |
| Business Finance | Intro | *Business Essentials | Cloud County Community College |
| | Tech | *Accounting<br>*Personal Finance<br>Business Communications<br>Business Economics<br>Entrepreneurship | |
| | App | Advanced Accounting<br>Finance Workplace Exp<br>Advanced Finance Workplace Exp (DK CO CEO) | |

| | | | |
|---|---|---|---|
| Business Entrepreneurship and Management | Intro | *Business Essentials | Butler County Community College |
| | Tech | *Entrepreneurship<br>*Business Communications<br>*Business Management<br>Business Economics<br>Accounting<br>Marketing<br>Personal Finance | |

| | | |
|---|---|---|
| | App | *Applied Business<br>Business Management & Entrepreneurship<br>Workplace Experience |
| Teaching/Training | Intro | Career & Life Planning |
| | Tech | *Teaching as a Career<br>*Human Growth Development - The Early Years<br>Family Studies |
| | App | Teaching Internship |
| Health Science | Intro | *Intro to Health Care<br>Biology<br>Chemistry |
| | Tech | *Anatomy & Physiology<br>Nutrition & Wellness<br>Medical Terminology<br>Healthcare Res/Clinical Skills |
| | App | *Certified Nursing Assistant<br>Certified Med Aide<br>Healthcare Work Experience |
| Restaurant & Event Management | Intro | Career & Life Planning<br>Business Essentials |
| | Tech | *Culinary Essentials<br>*Culinary Arts<br>*Event Planning & Management<br>Entrepreneurship (3 credits before Entre)<br>Marketing (3 credits before Marketing)<br>Nutrition & Wellness |
| | App | Career Connections<br>Community Connections<br>Applied Business Development<br>Culinary Workplace Experience |
| Power, Structural & Technical Systems | Intro | *Introduction to Agriculture<br>*Exploratory Ag |

| |
|---|
| Pittsburg State University |
| Butler County Community College |
| Barton County Community College |
| North Central Kansas Technical College |

| | | | |
|---|---|---|---|
| | Tech | Agriscience<br>*Ag Mechanics<br>*Ag Welding | |
| | App | *Advanced Ag Mechanics<br>*Ag Structures<br>*Ag Fabrications<br>Agribusiness<br>Ag Leadership/Comm<br>*Ag Welding II<br>Ag Internship | |

| | | | |
|---|---|---|---|
| Early Childhood Development & Services | Intro | Career & Life Planning | Pittsburg State University |
| | Tech | *Foundations to Early Child Development<br>*Human Growth & Development- The Early Years<br>*Family Studies<br>*Foundations to Early Childhood Development | |
| | App | Early Childhood Application<br>Community Connections<br>Career Connections | |
| Family & Community Services | Intro | Career & Life Planning | Pittsburg State University |
| | Tech | *Human Growth & Development - The Early Years<br>*Family Studies<br>*Consumer & Personal Finance<br>Nutrition & Wellness<br>Culinary Essentials | |
| | App | Career Connections<br>Community Connections | |
| Corrections, Security, Law and Law Enforcement | Intro | *Intro to LPSS | Washburn University |

| | | | |
|---|---|---|---|
| | Tech | *Business Law<br>*Practical Law<br>Business Economics<br>Business Management<br>Business Communications<br>Accounting<br><br>Law Enforcement I<br>Forensic Science I | |
| | App | LPSCS Internship<br>Certified Protection Officer | |

## (* Indicates Required Course in Pathway)

## KSDE CTE Definitions

**Participant:** A student who has earned a minimum of 1.0 but less than 2 secondary level credits in a single career/tech education (CTE) pathway

**Concentrator:** A student who has earned a minimum of 2 or more secondary level credits in a single CTE pathway, which are a combination of at least 2 of the 3 levels: Intro, Tech, & Application, AND meets a 70% proficiency on a technical skills assessment measured by the average of the letter grades, an average percentage on end of course assessments, or on the competency profile

**Completer:** A student who has completed a minimum of 3 secondary level credits in a single CTE pathway, with at least 2 of those credits being a combination of Tech & Application level courses. A completer must also ALSO earn an industry-recognized certification or a passing score on a third party, end-of-pathway assessment.

# Building Procedures

### Balloons/Flowers/Student Deliveries

If balloons or flowers are to be delivered at the school, they will be kept in the office until the end of the school day. Singing messages will not be permitted at school.

### Change of Address

If at any time during the school year a student has a change of address or telephone number, the change must be reported to the office.

### College Visitation Days

Each junior and senior is permitted a total of three college visitation days. These may begin at semester of the junior year and are cumulative. Students must make arrangements through the Guidance Office. College visitation days will not be excused if they are taken on the day before or after a school vacation, or the last two weeks of the school year. In order to qualify as a college visitation day, the student must visit with a college official. All college visits must be initiated through the counselor two days prior to the visit. Any exceptions to this rule must be principal approved. If the college visitation form is not turned into the office prior to the visit, the student will be counted as unexcused. Class work should be made up in advance.

## Electronic Devices/Personal Items

### Phone-free school Policy at HHS

To create a more effective and productive learning environment at Herington High School we will use a system called Yondr to help facilitate student engagement. Phones have great utility but research shows that learning and social behavior improve drastically when students are fully engaged with their teachers and classmates.

The Yondr Program utilizes a simple, secure pouch that stores a phone. Every student will power down and secure their phone and any other peripheral/electronic devices in a personally assigned Yondr pouch when they arrive at school. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of their school day.

Peripheral devices are defined as any non-district issued device that can communicate with other devices electronically or with the internet via browsers, apps, or other access methods. Examples of this include phones, smart watches, and bluetooth headphones.

The students will be required to place their phone/peripheral device into the pouch during the first period of the day that the student is in school. If the student comes to school after the first period they will be asked to power down and store the phone in the pouch upon entering the office to check into school.

At the end of the school day, the students will use an unlocking mechanism located on a mobile cart near the exits to unlock their Yondr pouches and take their phones/peripheral devices home with them. The Yondr pouches will be left in the drop box on the cart where the unlocking mechanism is located. If a student leaves school early for an activity or appointment, there will be unlocking mechanisms located in the office for the student to use to open their pouches.

If at any time a cell phone/peripheral device is identified outside of the district-issued Yondr pouch during the school day, this will be classified immediately as a violation of policy and will be given the appropriate consequence.

Consequences for violations:

**First violation** will result in the phone/peripheral device being confiscated and brought to the office for the remainder of the day. The office will notify the parent(s) and the parent(s) will be required to pick up the phone at the end of the day.

**Second violation** will result in the phone/peripheral device being confiscated and brought to the office for the remainder of the day. The office will notify the parent(s) and the parent(s) will be required to pick up the phone at the end of the day plus a 30-minute detention will be assigned.

**Third or subsequent violations** will result in the phone/peripheral device being confiscated and brought to the office for the remainder of the day. The office will notify the parent(s) and the parent(s) will be required to pick up the phone at the end of the day plus a day of ISS (In school suspension) being assigned.

**Note:** Any student who refuses to turn over the phone/peripheral device that has been identified as being a violation of policy will immediately be given a two-day ISS.

Any lost or damaged Yondr pouch will result in the student being charged a $30 replacement fee.

Also, skates, skateboards, water guns, toys, radios and other personal/nuisance items have no place at school. If students bring other items such as basketballs, footballs, etc., they are expected to share with other students. The school is not responsible for lost or stolen items.

## *Lunches*

All students have closed lunch periods, meaning that students must remain on campus during that time. Students may purchase a school lunch, bring a lunch from home, or have a lunch delivered to the office. Lunches brought from the outside may not be delivered directly to classrooms and will not be distributed while students are in class.

Students are expected to remain in the building during lunch. Parents or guardians are always welcome to join their student for lunch or sign them out from the office and take them to lunch. To leave campus, a parent or guardian must be physically present in the office to sign the student out, accompany them to lunch, and return them to school by the start of their next academic class. Students may not be signed out to leave campus for lunch on their own under any circumstances.

Food and beverages are not allowed in academic hallway areas or lockers and should be consumed only in the designated lunch spaces.

### Physical Education

Gym shoes are required for Physical Education (PE) class. These shoes need to be a type of tennis shoe. Gym shoes may be new or old, so long as the bottoms are clean and do not leave marks on the gym floor. These shoes will be used ONLY for PE class. Gym shoes will be kept in the classroom/ gym lockers and be put on before going to PE.

### Student Parking

Student parking is to be done in the main SOUTH PARKING LOT. The only exception is automotive students with the written daily approval of the Auto/Metals instructor. Automotive students with permission must park in the automotive cage area. Students are advised to park their vehicles immediately after arriving at school. Students are required to leave their vehicle immediately after arriving in the parking lot and to enter the building. Student and staff vehicles must have a visible parking permit which has been issued by the school. Students may not go to the parking lot during the school day without an office pass to do so.

Remember that there is a restricted speed limit of 10 miles per hour on the school grounds. Continued abuse of the speed limit or parking rules will result in loss of parking privileges. Individual parking privileges can be lost based upon administrative decisions or directives. Students who have lost parking privileges will not be allowed to bring cars onto the school grounds at any time.

### Student Vehicles

USD 487 reserves the right to search any vehicle which is parked by a student on school property. The search may be based on a reasonable suspicion that the vehicle may contain items or substances which violate the law, district policies, rules or directives.

Students are advised that trained dogs may be brought onto school premises, including the parking lots, to identify student property, including motor vehicles, which may contain illegal or illicit materials.

### Student Visitors

Students from other schools are allowed to visit district students and their classes if the visit serves an educational purpose and has the administrator's approval prior to the visit. The length of the visit is at the discretion of the administrator. Visitors are expected to follow district policies.

### Student Council

Student Council members are elected by the student body to represent the students of Herington High School. The student council officers are active in promoting school spirit, doing community service work and providing social activities for the students of Herington High School.

### Transfer Students

New students may begin school when all necessary arrangements and procedures are completed to the counselor's satisfaction. This allows the office time to prepare schedules, obtain records, and issue books and lockers. Each transfer student will be given a list of actions to be completed prior to actual enrollment. All transfer enrollments are tentative until records have been received and reviewed by school personnel.

### Vending Machines

The vending machines will be available for student use before and after school and during passing periods. Students are not to use vending machine during class time. Vending machines will be turned off during lunch period. The office is NOT obligated to make change for students wanting items from snack/drink machines.

Food and drink are not to leave the commons area during lunch. Food and drink may be allowed in the classroom with permission of and an arrangement by the teacher. Leaving trash on school grounds is just cause for shutting off the vending machines. Students of HHS who choose to abuse the food and drink policy will be referred to the office for that behavior by any HHS staff member. Food and drink referrals may require the student to clean the school and/or school grounds.

### Withdrawal from School

A student planning to withdraw from school should report his/her intentions to the office and pick up a withdrawal slips. It is important that the student's record reflect withdrawal, textbooks checked in, equipment checked in and outstanding bills settled. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly completed with the school.

# *Student Services*

*"Build family, faculty, staff and student partnerships which support learning."*

## Counseling/Guidance

A counselor is available at each building level to assist students in the areas of educational, occupational, and emotional development. Counselors work with students in class settings, in small groups and on an individual basis. They are active members of the Student Improvement Team at their respective school.

## Free and Reduced Lunch/Policy Application Information

Free and reduced priced meals are offered at Herington USD #487. An application and directions will be handed out at enrollment. Applications are available throughout the year in the office. Parents who feel their children may be eligible for free or reduced priced meals may apply at any time.

## Homework

Students should get every assignment completed before class every day. In some cases, homework is completed during class time, so the teachers can be available to help the students. Some pupils will not have time to do all their schoolwork during school time. It will be necessary for the pupils to take lessons home whenever they cannot complete their work. Teachers are available before and after school to help students. Homework is the responsibility of the student and is to be turned in on time. (Teacher discretion will be used on a case-by-case basis to determine if late work will be accepted.)

## Insurance

Herington USD #487 does not provide personal medical insurance for students in regular class activities or in extracurricular activities. It is suggested that the individual student's parents make sure that their child is covered by medical insurance. Parents may purchase student insurance during enrollment.

The only medical insurance Herington USD #487 provides for students is a catastrophic injury policy. This policy covers only those students involved in Kansas State High School Activities Association (KSHSAA) sponsored high school and middle school activities. This policy only goes into effect with a catastrophic injury to a student where the school or its employees have been found to be negligent.

## Interscholastic/Extracurricular Activities

Our school offers girls' volleyball, ~~boys'~~ football, girls' and boys' cross country, girls' and boys' basketball, girls' and boys' wrestling, baseball, softball, girls' and boys' track, golf, cheer, and dance. Other extracurricular activities include Student Council, band, vocal, forensics, scholars bowl, FCCLA, FBLA, HOSA, FFA, and Drama Club.

All students in good standing are eligible to participate in school sponsored interscholastic and extracurricular activities.

Students participating in athletics must have a current physical on file in the office.

## Post-Secondary Recruitment Visits

Juniors and seniors will be allowed to visit with post-secondary recruiters who come to Herington High School. Students must sign-up for the visits through the Guidance Office at least two days in advance to be allowed to attend. Students who are on the ineligibility list or in ISS will not be allowed to attend these visits.

## Library/Media Center Usage/Fees

The High School Media Center welcomes students, staff, patrons, parents and community to use its resources. Students are expected to use these resources responsibly, to take care of them while in their possession and to use appropriate library etiquette. Individuals are welcome anytime, but unsupervised students will be returned to classrooms when not on task.

| | Number of books | Length of period | Fines |
|---|---|---|---|
| HHS | 4 | 2 weeks | .05 per day |
| Non-Student | 2 | 1 week | .05 per day |
| *non-students cannot check out additional resources if previous materials are not returned | | | |

Checkouts are renewable if not on the list of limited use. Students with overdue materials will be given/sent notices and will then have an additional two weeks to pay for the lost item(s). Check out for all students with overdue books will be restricted.

Restrictions and fines, due to lost or damaged resources, will carry over from year to year until obligations are met. The cost is replacement price, but if the item cannot be replaced, the student will be assessed an appropriate amount to help defray the cost of general resource maintenance and repair.

The library/media center accept books donated in the memory of loved ones, which will be marked with a special plate in the front of the book, providing information about who donated the book and whose memory it is honoring. Please contact the librarian(s) for additional information.

## Lockers

All students are assigned lockers at their enrollment. Those lockers remain the property of Herington USD #487 and the students shall have joint control and custody of any locker assigned to that student. Periodic general inspection of lockers may be conducted by principals for any reason at any time, without notice, without student consent, and without a search warrant. Students are solely responsible for the content of locker(s) assigned to them.

Locker combinations are recorded in the office for student and/or parent convenience. Herington USD #487 cannot be held responsible for contents of student lockers that have been rigged to stay unlocked or whose combination has been given to other parties. Students may not place their own locks on school lockers. Students are responsible for the upkeep of their locker and can be charged for damages to that locker.

## Lost and Found

A lost and found is maintained in each building. Students who find articles should turn them in at the office. Students and parents are asked to check the lost and found for missing articles. Unclaimed items will be disposed of after a reasonable length of time.

## Military Liaison Services

USD 487 has a Ft. Riley School Liaison Officer assigned to the school to support military families in the public school setting. The military liaison officer's role is to: represent, inform, and assist command on school-related issues, assist military families with school issues; provide information, make referrals, educate families, and offer personal support; interface, educate and coordinate with local school

districts, promote partnerships in education to create links between the military and schools; and support military family transitions upon arrival to and departure from Fort Riley. The school's liaison office can be reached at 785-239-9885.

## Special Education

Special Education is provided through the implementation of state and federal guidelines for exceptional students. These are students whose unique needs in specific areas cannot be met within the regular education program. The exceptional student also has the guarantee that he/she will receive the most complete education possible in terms of individual needs and abilities and that this takes place in the least restrictive environment. The use of intervention through special services or classroom programs is initiated only after careful weighing of the advantages and disadvantages in light of the student's particular needs.

Cooperative interaction between the student's family and the school is very important in meeting these needs. Please contact the classroom teacher or the principal to find out more about the program and the process for qualifying for services.

**Speech-language** services are available for students who qualify. Students may be recommended for speech-language screening at any time by any of the school staff members. Further evaluation or placement requires parental permission and involvement.

There is a **continuum of speech-language** services, ranging from consulting with the classroom teacher or working with the student in the classroom to working in small groups in the speech room. The type and level of service is based on the need of the child. Please contact the classroom teacher or the principal to find out more about the program and the process for qualifying for services.

Academic Enrichment services are available through the Gifted Education Program. These services are currently provided through Central Kansas Cooperative in Education from Salina. If you feel your child is in need of academic challenge beyond what can be reasonably provided in the regular classroom, please contact the classroom teacher or the principal to find out more about the program and the process for qualifying for services.

## Student Support Team

There is a Student Support Team at Herington High School. The goal of the SST is to expand the use of various resources and expertise in the schools and communities to address individual student needs. The district has a SST coordinator who oversees the SST process throughout the district. Team members consist of the administrator, counselor, teachers, staff members, parents/guardians and outside resources when requested. Students may be referred to the Student Support Team by teachers, staff members, administration and parents/guardians.

The Student Support Teams advise and recommend interventions and strategies to assist students in reaching their academic potential. Furthermore, the Student Support Teams may address classroom modifications, student behaviors and parental involvement needed in order to help the student experience success. If interventions and modifications attempted are not successful, then the Student Support Teams may refer a student for special services if needed.

## Student Purchases

Students may come in to the office before school or after school to purchase lunch tickets, get change or pay bills.

### Textbook/Workbook Fee Payment Information

Textbooks are provided by the school on a rental basis. The charges for textbook rental and workbook fees are set by the Board of Education.

Fees for textbooks, workbooks, etc., are payable in the office at the time of enrollment. All students enrolling during the fall semester will be required to pay full textbook and workbook rental fees. Students enrolling during the spring semester will be required to pay one-half of the rental fees.

Students withdrawing from school during the fall semester will be refunded one half of the rental fees. Students withdrawing during the second semester will not receive a refund.

Students are responsible for the books they are assigned, and they must pay for unnecessary marking, damage, or loss of the book.

## *Health and Safety*

*"…creating positive, safe, nurturing, learning environments and experiences…"*

### Illness/Injury during School

If a student feels they have some type of health problem, they may visit the school nurse. School personnel may take the student's temperature. Parents may be called to come to the school to pick up their child in cases of illness, and/or fever when there are no other symptoms.

Guidelines to Return to School After a Mild Illness

1. A student with a temperature of 100.4F or above is sent home even when there are no other symptoms.
2. Student needs to remain home until temperature has been normal for 24 hours without any fever-reducing medication. If vomiting/diarrhea occurs, student must be symptom free for 24 hours before returning.
3. If a student has had a communicable disease other than a cold, the student should be cleared by his/her doctor before returning to school.

School personnel will administer only simple first aid to students who are injured at school. In the case that further diagnosis or treatment is needed, school personnel will refer the matter to the student's parents or in case of emergency 911 will be called.

### Immunization/Health Records

Any pupil entering school for the first time in the State of Kansas shall, prior to admission, present to the appropriate school authority's certification from a licensed physician that the student has received or is in the process of receiving immunization against:

1. Diphtheria
2. Hepatitis B
3. Measles (rubella)
4. Mumps
5. Pertussis (whooping cough)
6. Poliomyelitis
7. Rubella (German measles)
8. Tetanus

9. Varicella (chickenpox) – unless proof of prior varicella disease is provided. This proof shall be verified by one of the following:
    A. The signed statement of a physician indicating the child's date of this illness;
    B. The signed statement of a parent indicating the child's date of this illness; or laboratory evidence of varicella immunity.

Students who have NOT been notified on or before May 15 of the law regarding immunizations and immunizations are not up to date, example: Td (tetanus-diphtheria-pertussis) at Grade 7 or student entering school for the first time at kindergarten or first grade level, will be allowed sixty (60) days after the start of school attendance to complete the immunization program. If after sixty (60) days the immunization program for a student is not complete, said student will be denied further school attendance until the immunization program is certified as being completed, or in the process of completing the requirements, by a licensed physician or health department.

Exemption to this policy will be permitted for those students who present a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such test and immunization program. Exemption will be allowed by a written notice from a licensed physician that immunization of a child would be harmful to the child's physical health.

As required by current law, all students up to the age of nine (9) years who have not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the building principal the results of a health assessment. The assessment shall have been conducted within 12 months of school entry.

As an alternative to the health assessment required by Kansas statue, a pupil shall present the following:

- A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments, or
- A written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

## Medication Administration

The medication policy is written in compliance with Herington USD #487 Medication Policy. That district policy states that schools in the district cannot provide students with any medication. Schools in Herington USD #487 are not required to become custodians of any medications except as required by the written order of a licensed medical person.

The medication policy goes on to state that all medication on district property is to be maintained and inventoried in a locked container under the supervision of the building administrator's designee. Over the-counter (OTC) medicines are not to be maintained on any school premises, including athletic areas and student lockers unless a prescription is provided along with written parental permission to administer. District policy also states that the administration of all authorized medication shall be logged by the administrator's designee or the school nurse in the school's medical diary, which shall be properly maintained and filed. That record should include student identification, date prescribed, and name of medication, time and date administered and the signature of the administrating person. In keeping with district policy, the rules of the Medication Policy are as follows:

- All student medication, including OTC medicines, must be filed and maintained at all times in the building office and under the supervision of the building administrator's designee or school nurse.
- Students may not at any time store or have in their possession any type of medication including OTC medicines, unless so prescribed by a physician – example: asthma inhaler, EpiPen, etc…
- No medication, including OTC medicines, may be administered at school or at activities it sponsors without a prescription from a licensed medical person and the written parental permission to do so. The building designee or school nurse will file and maintain all such authorizations and prescriptions.
- All authorized administration of medication at school is to be logged in the school Medical Diary.
- HHS students who violate the Medication Policy will be subject to the following disciplinary actions (all such actions after the 1st offense will count against the semester discipline count):

1st offense – Warning
2nd offense – 1-3 school detentions
3rd offense – 1-2 days suspension
4th offense – 3-5 days suspension
5th offense – 5 days suspension, possible long-term suspension.

## Parasites and Communicable Diseases in the School

When school personnel discover that a student is present with or displays evidence of a transmittable parasite or disease, e.g. head lice, bed bugs or scabies, the student shall be immediately removed from the classroom, evaluated by the school nurse, and upon confirmation of the condition, the parents shall be contacted. The parent shall be provided with information about the condition, the steps that must be taken to address the condition for the student and, as necessary, in the home. The parent shall also be provided with written information identifying the steps which must be taken for the child to be eligible to re-enter the classroom. Parents are responsible for acting positively and quickly, within no more than 48 hours, to resolve the condition and/or for a medical doctor to address it. Required action may include such steps as requiring that students wear clean clothes and take additional clean clothes to school in a sealed plastic bag, as well as sealing other school materials in plastic bags. Students returning to school will be checked by the school nurse (or an appropriately trained representative) before being allowed to re-enter their classroom.

Immediately upon identifying a student with such a condition, the school nurse shall immediately notify the principal of what has been found. The school district shall have in place standard protocol/s for cleaning, treating as necessary and minimizing the likelihood of parasite spread, contagion or disease transmission address in the school. The principal shall insure the implementation and completion of the school's protocol by the next school day.

The student's teacher, school nurse, principal and all school personnel are responsible for insuring that any such situation is managed professionally, confidentially, in a manner that does not stigmatize the identified student, and that, while addressing the situation, to the extent possible minimizes interference with the student's education.

# *Attendance*

*"Make education the highest priority of the community"*

## Attendance Award

A Perfect Attendance Certificate will be presented only to those students who are neither absent nor tardy during the entire school year. The only exception will be for students going to the Dickinson County Health Clinic for immunizations. Students attending the health clinic will be required to leave from school and return to school immediately.

Loyal Attendance Certificates may be awarded at the end of each school year. To be eligible students would have a combination of absences and tardies not to exceed four. (See definition of absent and tardy elsewhere in the handbook.)

## Attendance Policy

"Regular school attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory school attendance statutes (KSA 72-1111). The Kansas Compulsory School Attendance Law makes parents responsible for requiring a child under their control or charge who is between seven (7) years and under eighteen (18) years and has not attained a high school diploma or a general educational development (GED) credential, be regularly enrolled in and attend school on a continuous basis."

Parents and students are expected to:

- Enroll – Enroll at the assigned school in a timely manner.
- Attend – A student is required to attend school every day. Not only is this one of the most important keys to getting an education and becoming a productive citizen, but it is also the law!
- Phone – For each and every absence, the school office must be notified within 24 hours of the absence (i.e. written or oral) or your child will be recorded as an unexcused absence.
- PLEASE NOTE: Students with an absentee rate of 10% or higher will be considered to have excessive absences and will be required to provide a doctor's note for all future absences OR be recorded as an unexcused absent. (This occurs when a student reaches 17 total absences - excused or unexcused, which will mean they are guaranteed to have an absentee rate of over 10% for the year.)
- Withdrawal - A parent planning to withdraw their child from school should report his/her intentions to the office immediately. It is important that the student's record reflect withdrawal date, textbook/library books checked in, computer/equipment checked in and any outstanding food services settled. The school reserves the right to withhold paperwork until withdrawal arrangements are properly completed with the school. Parents that fail to properly withdraw their child will have their absences reported as unexcused until such time as the office is notified of the withdrawal.

**STUDENTS CANNOT HAVE AN ABSENTEE RATE OF**
**10% OR HIGHER OF BOTH EXCUSED/UNEXCUSED ABSENCES,**
**BEFORE THEY ARE CONSIDERED TO HAVE EXCESSIVE ABSENCES (CHRONIC ABSENTEEISM).**

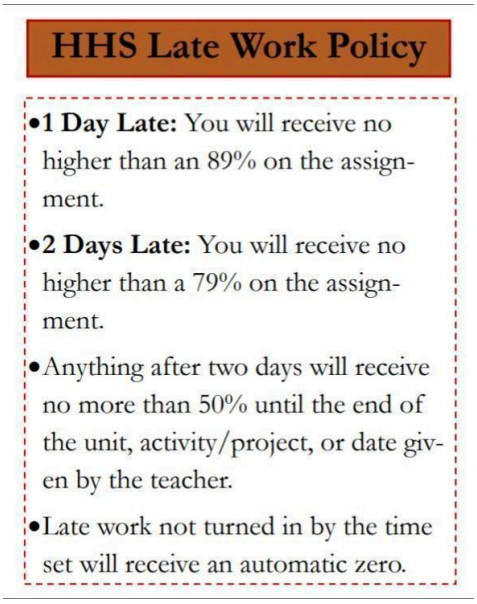
Since absences will affect a student's success in school, the following information is included in our USD #487 attendance policies:

A. **Excessive Absences** occurs when a student reaches an absentee rate of 10% or higher at any point during the year. Once a student reaches 17 absences, a doctor's note or prior approval from Administration will be required to be considered approved.
B. **Letters will be sent home** once students reach the excessive absence rate, a courtesy letter will be sent home notifying parents that the school is concerned about their student's absentee rate. The courtesy letter will also identify that a student must present a doctor's note or gain approval of the principal or the absence will automatically be considered unexcused. The principal or designee will determine when an absence is unexcused.
C. **A truancy affidavit** will be submitted to the Dickinson County attorney's office if the student's attendance rate increases or stays the same after a Truancy Warning letter has been submitted to parents/guardians.
D. Truancy Efforts: Administration has the duty to enforce state statutes regarding the compulsory education and truancy of its students. **A student will be considered truant after three consecutive unexcused absences, five unexcused absences in a semester, or seven unexcused absences in a school year.**

***The following explains the differences between Academic work when the absence is for a day of sickness, doctor's appointment versus a school activity***

## Academic Make-Up

It is the responsibility of students of USD #487 to make-up all work missed due to an excused absence or tardy (sickness/doctor appointment). Students in any of these cases are allowed to make up all academic work missed and receive full credit when the make-up work is completed. Students will be given one extra day to complete the make-up work after the due date of which the work was assigned and due. Students who are absent must have their parent or guardian provide to the principal, or principal's designee, a valid reason for the absence within 24 hours of the absence. Teachers will be notified if a student was excused or unexcused.




## Advance Notice of School Activity – Student Responsibility

Advance make-up work may be given by teachers to students who need to be gone. Prior notice of planned absence **(any school activity)** is to be given to the classroom teacher to arrange for completion

of missed work. Students are responsible to complete an "**Advance Notice Assignments**" form prior to leaving for school activity. If the form is not completed, student will not be allowed to attend activity. Please consider this a ticket to board the activity bus.

### Advance Notice of Absence

Advance make-up work may be given by teachers to students who need to be gone. Prior notice of planned absence is to be given to the classroom teacher to arrange for completion of missed work and to the principal to get approval for planned absence (example: vacation). *Parents are to contact the office to receive administrator's approval of absence to be regarded as an excused absence. Class work is to be made up prior to leaving.*

### Definition of Excused Absences

Excused absences are defined by having an exception to your child's daily compulsory school attendance. All parents of Herington students have the right to seek an excused absence for their child for reasons they deem appropriate and/or justified. USD #487 finds the following **exceptions as a valid excuse for an absence:**

a) Student illness
b) Death or critical illness in the family
c) Dental, medical or optical appointments, with doctor's note on file in school office
d) Other absences that have approval of the principal.

The principal may also take into consideration the following criteria to determine whether or not an absence will be recorded as excused:

a) The student's academic standing
b) The parent's involvement in the education of the student
c) The family value of the activity
d) The educational value of the activity
e) The number of excused absences already granted to the student.

### Definition of Unexcused Absences

**Students who are absent without a valid excuse will have an unexcused absence and will count toward the student's unexcused absences and absentee rate. Parents are expected to notify the school office on each and every absence.** Examples of unexcused absences include:

a) Students lacking a valid parental excuse for their absence received within 24 hrs of the absence(written or oral).
b) Students arriving at school after 10:00 a.m. and without a prior parental excuse.
c) Students who have failed to follow the absence notification policy.
d) Any absence due to OSS (Out of School Suspension) will be classified and counted as unexcused, but will not count toward the truancy count.
e) Students leaving school grounds without permission, receiving no notification from parents, or acquiring an absence not accompanied by a doctor's note when required, or otherwise excused.

All absences classified as unexcused are entitled to a due process hearing with the principal. Attendance decisions may be appealed to the superintendent.

# Student Conduct

*"...support all of our students to become responsible citizens and lifelong learners, successful in today's world."*

| The Rail Way | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Expectations | Classroom | Hallway | Common Areas | Restroom | Cafeteria | Digital Citizenship | Transportation | Events |
| **Be Safe** | Show selfcontrol<br><br>Use classroom materials and equipment appropriately | Show selfcontrol<br><br>Avoid blocking hallways<br><br>Follow instructions given for drills and emergencies<br><br>Keep hand, feet, and property to self | Show selfcontrol<br><br>Follow instructions given for drills and emergencies | Show selfcontrol<br><br>Use appropriate handwashing procedures<br><br>Follow instructions given for drills and emergencies | Show selfcontrol<br><br>Follow instructions given for drills and emergencies<br><br>Clean your area after eating | Demonstrate online safety<br><br>Practice cyber security<br><br>Keep personal information confidential | Show self-control<br><br>Follow instructions given for drills and emergencies<br><br>Enter/exit following safety procedures | Enter and exit in an orderly manner<br><br>Cooperate with administration and staff |
| **Be Respectful** | Problem-solve peacefully<br><br>Cooperate and help others<br><br>Have empathy and show compassion for others<br><br>Respect school property | Problem-solve peacefully<br><br>Use appropriate ways to show affection to others<br><br>Use Voice Level 2 Conversation | Problem-solve peacefully<br><br>Use appropriate ways to show affection to others<br><br>Use Voice Level 2 Conversation<br><br>Respect school property | Respect school property<br><br>Allow others privacy<br><br>Keep surfaces and walls free of graffiti<br><br>Use Voice Level 2 Conversation | Use good manners<br><br>Be inclusive of others at the lunch tables<br><br>Use Voice Level 2 Conversation<br><br>Respect school property | Use proper netiquette<br><br>Respect school property | Problem-solve peacefully<br><br>Show empathy and compassion for others<br><br>Use Voice Level 2 Conversation<br><br>Respect school property | Demonstrate positive school spirit and show appreciation<br><br>Have empathy and show compassion for others<br><br>Use appropriate voice level according to event<br><br>Respect school property |
| **Be Responsible** | Complete quality work on time<br><br>Ask for help when needed<br><br>Follow classroom procedures & instructions<br><br>Report all bullying and unsafe behavior | Use your locker and keep it locked<br><br>Report all bullying and unsafe behavior | Report all bullying and unsafe behavior | Report any unsafe situation<br><br>Clean up after yourself<br><br>Report all bullying and unsafe behavior | Follow cafeteria procedures<br><br>Manage your time<br><br>Report all bullying and unsafe behavior | Demonstrate appropriate care and use of materials and equipment<br><br>Report and take action against cyber bullying | Clean up after yourself<br><br>Arrive on time<br><br>Report all bullying and unsafe behavior | Clean up after yourself<br><br>Report all bullying and unsafe behavior |

## Discipline Matrix

**Level 1: Conference (Teacher/Administrator)**
These infractions involve minor behaviors that are typically handled through immediate redirection or a meeting to discuss expectations.

| Infraction | Description |
|---|---|
| **Disruptive behavior** | Behavior that disrupts the orderly learning environment. Does not involve violence, property damage, or obscenity. (Depending on the level of disruption, this can be classified as a Level 2 behavior.) |
| **Disrespectful behavior** | Any action, words, or attitude that shows a lack of consideration, courtesy, or value for another person, their feelings, rights, or authority. |
| **Inappropriate language** | Language or actions, written, oral, physical, or electronic, that violate community or school standards (offensive, insulting, or vulgar). |
| **Public display of affection (PDA)** | Within a relationship, any physical contact that exceeds hand-holding is considered PDA. |
| **Excessive tardies (1-2)** | 1st 2 tardies to a class per semester. |

**Level 2: Detention**
These infractions involve persistent minor issues or behaviors that disrupt the educational process or violate routine procedural rules.

| Infraction | Description |
|---|---|
| **Skipping Class** | Intentionally and without permission, failing to attend class (or more than 15min late to class). |
| **Excessive tardies (3+)** | Class tardies in excess of 2 per semester. |
| **Disruptive Behavior** | Behavior that substantially disrupts the orderly learning environment. |
| **Repetitive Level 1 behaviors** | Repeated commitment of a Level 1 offense after an initial conference with the teacher or administration. |
| **Vandalism/property damage (<$25)** | Permanent and intentional damage to any property that does not belong to the individual, causing a loss of value of less than $25. |

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**Level 3: ISS (In-School Suspension 1-5 days)**

These infractions involve interpersonal conflict, repeated defiance, or behaviors that significantly impact the school climate or property.

| Infraction | Description |
|---|---|
| **Bullying (Cyber, Physical, Relational, Verbal)** | Systematic and repeated attempts to gain power over peers via electronic communication, bodily acts, social alienation, or verbal/written slurs and extortion. |
| **Harassment** | Any act that subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature based on a protected class. (examples: racial or sexual harassment) |
| **Defiance** | The open refusal or resistance to follow reasonable adult directions, rules, or requests that disrupts the learning environment. Includes breaking school rules repeatedly. |
| **Obscenity/Profanity Directed at Staff** | Use of offensive, insulting, or vulgar language directed at a staff member. |
| **Property Damage (>$25)** | Permanent or intentional damage to any property that does not belong to the individual, causing a loss of value of more than $25. |
| **Theft** | In possession of or is responsible for removing someone else's or school property. |
| **Failure to serve a detention** | An assigned detention is not served within 2 school days of it being assigned. |
| **Repetitive Level 2 behaviors** | Repeated commitment of Level 2 behaviors after a detention has been served. |

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**Level 4: OSS (Out-of-School Suspension 1-10 days)**

These infractions represent the most serious violations, including illegal acts or those that pose a direct threat to the safety and security of the student body and staff.

| Infraction | Description |
|---|---|
| **Fighting** | Mutual participation in an incident involving physical violence. This includes retaliation. |
| **Repetitive Level 3 behaviors** | Repeated commitment of a Level 3 offense after an initial ISS has been served. |

| | |
|---|---|
| **Safety Device/Procedure Disruption** | Actions involving disruption of safety devices/procedures or significant disruption of the school day (e.g., false fire alarms, bomb threats). |
| **Substantial threat** | Demonstrates a serious intent to harm that extends beyond the immediate incident. |
| **Weapon possession (expulsion hearing will take place - 180 day suspension will occur)** | Knowingly possessing, handling, or transmitting, on school property or at a school-sponsored event, any object that meets the statutes of KASB to be considered a weapon. |

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The following disciplinary incidents are dealt with specifically elsewhere in the handbook: District Computer/Internet violations, Academic dishonesty, Bus violations, Drug/Alcohol/Vaping violations, and Phone/Electronic Device violations.

The Administration reserves the right to make changes to consequences due to the severity or number of instances for any given infraction.

## Bus Policy

**Route Buses and Activity Buses**

1. Students must be seated and remain seated while the bus is in motion.
2. Shouting and excessive yelling will not be tolerated.
3. Students shall not cause physical or verbal abuse to another student, to the bus driver, or to school sponsors riding as supervisors.
4. Students shall not extend their heads, hands, arms or legs from open windows.
5. Use or possession of alcoholic beverages is prohibited.
6. The use of tobacco by any student or patron, when students are being transported, is expressly prohibited.
7. The throwing or tossing of any object on a school bus is strictly prohibited.
8. Students shall obey the bus driver's and/or sponsor's request for appropriate behavior.
9. There shall not be more than three (3) persons to a seat.
10. Students riding activity buses must return to their point of origin by the same means of transportation that took them to the activity. The only exception to this rule will be determined by students' parents and the building principal and/or activity sponsor.
11. While away from school on school sponsored outings or trips, students will be subject to the same rules (this handbook) for student conduct as when in school.
12. Under no circumstances are animals to be transported on school buses.
13. When possible, elementary students are asked to sit near the front of the bus. Seats may be assigned if necessary.
14. Willful violation of published rules may result in the student being denied permission to ride buses for any school purpose.

## Consequences for Referrals

Bus referrals will be written by the bus driver and delivered to the building principal by the transportation director. The first time the principal receives a referral, the principal will visit with the student and explain what will happen if second, third and fourth referrals are made. The second referral results in the loss of the privilege of riding any bus for one week. The third referral results in the loss of

the privilege of riding the bus for two weeks. The fourth referral results in the loss of the privilege for the rest of the semester or school year. Students who receive a fourth referral the last 2 weeks of any semester may be required to serve the suspension the following semester. Parents will be asked to conference with the principal pending this determination. The principal reserves the right to extend the punishment into the next semester or, in the case of grievous offense, skip any warning and immediately impose loss of bus privileges.

### Activity Transportation

As a rule, students shall ride school provided transportation to and from the activity site. Students may ride home with their own parents/guardians if approval is given by the sponsor to the parents/guardians at the site or if prior arrangements are made with the principal. Students are not permitted to ride to/from activity sites with boyfriends, girlfriends, other students, etc. Should an emergency or unusual circumstance occur, it should be reported to and arrangements made with the principal.

### Classroom, Office, and Academic Detentions

Every teacher is required to complete and have approved a fair, clear and complete set of classroom expectations. Every student is to have received a copy of the classroom expectations for all of their classes on the first full day of those classes. Classroom teachers and/or their designee give classroom detentions to students who fail to comply with classroom expectations. Classroom detentions are served with the teacher and are subject to reasonable detention scheduling requirements of that teacher. Failure to serve classroom detentions could result in doubling of detentions to be served with the teacher. A third failure to serve classroom detentions could result in ISS.

Office detentions are given as consequences for failure to comply with all school expectations, or when a student is referred to the principal for continued refusal to comply with specific classroom expectations. Office detentions are to be served thirty minutes before school or after school. If a student must miss a detention, administrator approval is required. Failure to serve a detention will result in an automatic one day ISS.

### School Detention Rules

1. Students not in the school detention room by starting time will not get credit for that detention and the time to serve the detention will not be extended.
2. No food, candy, pop, radios, etc. are to be brought into the detention room.
3. No sleeping.
4. No talking except to the supervisor.
5. Students are required to bring in schoolwork and remain on-task the entire time.
6. Any lack of cooperation, rudeness, or violation of these rules will result in removal from the detention session.

Academic Detentions can be given to students for incomplete daily class work due to absences, tardies, and insufficient time on task in the classroom. These tardies will be served with the classroom teacher at a time designated by the teacher. Failure to serve these detentions could result in doubling the detention and will still be served with that teacher. Failure to follow these guidelines could result in meetings with parents, loss of elective classes and/or ISS.

## Dress Code

The purpose of this code is to provide a positive and comfortable environment in which to learn and relate to one's peers.

- Clothing shall not show bare skin in the chest, midsection, or buttock areas. Shoulders shall have covering at least the width of 3 fingers. Examples of inappropriate clothes are spaghetti strap tops, fishnet shirts, sheer see-through tops, halter tops, tube tops, and blouses that expose a bare midriff and/or show cleavage. Pants or shorts that result in undergarments showing are inappropriate. Pants and shorts will be worn at the waistline with no sagging. Shirts and tops must overlap so bare skin is not exposed. Spaghetti strap tops can be worn with a blouse/shirt either over or under the top. Shorts and skirts should not be higher than mid-thigh.
- The dress code will be followed when participating in school-sponsored events. The exception will be at high school Fall Homecoming, Winter Homecoming, and Prom. Students will be allowed to have minimal or no shoulder covering.
- Clothing must be worn in the manner for which it was designed. Clothing designed as undergarments is not to be worn as outer garments. Undergarments should not be seen at any time.
- Clothing with obscene, suggestive, profane, illegal or distasteful language and/or artwork is not acceptable and includes (but not limited to) clothing with alcohol, drugs and/or tobacco products, or racially or sexually suggestive clothing.
- Footwear must be worn at all times in school or at school sponsored activities. Sandals, tennis and other types of shoes are acceptable for school wear.
- All hats/headgear and hoods shall be removed as soon as students enter the building at the beginning of the day. Students may store their headgear in their lockers and shall not carry such gear around school.
- No colored or dark glasses may be worn during regular school hours without a doctor's prescription on file in the office. Students may store such eyewear in their lockers but may not carry such gear around school after initial placement in their lockers.
- Any clothing determined by the principal or his/her designee to be inappropriate is not allowed.
- Any extracurricular and/or voluntary-participation school group may require a more stringent dress code and those students wishing to participate in those groups will be expected to comply with that dress code.

Consequences for clothing violations are as follows:

- 1st – Warning, with a change in attire
- 2nd – Detention, with a change in attire
- 3rd – In-School Suspension.

**The administration reserves the right to modify the dress code throughout the year. Administration will have the final say when dealing with dress code issues.**

## Leaving the Building

After the student has reported to school, permission to leave the building while school is in session will not be granted by the principal or his/her designee without a signed note from the student's parents/guardians. On rare occasions a phone call will suffice, for example, illness, emergency, etc. Before leaving the building, the student must sign out at the office. Leaving school grounds without permission of the building principal and/or designee is considered grounds for disciplinary action. If the student returns to school on the same day, he/she must sign in at the office.

## Leaving School Grounds

Once a student has reported to school, that student may not leave the building without first reporting to the office and receiving permission to do so. Permission for a student to leave the building will be granted only in the following situations:

1. Prior to leaving the building, a student with permission to do so must check out in the office and check back in upon return
2. Oral permission (in person or by telephone) from parent, guardian or person listed as emergency contact person on the enrollment forms
3. Students are not allowed to leave for lunch unless a parent or guardian is present to check them out
4. Written or oral faculty member request.
5. Prior written or oral parental request made to and verified by the school attendance secretary. Failure to follow the complete policy will result in an unexcused absence and all consequences associated with that designation.

## Substance Abuse/Alcohol/Tobacco/Vaping

When it is determined that a student is under the influence of drugs, alcohol, inhalants or any illicit substances, the following steps will be taken.

- The student shall be suspended immediately from school until a conference has been held between the student, parents, and an administrator.
- Consequences will be assigned per the schedule in this section under suspension/expulsion guidelines.
- Law enforcement will be notified.

The use and/or possession of tobacco, tobacco paraphernalia, vaping paraphernalia, chewing or smoking is not permitted in the school building, on school grounds, on a school bus or at any school activity. All violations will be reported to local law enforcement.

Students who violate this policy will be treated as outlined below, or with more severity as determined by administration:

1st offense: 3 days suspension (ISS) plus completion of an online course

2nd offense: 5 days suspension (ISS) plus completion of an online course
3rd offense: 5 days suspension (OSS) possible Long term suspension/Expulsion

## Tardies

**Tardy Arrivals**: Students will be counted tardy if they are not in class per classroom rules when the class begins. Any student tardy to his/her first class of the day must report to the office and get a pass to that class. If any student is more than 15 minutes late to any class, he/she is considered absent (unexcused).

## Telephone Usage

Student use of the telephone will be limited as much as possible. Office personnel reserve the right to restrict phone privileges. Students will not be called out of class to take telephone calls, except in case of emergency. Messages from parents/guardians will be delivered to students during classroom breaks.

Before leaving for school in the morning, students should make arrangements for after school activities, permission to go home with other students and rides home.

### Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or “destructive device” shall include, but not be limited to the following:

1. any item being used as a weapon or destructive device
2. any facsimile of a weapon
3. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
4. the frame or receiver of any weapon described in the preceding example
5. any firearm muffler or firearm silencer
6. any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device
7. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter
8. any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
9. any bludgeon, sand club, metal knuckles or throwing star
10. any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

### Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see Board Policy). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee. Students violating this policy shall be referred to the appropriate law enforcement agencies; if the student is a juvenile they shall be referred to Social and Rehabilitation Services or the Juvenile Justice Authority.

### Reporting Criminal Possession of a Firearm by a Student

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

# Herington USD 487 Extra-Curricular Policy

## Alcohol/Tobacco/E-Cigarettes/Vape Liquids/ Illegal Drugs/Unauthorized Drugs

Any Student who participates in extracurricular activities must abide by the following policy:

To be considered a student in good standing in regards to extra-curricular activities there will be no possession or use of alcohol, tobacco, e-cigarettes, vape liquids, illegal or unauthorized drugs at any time while participating in a school extra-curricular activity. If it is observed or confirmed by school personnel or law enforcement officers that any student is in violation of this policy during their competitive season the following disciplinary action will be taken.

1) All school activities/clubs/organizations and extra-curricular activities sponsored by Herington High School are covered by this policy.
2) In an effort to develop consistency and uniformity within our activities program, the following substance abuse policy will be enforced. We feel it is a privilege to participate in the HHS activities program. Student participants are expected to show self-discipline and control over and above the student body conduct.
3) During the season of practice and competition, regardless of quantity or intent, a student participant at HHS shall not participate in the following:
    a. Use, distribute or possess a beverage that contains alcohol
    b. Use, distribute or possess any tobacco product
    c. Use, distribute or possess marijuana in any form or derivative
    d. Use, distribute, or possess an illegal/illicit controlled substance of any type
    e. Use, distribute or possess any bodybuilding enhancement substances regardless of their legality.
4) Violations. If any student participant at HHS violates this rule and that violation is substantiated verbally and/or in writing by any law enforcement official, Herington USD #487 faculty members or Herington USD #487 school administrators, the following consequences will result in all such cases.

a) **Alcohol/Tobacco/E-Cigarettes/Vape Liquids**

**First Violation**: A student will be ineligible to compete/perform for two calendar weeks of active school time not to exceed five competition/performance dates within that two week period. The two calendar week suspension would start with the first competition/performance date the student would have been eligible to participate in. Students can practice during their time of extra-curricular suspension.

b) **Subsequent Violations:** A student will be ineligible to compete/perform for four weeks of active school time not to exceed ten competition/performance dates within that four week period. The four calendar week suspension would start with the first competition/performance date the student would have been eligible to participate in. Students can practice during their time of extra-curricular suspension.

c) **If a student violates this policy while participating in an overnight activity trip they will be banned from staying the night on a trip for the period of one calendar year.** All bags are required to be

brought into the sponsor's room the night before leaving for the activity. The bags will be checked at this time. Other carry-on bags and belongings will be searched prior to the student loading school transportation. If a student commits a substantial disciplinary infraction while on a overnight trip, they may also be subject to a ban from participating in any overnight trips for the period of up to one year.

**Additional Points of Clarification:**

If a student's academic status is jeopardized by not being able to participate due to an extra-curricular suspension, the student will be given the opportunity for an alternate/task assignment to be completed that is equal in value to the missed competition/performance. This alternate assignment/task will be provided by the director/sponsor who supervises the missed extra-curricular activity.

Time of suspension can carry over from one season to another or from one school year to another. If a suspension period must carry over, it will resume with the first competition/performance date in the new season.

The consequences addressed will be cumulative for a MS/HS career.

A student will return to status of "student in good standing" once suspension has been served.

## Athletic Award

School athletic letter awards are presented to those students who participate in athletic activities and meet the following requirements.

Football – Basketball – Wrestling – Golf – Cheerleading –Dance Team – Track – Volleyball – Cross Country – Softball – Baseball: All letter awards will be explained by each sport's coach and also in the team rules. Letters presented to athletes are contingent upon the player's good standing during the entire school year.

(See Student in Good Standing pg. 18)

## Athletics, Clubs and Organizations

All students should plan during their high school career to participate in some organizational activity in addition to their regular classroom work. Activities that are open to Herington High School students include the following: football, basketball, track, wrestling, golf, volleyball, cross country, softball, baseball, Family Career and Community Leaders of America, FBLA, and HOSA. Art Club, Engineering Club, Tree Huggers, Student Council, Forensics, Pep Band, Cheerleading, Dance Team and Scholars Bowl. Meetings for the clubs will be held during Homeroom or outside regular school hours. It is generally desirable to have some specific regulations concerning the activities of clubs and organizations. Although the following list will not take care of all problems arising, it may serve to answer some questions.

1. Activities of clubs and organizations must close by 10:00 p.m. during the school week. Some exceptions may be made for weekend activities.
2. Wednesday evening must remain open for church activities.
3. Statements of the clubs' financial activities will be requested at the close of the school year. Periodic checks on the balance of each organization account should be made by the treasurer and sponsor at the end of the month when a financial statement of activity accounts will be issued by the office.

4. Students who attend class parties and dances are expected to remain for the duration of the activity. If students do leave, they will not be allowed to return.
5. All announcements in the school bulletin must be approved by the sponsor.
6. One major fund raising activity will be permitted for each club per year.
7. If school time is to be missed, students must meet the eligibility requirements as listed in the handbook.

**Dual Participation**

Herington High School wants as many of its students as possible to participate in as many activities (academic and extracurricular) as possible during their high school experience. Extracurricular activities are provided to allow our students to develop skills in teamwork, promote character development, and allow for wholesome fun and to instill pride in positive student achievements. In a school our size, it is imperative to have maximum student participation to achieve success in our extracurricular programs. To realize that goal, it is at times necessary for our student participants to take part in more than one extracurricular activity at once. It is critical, therefore, that our students understand the rules and expectations of students who choose to undertake dual participation. Students at Herington High are expected to clearly understand the commitment that dual participation requires and be willing to make the sacrifices and choices necessary to achieve success and enjoyment from all of their extracurricular activities. To make sure that our dual participation policy is firm, fair and consistent, the following basic rules must be adhered to by all HHS students wishing to accomplish dual participation:

1. KSHSAA requires a student wishing to be involved in dual participation to state in writing prior to the start of the dual season which activity they will choose as priority activity if and when there is a circumstance that causes them to make a choice between the two. This statement must be filed with the athletic director and coach/sponsors of both involved activities. This requirement applies to all activities that are not academically graded and school-sponsored. A student has one week from the first day of practice, of the season, to complete and turn in dual competition forms or they will not be allowed to compete in dual sports. This dual participation statement will be good for the length of the season involved and may not be altered during the course of that season.
2. No coach/sponsor at Herington High will be allowed to keep a student from participating in any activity listed on the dual participation statement as long as those activities do not fall on the same day. In the case of conflicting events on the same day, the student will be expected to participate in the top priority activity listed on their dual participation statement. If a coach/sponsor feels that a student's performance in his or her activity is negatively affected by that student's participation in the other dual activity of choice, it remains the option of that coach/sponsor to reduce or curtail that student's participation in the activity. Decisions of this nature will be expected to have been made by the coach/sponsor involved on a strictly student performance basis. A coach/sponsor may not forbid any of the students involved in his/her activity to participate in a conflicting activity included on an approved dual participation statement.
3. If a student involved in a dual participation is shown to be suffering academically from that arrangement, a meeting shall take place with the student, his/her parents, the coach/sponsor(s) involved, the athletic director and the principal. Efforts will be made at this meeting to address the academic concerns. The principal reserves the right to suspend a dual participation agreement based on academic need.

## Eligibility

The academics of Herington students are important and must be treated with high priority. When a student is ineligible he/she will not be allowed to participate in any school games/activities. We hope the student takes this time to work on attaining a passing grade.
A student is ineligible when:

A. Any grade of "F" is reported on a weekly basis

The ineligibility list will be reported to the Principal/AD by Friday 8:00 a.m. each week. The period of ineligibility will start the following Sunday (12:00 a.m.), and run through the week and expire on Sunday (12:00 p.m.). A grace period of two (2) weeks at the start of each semester needs to pass before the first ineligible list of each semester will be compiled.

B. Any In School Suspension (ISS) or an Out of School Suspension (OSS) is awarded. (The student will be ineligible the rest of the week when receiving an ISS or OSS, if the ISS/OSS occurs on the last day of the week the ineligible period will extend through the weekend.)
C. For any athlete/participant to compete in an event, they must be in attendance at school by the start of first hour or have prior approval from the AD/Principal.
D. Students must be present at school for at least one half of the instructional day to be eligible to participate in sports practices unless prior arrangements have been made with the AD/Principal.

## Fund Raising

Each organization/club may initiate only one major fundraiser per year with prior approval and scheduling of the school administrator. Fund raisers are allowed so that students may obtain the money necessary for club activities and trips. Fund raisers often involve the students selling a product with a percentage of the sale remaining for the club. Unless the product being sold was produced locally, community members shall always be allowed to donate directly to the club instead of buying the product being sold. To the extent a club member has an individual fund raising goal, one-half of any direct donations shall count for the club member and the remaining half shall count for all members of the club.

Students participating in a fund raiser will be solely responsible for all merchandise given to them at all times. The student MUST return either the merchandise or payments received, including donations, without exception or fail. Students are cautioned to be extremely careful with any cash they receive because they will still be responsible for it, even though it is lost, stolen, or otherwise misplaced. A student's academic records can be placed on hold for failure to comply with these procedures.

## NCAA Athletic Eligibility

Copies are available in the counselor's office.

## Pep Rallies

Pep Rallies must be planned and scheduled with the principal by the cheerleading sponsor(s) at least one week in advance of the desired rally. They will be scheduled at the administrator's discretion.

## School Dance Policy

Herington High School dances are open to Herington High School students (except those students prohibited from attending by other restrictions stated elsewhere in the handbook) and

registered/administratively approved guests only. Students may register guests the week prior to the dance. Guests of Herington High School students must not be over 19 years of age. Administrative approval will be given when the principal signs the registration form. All guests must have prior approval. Out of school students/alumni will not be admitted at the door.

**Students must be in attendance at school all day on the day of the dance, including prom**. All Herington High School students and guests will observe the published guidelines/policies of Herington High School. All school rules will be in effect. Herington High School students will be responsible for their guests. Once in, always in and once out, always out. Do not plan to return to the dance once you have left. The doors will be closed and be locked 30 minutes after the published starting time. Students arriving after this time will not be admitted unless prior arrangements have been made with the administration. The group hosting the dance must have five (5) chaperones (who are employed by USD #487) to sponsor/chaperone the dance. These sponsors/chaperones must be secured at least five (5) days before the dance.

## School Eligibility

Herington USD #487 has made a commitment that academics will be a priority, and because of this commitment the district has developed an "Academic Policy" that supersedes the Kansas High School Activities Association eligibility policy. Also, suspended students (ISS and/or OSS) will be ineligible to participate in or attend school-sponsored activities (excluding those required for academic credit). Students must meet certain attendance criteria to be eligible for extracurricular activities. In order to be eligible a student cannot exceed 10 class absences a semester in at least 5 subjects. School related absences do not count.

## School Facilities

HHS students are not allowed to use high school facilities (gym, computer labs, shops, weight rooms, etc.) without direct and continual staff or principal-approved adult supervision at all times.

## Selective Extracurricular Programs

Extracurricular programs provide students with opportunities to be a part of and support Herington schools and their students in a positive and productive fashion. Each program has rules, polices and expectations as defined by the coaches or sponsors. Some programs, for example cheerleading and dance teams, are activities that must be limited in the number of participants and therefore require selection of squads or teams. The process for selection for those programs is provided at the time of tryouts and is also available from the activity sponsor or coach.

## Sportsmanship

A school never produces a truly championship team unless students, fans and spectators have exhibited good sportsmanship. Good sportsmanship is contagious and should be among the top priorities of one's team.

You are to do just that - - - **cheer for your team and not against the other team** as outlined in Rule 52 of the KSHSAA. We never get a second chance to make a good first impression. Let us strive to insure that Herington High School's sportsmanship is noticeable.

## State Eligibility

KSHSAA rules state that a student is ineligible to compete in school-sponsored athletic activities if that student did not pass a minimum of five (5) classes the preceding semester of school. If a student fails to pass five classes in a semester, he/she will be ineligible for the entire next semester. There is no appeal process for this state ineligibility on a semester basis.

## Student Assemblies

From time to time throughout the school year assemblies will be scheduled for the student body. They may be pep assemblies, entertainment assemblies or information assemblies. It is at these assemblies that our school image is portrayed to the public. When anyone comes to the front of the audience to speak or perform, he/she should have complete silence. This, and respect, should be extended throughout the entire assembly. It would be very rewarding to have our visitor's give us credit for having the "BEST" student body.

Rules for all Participating in HHS Activities Programs

1) Personal Conduct. All HHS student participants will be expected to conduct themselves in a manner that is above reproach, in and out of school, and as a member of their activity. Violators of this expectation will be subject to discipline deemed necessary by the principal and the head sponsor/coach of that activity.
2) The right is reserved for any HHS sponsor/coach to make additions to the above rules at the beginning of the season for that particular activity as long as school-wide fairness, uniformity and consistency are maintained at all times. Any such additions must be approved in advance with the principal prior to implementation.
3) Once a student has attended practice for one activity, he or she cannot change sports without written permission from both coaches/sponsors.
4) The entire sponsor/coaching staff will meet as needed to review and revise these rules.
5) For any athlete/participant to compete in an event, they must be in attendance at school by the start of first hour or have prior approval from the AD/Principal.
6) Any student at HHS who is arrested on any felony charge and/or a criminal charge of any type that involves school district personnel, facilities, activities or programs will become fully and immediately ineligible to participate in any non-academic activity at HHS until such time that his or her case is fully adjudicated. Activity eligibility status will be addressed on an individual case basis by the activity/athletic faculty sponsors and administration following adjudication.

## Wednesday Night Practices

Herington High School practices may not go past 6:00 p.m. on Wednesday nights. Any and all HHS student athletes wishing to be dismissed for church services are allowed to do so without restrictions and/or penalties of any type. Coaches will try to cover all new items prior to church service departure.

## Inclement Weather/No School Practices

Activity practices WILL NOT be held if school is not in session. The only exceptions to this are the dates over breaks set by KSHSAA, and no school dates already designated on the district calendar. Coaches who wish to hold a practice must have permission from administration and/or the A.D. These practices WILL NOT be mandatory, and participants who choose not to attend WILL NOT be punished as individuals. The team will not be punished if individuals are not in attendance.