

**Herington Unified School District #487**  
**School Handbook**  
**2011 – 2012**

## Table of Contents

<b>Superintendent’s Welcome .....</b>	<b>4</b>	Illness/Injury During School.....	15
<b>Mission and Priorities .....</b>	<b>5</b>	Immunization/Health Records....	15
Family Education Rights and Privacy Act (FERPA).....	6	Medication Administration.....	16
Homeless Rights.....	7	School Closing Announcements..	17
<b>Academic Policies.....</b>	<b>8</b>	Tornado/Fire/Emergency Policy...	17
Incentive For Excellence.....	8	<b>Student Conduct.....</b>	<b>17</b>
Seminar Opt-Out.....	8	Railer Code of Conduct.....	17
Academic Policy.....	8	Railer Code of Conduct Table.....	18
Academic Make-up/Credit Due to Absence .....	8	Academic Dishonesty.....	19
Assessments.....	9	Attendance Policy.....	19
Grade Cards and Progress Reports.....	9	Truancy.....	19
On-Line Grades.....	9	Attendance Award.....	20
<b>District Wide Policies.....</b>	<b>9</b>	Backpack-Book Bag Use.....	20
Animals & Plants In School.....	9	Bus Policy.....	20
Balloons/Flowers/Student Deliveries	10	Activity Transportation.....	21
District Computer Policy.....	10	Classroom/School/Academic Detentions.	21
Minimum Disciplinary Actions for Policy Violation.....	10	Disciplinary Warnings.....	22
Equipment Check Out.....	10	Dress Code.....	22
Free/Reduced Lunch Policy.....	10	Electronic Devices/Personal items....	23
Internet Policy.....	10	Hall Passes.....	23
Location Of District Policy Manual...	12	Leaving School Grounds.....	24
Morning Procedure.....	12	Lockers.....	24
Parent/Guardian Responsibilities.....	12	Lunches.....	24
Parent/Teacher Conferences.....	12	No Child Left Behind Federal Law..	24
School Report Cards.....	12	HES Recess.....	25
Military Liaison Services.....	12	Public Displays of Affection (PDA)....	25
Sexual Harassment.....	12	Student In Good Standing.....	25
Staff Authority.....	13	Substance Abuse/Alcohol/Tobacco.....	26
Student Visitors.....	13	Suspension/Expulsion Policy.....	26
Substitute Teachers.....	13	Suspension.....	27
Textbook/Workbook Fee Payment	13	Suspension/Expulsion Guidelines.....	28
Title II, VI, IX.....	13	Tardies.....	28
Transfer Students.....	14	Telephone Usage.....	29
Visitors Policy.....	14	Weapons Policy.....	29
<b>Health and Safety.....</b>	<b>14</b>	<b>Student Services.....</b>	<b>30</b>
Accident/Insurance Policy.....	14	Counseling/Guidance.....	30
Head Lice.....	15	Homework Planners.....	30
		Library Usage/Fees.....	31
		Lost and Found.....	31

**Table of Contents (continued)**

Meal Cards.....	31	Absence vs. Tardy.....	45
Physical Education.....	31	Academic Awards for Graduation Class	45
Special Education.....	32	Career Prep Program.....	46
Student Improvement Team.....	32	Class Changes.....	46
Title I Program.....	33	Leaving The Building.....	46
<b>Herington Elementary School Specific Policies</b>		College Visitation Days.....	46
Attendance.....	34	Correspondence/Alternative Courses.....	47
Building Procedures and Policies.....	34	Closed Admissions Policy to Regent Colleges.....	47
Elementary Schedule.....	34	Curriculum for Scholarship Consideration	47
Arrival Procedures.....	34	Independent Study.....	47
Dismissal Procedures.....	35	Kansas Board of Regents Qualified Admissions Curriculum.....	48
Visitors.....	36	Eligibility.....	48
Grade School Office .....	36	Pass/Fail Classes.....	48
Grade School Web Site .....	37	Post-Secondary Recruitment Visits...	49
Early Departures.....	37	Second Semester Senior Policy.....	49
Promotion-Retention.....	37	Seminar.....	49
Animals and Pets.....	38	Student Aide/Tutor Program Requirements.....	50
School Parties.....	38	Student Parking.....	51
<b>Student Conduct.....</b>	<b>38</b>	Student Vehicles.....	51
<b>Student Services and Special Programs... 39</b>		TEEN/IDL Courses.....	51
<b>Herington Middle School Specific Policies</b>		Vending Machines.....	51
Academic Awards.....	40	Withdrawing from School.....	52
Athletic Lettering.....	40	Yearly Academic Awards.....	52
Bicycles.....	41	<b>Athletics and Activities Information 53</b>	
Homework.....	41	Activity Participation.....	53
Interscholastic/Extracurricular Activity	41	Athletic Awards.....	53
Promotion/Retention.....	41	Athletics, Clubs, and Organizations.....	53
Student Class Schedules.....	41	Dual Participation.....	54
Student Council.....	42	Fund Raising.....	55
Student Purchases.....	42	NCAA Eligibility.....	55
Eligibility.....	42	Pep Rallies.....	55
Entering/Leaving Building.....	42	School Dance Policy.....	55
Electronic Devices.....	42	School Eligibility.....	56
<b>Herington High School Specific Policies</b>		School Facilities.....	56
Academics.....	43		
Attendance Policy.....	44		
Unexcused Absences.....	45		

Selective Extracurricular Programs.....	56	Wednesday Night Practices.....	58
Sportsmanship.....	56	Inclement Weather/No School, Practices	58
State Eligibility.....	56	<b>Parent and Student Signature Sheet.....</b>	<b>59</b>
Student Assemblies.....	56		
Training Rules for All Activities.....	57		

  
*Herington Unified School District #487*  
 Telephone: (785) 258-2263 \* FAX: (785) 258-2982  
 Herington, Kansas 67449-2430

John Thissen, Superintendent

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Dear Parents,

It is a very exciting time for everyone associated with Herington Schools. The 2011-2012 school year will be the first year for Herington's new elementary school. The opportunities for teaching and learning will be expanded due to the facility. The added track and field facility is wonderful as well. We already have five track meets scheduled for this coming school year. The track will be a great asset to the community for exercise throughout the year. The new community tornado shelter should be a comfort to Herington residents. The new elementary gym will hold 1400 people during the most dangerous storms. The kitchen area will now allow hot meals for all students without putting the food in hot carts and sending them across town. The bleachers in the high school will be new. The new bleachers will provide much greater safety and comfort for spectators.

The science curriculum has been updated, and we have new science material for the students to use this upcoming school year. It is amazing how much instructional material is now available as web-based. The student laptops should be utilized even more so with the introduction of the new science adoption.

It is with great enthusiasm I contemplate the opportunities for Herington Schools this coming school year. I believe your children will benefit greatly by the investment Herington community members have placed into their schools.

Please use this handbook as a resource throughout the school year. If you have any questions about the information, call your respective school or the school district office.

John P. Thissen  
 Superintendent of Schools



## 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
- Enable teachers to be their educational best
- Prepare Pre-K through 12<sup>th</sup> grade students for high lifetime goals
- Build family faculty staff and student partnership

## **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.

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. weight and height of members of athletic teams

## **Homeless Rights**

*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.*

*Students who are homeless are eligible for Title I services, if they demonstrate the same educational needs as the other students selected to participate.*

*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.*

*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. Pre school students may also be served.*

*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.*

*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.*

*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.*

*If you have further questions about these guidelines please contact the district superintendent at 785-258-2263.*

## 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 Grades 6-12 has developed programs that are designed to assist and reward all students.

**Incentives For Excellence:** USD 487 wants every student to succeed, even excel. To reinforce this position the district offers several incentives for excellence:

- SEMINAR OPT-OUT – PG. 8
- ATTENDANCE AWARDS – PG. 19
- MIDDLE SCHOOL ACADEMIC AWARDS – PG. 37
- ACADEMIS AWARDS FOR THE GRADUATING CLASS – PG. 42
- HIGH SCHOOL STUDENT AIDE/TUTOR PROGRAM – PG. 48
- HIGH SCHOOL YEARLY ACADEMIC AWARDS – PG. 49
- HIGH SCHOOL ATHLETIC AWARD – PG. 50
- RANDOM ACTS OF KINDNESS
- SENIORS ALLOWED OPEN LUNCH ON OCCASION

**Seminar opt-out:** This program is designed for students in grades 10-12. Students whose grades are 70% or above will be able to leave school, with parental permission, at the beginning of seminar when seminar meets the first or last periods of the day. If you opt-out, you must leave the school premises.

**Academic Policy:** Any student in HHS/HMS whose grades are below 70% will be required to participate in the following program:

1. Progress reports are printed on Friday and eligibility runs from midnight on Monday and run until 12:00 p.m. Friday. A student who is reported ineligible needs to make arrangements with the classes and teachers in which they are ineligible.

The student will be responsible for initiating contact with the teacher for their assistance to raise their 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.

### 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 of which the work was assigned and due.



## **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.

## **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 in grades 4-12 may access grades, behavior and attendance online and by making prior arrangement of passwords with the Network Administrator at the board office.



## **ON-LINE GRADES** *Get on Track with Grades On-Line!*

Having access to grades enables you to view...

- Real-time student grades
- Real-time student attendance
- Student progress reports
- Student Behavior
- Student grade cards following official posting

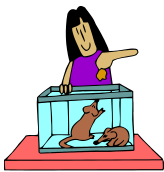
Any student/parent/guardian of 3<sup>rd</sup> through 12<sup>th</sup> grades can obtain a login and password to the secure site by contacting the office of the school their child attends in person (with photo identification). Once you have been issued your Login ID and Password, click on the "Grades on Line" link on the district home page ([www.heringtonschools.org](http://www.heringtonschools.org)) to check grades/attendance. For more information, contact the District Computer Coordinator, or visit the district website at [www.heringtonschools.org](http://www.heringtonschools.org).

## **DISTRICT WIDE 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. 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 to notify 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.

### **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.

### **DISTRICT COMPUTER POLICY**

The following is unacceptable student use of district computers:

1. destroy or abuse computer equipment or software
2. install or modify software on a district computer or violate another user's workspace
3. use broadcast messaging system (causes network technical difficulty)
4. use vulgarity or obscenity in any form
5. have food or drinks around the computers or in the lab
6. use unauthorized mail programs or chat rooms

#### **Minimum Disciplinary Actions for Policy Violation:**

1<sup>st</sup> Infraction: Computer use only during a class and with supervised login for 1-3 weeks.

2<sup>nd</sup> Infraction: Computer use only during a class and with supervised login for 1-3 months

3<sup>rd</sup> Infraction: Computer use only during a class and with supervised login for a semester or permanently.

*Supervised login means the teacher will change student's password and only the teacher will be able to access student's workspace so that the student can do assigned work.*

### **Equipment Check Out**

Students will be allowed to check out equipment **for the purpose of completion of classroom assignments and educational research**. A checkout form will be presented to the library which contains the date, student name, reason for check out, and teacher signature. Check out period will be three days. Students will be responsible for loss or any unreasonable damage to this equipment while in their possession. This will include extreme exposure to heat or cold, damage by food or drink, and apparent abuse. No software modifications are to be made to the laptops. All district technology policies will also apply. Any infraction of the policy will result in loss of check out privileges for the remainder of the school year.

### **FREE AND REDUCED LUNCH/POLICY APPLICATION INFORMATION**

Free and reduced price 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 price lunches may apply at any time.

### **INTERNET POLICY**

Herington USD #487 will provide access to the local computer network and Internet for the purpose of completion of classroom assignments, educational research and other district-approved activities. It is a privilege to have these extraordinary resources; therefore, all users must agree that they will comply with these policies. Users will be given access to the local network only after the agreement is returned and



signed by the supervising teacher and student. **Internet access for students of Herington USD #487 will be allowed only after the Parental Permission and Student Network and Internet Agreement form is signed.**

1. The network and Internet are to be used only for educational purposes. This includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The system is not to be used for commercial purposes. This means users may not offer, provide, or purchase products or services through the system.
3. No personal contact information about yourself or other people is to be placed on the Internet.
4. Hot-mail, etc, Chat Groups are strictly forbidden.
5. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to access their account. Under no condition should users provide their password to another person or use another individual's account. Users will be held accountable for the content of their workspace at all times.
6. The Internet or network will not be used to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people.
7. No attempt will be made to gain unauthorized access to any computer or system.
8. No modifications to machine setups will be made without the knowledge of the supervising teacher or system's administrator.
9. No software will be downloaded or installed to the user's workspace or local drives without the permission of a supervising teacher or system's administrator.
10. No deliberate attempts to disrupt the computer system or destroy data by introducing viruses or through any other means will be allowed. These activities are illegal and will be dealt with accordingly.
11. E-mail is a privilege granted to all students. Students are expected to use e-mail for educational purposes only. Any misuse of e-mail will result in suspension of e-mail privileges.
  - a) E-mail may only be checked before or after school, and during seminar or class with teacher's permission.
  - b) Students will be allowed to use local e-mail only (Novell GroupWise), unless a specific request is made for Internet mail by a teacher.
  - c) All e-mail should be academic in nature.
  - d) Any use of e-mail with offensive or social content shall result in loss of e-mail privileges.



## **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.

## **MORNING PROCEDURE**

After entering the building, elementary and middle school students that are not eating breakfast will report to the gym to be supervised until classes begin.

Passes are available during this time for students to use the library, computer lab, visit the nurse or counselor. Teachers may give permission in writing for students to come to their room at that time for special one-on-one help.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Parents/Guardians of a Herington USD #487 student 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.

## **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.

## **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 a detailed analysis how your student's school achieved Annual Yearly Progress is detailed.*

## **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 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 schools liaison office can be reached at 785-239-9885.

## **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, certificated 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.

### **STUDENT VISITORS**

Students from other schools are allowed to visit district students and their classes if it 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.

### **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.

### **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.

### **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, Missouri 64106

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

### **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 their actual enrollment. All transfer enrollments are tentative until records have been received and reviewed by school personnel.

### **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: as 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.

### **HEALTH AND SAFETY**

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

### **ACCIDENT/INSURANCE POLICY**

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.

### **HEAD LICE**

Students that are found to have head lice will be removed immediately from the classroom and the parents contacted. Students are not to return to school until they have had their hair treated and all eggs/nits removed – but within forty-eight hours. Students returning to school will be checked by the school nurse (or their representative) before being allowed to re-enter their classroom.

### **ILLNESS/INJURY DURING SCHOOL**

If students feel that they have some type of health problem, they may make an appointment to visit the school nurse. School personnel may take the student's temperature.

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 the physician designated by the student's parents.

Parents may be called to come to the school to pick up their child in cases of illness. High school students will be allowed to check out after parent/guardians have been contacted. A student who has had a fever is to remain at home for 24 hours after the student's temperature has returned to normal. 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.

### **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 authorities' 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
  - c) 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: 10 year Td (tetanus-diphtheria) 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 by a licensed physician or health department as being completed.

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 statute, a pupil shall present the following:

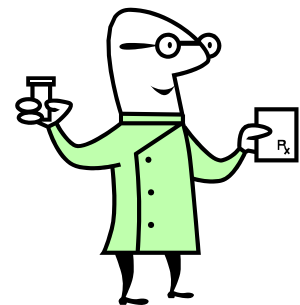
1. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments, or
2. A written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after 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, name of medication, time and date administered and the signature of the administering 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 or HMS students that 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

### **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.



### **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.

### **STUDENT CONDUCT**

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

### **Railer Code of Conduct**

**After considerable research USD 487 is currently using components of the Girls and Boys Town Educational Model for the 2011-2012 School year. We encourage parents to become actively involved with this as the model can be used at home also.**

- I. Need
  - A. Parents have less contact time with their children
  - B. Many students are not prepared for social settings
  - C. Many of the office referrals deal with students not knowing the proper way to act to achieve needs or wants
  - E. Need a discipline model that is consistent throughout the building and district

II. Railer Code of Conduct

- A. Focuses on the environment, examples, and skill deficits rather than the student as the problem
- B. Attempts to develop skills for the student that will help him or her be successful in many environments
- C. Teaches replacement behaviors and helps to create positive approaches
- D. Encourages positive approaches
- E. Is an ongoing process
- F. Flexible

**Railer Code of Conduct**

The following social skills will be taught and emphasized in all buildings of the district and parents are encouraged to have students use them at home.

<p><b>Following Instructions</b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Say “okay.”</li> <li>3. Do what you’ve been asked right away.</li> <li>4. Check back.</li> </ol>	<p><b>Disagreeing Appropriately</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Tell why you feel differently.</li> <li>4. Give a reason.</li> <li>5. Listen to the other person.</li> </ol>	<p><b>Asking for Help</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Ask the person if he or she has time to help you.</li> <li>3. Clearly explain the kind of help that you need.</li> <li>4. Thank the person for helping.</li> </ol>	<p><b>Working with others</b></p> <ol style="list-style-type: none"> <li>1. Identify the task to be completed</li> <li>2. Assign tasks to each person</li> <li>3. Discuss ideas in a calm, quiet voice and let everyone share ideas.</li> <li>4. Work on tasks until complete</li> </ol>
<p><b>Accepting Criticism or a Consequence</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Say “Okay.”</li> <li>3. Stay calm.</li> </ol>	<p><b>Making an Apology</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a serious, sincere voice.</li> <li>3. Say “I’m sorry for ... or “I want to apologize for...”</li> <li>4. Explain how you plan to do better in the future.</li> <li>5. Say “Thanks for listening”.</li> </ol>	<p><b>Asking Permission</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a calm and pleasant voice.</li> <li>3. Say “May I...?”</li> <li>4. Accept the answer calmly.</li> </ol>	
<p><b>Accepting “No” for an Answer</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Say “Okay”.</li> <li>3. Stay calm.</li> <li>4. If you disagree, ask later.</li> </ol>	<p><b>Accepting Compliments</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Say “Thank you.”</li> </ol>	<p><b>Staying on Task</b></p> <ol style="list-style-type: none"> <li>1. Look at your task or assignment</li> <li>2. Think about the steps needed to complete the task</li> <li>3. Focus all of your attention on the task.</li> <li>4. Stop working only when instructed.</li> <li>5. Ignore distractions and interruptions from others</li> </ol>	<p><b>Listening</b></p> <ol style="list-style-type: none"> <li>1. Look at the person who is talking and remain quiet. Wait until the person is finished talking before you speak.</li> <li>2. Show that you heard the person by nodding your head, saying “Okay,” or “that’s interesting,” etc</li> </ol>
<p><b>Greeting Others</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Say “Hi” or “Hello”.</li> </ol>	<p><b>Having a Conversation</b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Listen to what the other person says.</li> <li>4. When there is a break in the conversation, ask a question or share your thoughts.</li> </ol>		
<p><b>Getting the Teachers Attention</b></p> <ol style="list-style-type: none"> <li>1. Look at the teacher.</li> <li>2. Raise your hand and stay calm.</li> <li>3. Wait until the teacher says your name.</li> <li>4. Ask your question.</li> </ol>		<p><b>Sharing Something</b></p> <ol style="list-style-type: none"> <li>1. Let the other person use the item first.</li> <li>2. Ask if you can use it later.</li> <li>3. When you get to use it, offer it back to the other person when finished</li> </ol>	<p><b>Appropriate Voice Tone</b></p> <ol style="list-style-type: none"> <li>1. Listen to the level of the voices around you.</li> <li>2. Change your voice to match.</li> <li>3. Watch and listen for visual or verbal cues and adjust your voice as needed.</li> </ol>

## 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 that 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% points or a letter grade.

## ATTENDANCE POLICY

Regular and punctual attendance is expected of all students and is necessary for the proper functioning of the entire school. One of the major causes of failure in school is absenteeism.

Students who violate this attendance policy will be reported to the proper authorities as prescribed by Kansas Statute. The only exceptions are as follows:

1. student illness
2. death or critical illness in the family
3. dental, medical or optical appointments, with doctor's note on file in school office
4. other absences that have approval of the principal



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

1. the student's academic standing
2. the parent's involvement in the education of the student
3. the family value of the activity
4. the educational value of the activity
5. the number of excused absences already granted to the student

Prior notice of planned absences is to be given to the teacher and principal to arrange for completion of missed work. Students who have been absent must have their parent or guardian provide the principal, or principal's designee, with a valid reason for the absence by 10:00 a.m. the day they return to school. Teachers will be notified if a student was excused or unexcused.

**Contacting the school about a student's absence does not necessarily excuse the student. The principal may require a doctor's note when absences have totaled five or more a year.**

Students who are absent without a valid excuse have an unexcused absence. Students who have an unexcused absence from school for three consecutive days, five days in a semester or seven days in the school year will be considered truant. Students will be turned in to Social and Rehabilitation Services (SRS) if under age 13 and/or the County Attorney's office if over age 13 but less than 18. When a student has an excused absence for five days in a semester or seven days in the school year, but is not considered truant, the principal may contact the parent to discuss the cumulative effect of missing school upon the student's ability to gain an adequate education. During that conference, the principal may make a determination whether to initiate a Child in Need of Care investigation with SRS.

## TRUANCY

Per Kansas law, any student who has three unexcused absences in a row or five unexcused absences in a semester or seven unexcused absences in a school year must be reported to the SRS and/or the county attorney by the principal as a truant child. It is the responsibility of the student and/or parents to seek principal due process in cases where the student and/or parents feel that an absence(s) has been inaccurately classified as unexcused.

## **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)

## **BACKPACK/BOOK BAG USE**

Backpacks or book bags must be put in your assigned locker at the beginning of the school day and must remain there until the end of the school day.

## **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 the 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 sponsors 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 student to 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. There will be no food or pop taken or consumed on buses.
13. Under no circumstances are animals to be transported on school buses.
14. When possible, elementary students are asked to sit near the front of the bus. Seats may be assigned if necessary.
15. Willful violation of published rules may result in 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 a second, third, and fourth referral is 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 that

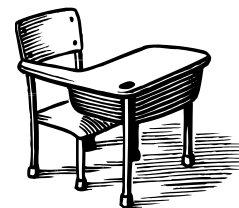
receive a fourth referral the last 2 weeks of any semester may be required to serve the suspension the following semester. Parents will be asked to conference with the principal pending this determination. The principal reserves the right to extend the punishment into the next semester or, in the case 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 circumstances occur, they 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 detention 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 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.

## **DISCIPLINARY WARNINGS**

Disciplinary warnings can be given at the classroom or school level by staff, faculty or administration. They can be verbal or written. They are designed to give the student ample opportunity to correct a poor decision. If written, they will be included in the student's discipline folder and a copy mailed to parents.

### **Disciplinary Consequences** (in order of severity)

1. Warning (verbal or written)
2. Detention (academic, classroom or school)
3. In-school academic suspension (ISS)
4. Out-of-school suspension (OSS)
5. Long-term suspension (LTS)
6. Expulsion

## **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 size of boys' basketball shirts. 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 at all school-sponsored events and on all school property. The exception will be at high school Fall Homecoming, Winter Homecoming, Prom, and middle school dances/social events. Students will be allowed, to have minimal or no shoulder covering. However garments which expose a bare or partially bare midriff and/or show cleavage are not allowed.
- Clothing must be worn in the manner for which it was designed. Clothing designed as undergarments are not to be worn as outer garments. Undergarments should not be seen at any time.
- Pajama type pants are not to be worn to school.
- 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 that are racially or sexually suggestive.
- 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.
- Coats/jackets are not to be worn in the school building during the school day. All coats/jackets need to be stored in lockers during the day.
- All hats/headgear 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 be worn during regular school hours without a doctor's prescription on file in the office to do so. Students may store such eyewear in their lockers

but may not carry such gear around school after initial placement in their lockers and/or at removal from school at the end of the day.

- 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.

### **ELECTRONIC DEVICES/PERSONAL ITEM**

Student radios, laser pointers, CD players, I-Pods, video games, MP3 players, digital cameras, TVs, etc. have no place at school during the instructional time. The school is not responsible for the loss of this equipment at any time. Such equipment will be confiscated.

Cell phones can be used before (7:50 a.m.), after school (3:35 p.m.), and during passing periods at the high school only. Students may also use them during lunch period at the high school only. They may not be used in the school, during school hours, for any purpose, unless specified by an individual classroom teacher. Consequences for violators/violations in the classroom will be determined by the individual classroom teacher(s).

Cell phones may be taken on school trips such as athletic events and field trips. The school is not responsible for lost or stolen items.



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.

### **HALL PASSES**

Elementary students are provided with passes by their classroom teacher to visit the office, nurse or counselor.

High school and middle school students are provided with a planner to use as a hall pass. All classroom hall passes must be teacher approved. Students are expected to use their hall passes wisely. Student aides are not expected to log their aide-related duties in the hall pass log unless they are unable to handle their duties in a competent and adult fashion. Any student not directly accompanied by their current classroom teacher is required to use their planner as their hall pass at all times. Hall passes are issued on a limited basis and if abused, this privilege will be withdrawn.

## **LEAVING SCHOOL GROUNDS**

After 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. Written or oral faculty member request.
2. Prior written or oral parental request made to and verified by the school attendance secretary.
3. Oral permission (in person or by telephone) from parent, guardian or person listed as emergency contact person on the enrollment forms.
4. Prior to leaving the building, a student with permission to do so must check out in the office and check back in upon return.
5. Failure to follow the complete leaving-school-during-the-middle-of-the-day policy will result in an unexcused absence and all consequences associated with that designation.

## **LOCKERS**

All middle- and high-school students are assigned lockers at their enrollment. Those student-assigned 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 keep it 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.

## **LUNCHES**

Grades K-12 have closed lunch periods, meaning that students must eat at school. Students may buy a school lunch, bring a lunch from home or have someone bring a lunch to them at school. Under no circumstances is a student to leave the building on the pretext of bringing back something for lunch. Also, if someone is bringing a student their lunch, they may not deliver that lunch while the student is in class. Parents are always most welcome to pick up their children and take them out to eat within the time allotted for lunch. Students are not allowed to take their food or drink into the academic hallway areas.



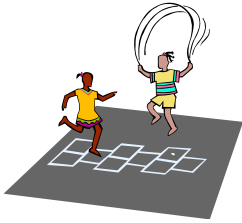
## **No Child Left Behind Federal Law:**

The following requirements are in response to Federal and State mandates:

1. Students that score Approaches Standards or Academic Warning on any State Assessment may be required to show mastery of deficient indicators. Students that have not passed the required number of indicators before the end of the school year will be required to attend Summer School.
2. Teachers in appropriate areas may assign a grade for performance on State Assessments.

## HES Recess

Students will be going out for recess the majority of days. Coats, hats, gloves, scarves are a must. Snow boots will allow the students to move off the concrete area. Students without proper clothing will be asked to sit out in a supervised indoor area and read or sit quietly. Coats, hats, gloves, and scarves will not be loaned to students.



During extremely cold or rainy weather, other provisions will be made. Students must wear gym shoes or some protective footwear when playing on the gym floor.

Beverages and food items are not allowed in lockers unless they are part of the student's meal. Students are advised that trained dogs may be brought onto school premises, to identify student lockers that may contain illegal or illicit materials.

## PUBLIC DISPLAYS OF AFFECTION (PDA)

Proper relationships are expected at all times at school, on school property, and at any school-sponsored activity. Other physical displays of affections are not acceptable at any time. Physical contact that exceeds HAND HOLDING will result in disciplinary action. Repeated offenders will suffer disciplinary consequences.

## STUDENT IN GOOD STANDING

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

1. Not currently under an Out-of-School Suspensions or In-School Suspension.
2. Students must also be eligible according to the school's weekly academic eligibility list for the week of the activity.
3. Has not exceeded the semester attendance of **3 unexcused absences**. (School related absences do not count.)
4. If a student is found to be dishonest in an academic class, he/she will forfeit their 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, and office aides.

### Advance Notice of Absence

Advance make-up work may be given by teachers to students who need to be gone. However, it will be the student's responsibility to plan ahead and forewarn each instructor of a planned absence. Class work is to be made up prior to leaving, if possible.

### Unexcused Absence Definition

All parents of Herington students have the right to seek an excused absence for their student(s) and for reasons they deem appropriate and/or justified. However, administration has the duty to enforce state statutes regarding the compulsory education and truancy of its students.

Administration, therefore, reserves the right to make the final decision regarding all parental requests for excused student absence. **Prompt and prior notification** is the best way for a parent to insure that the absence of their student is classified as excused.

All students lacking a valid parental excuse for their absence (written or oral) **or** students arriving at school after 10:00 a.m. and without a *prior* parental excuse **or** students who have failed to follow the absence notification policy will be given an **unexcused absence**. That absence will count toward that student's unexcused absence and truancy counts. Any absence

due to **OSS** (Out of School Suspension) will be classified and counted as unexcused but will not count toward the truancy count. All absences classified as unexcused are entitled to a due process hearing with the principal and attendance decisions may be appealed to the superintendent.

Students whose absence has been classified as unexcused will be subject to the following **disciplinary consequences** as well as eventual violation of the state **truancy laws**:

1st offense	Written warning	6th offense	3 days of ISS
2nd offense	3 office detentions	7th offense	5 days of ISS
3rd offense	5 office detentions	8th offense	5 days of OSS
4th offense	1 day of ISS	(possible Long Term Suspension)	
5th offense	2 days of ISS		

### **SUBSTANCE ABUSE/ALCOHOL/TOBACCO**

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.

1. The student will be evaluated by the appropriate agency whenever possible to verify the condition and cause of behavior.
2. The student shall be suspended immediately from school until a conference has been held between the student, parents, and an administrator.
3. Consequences will be assigned per the schedule in this section under suspension/expulsion guidelines.
4. Law enforcement will be notified.

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

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

Possession:	1 day suspension (Out-of-School Suspension)
Use, 1 <sup>st</sup> offense:	3 days suspension (OSS)
Use, 2 <sup>nd</sup> offense:	5 days suspension (OSS)
Use, 3 <sup>rd</sup> offense:	5 days suspension pending Long Term Suspension/Expulsion.

### **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.

## **SUSPENSION**

### **In-School Suspension (ISS)**

ISS is given as a consequence to a student that 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. You must remain seated with your head up at all times (no sleeping).
2. You are required to work on assignments or read.
3. You are not allowed to communicate with other students.
4. Disruptive behavior results in 3 days OSS.
5. You are not allowed any entertainment devices, food, or drink, in ISS.
6. Vandalism and graffiti result in 3 days OSS.
7. 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, they are 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 8:20 a.m. to 3:35 p.m. All ISS actions will be entered on Skyward by the principal.

### **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 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 individual classroom teacher(s). Students serving an OSS will be considered to be an unexcused absence 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. Parents can request parental supervision of an assigned OSS. If approved, the parent must accompany the OSS student the entire school day. OSS students in parental supervision are not classified as absent and may complete class work while being supervised by their parent on the day of OSS.

#### **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 guardian 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.

#### **SUSPENSIONS/EXPULSIONS:**

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

1. Possession, consumption, intent to use, or intent to sell alcoholic beverages, narcotics, marijuana, addictive drugs, elicit drugs, deleterious substances, inhalants and related paraphernalia.
2. Threat or use of lethal weapons.
3. Vandalism.
4. Physical or mental harassment and/or bullying of any type.
5. Extortion of any type and/or amount.
6. Possession, use, intent to use, consumption or sale of tobacco, tobacco paraphernalia, or lighter in any of its forms.
7. Failure to comply with reasonable request from staff, faculty or administrator.
8. Fighting and/or provoking a fight.
9. Intimidation/threats by word or deed.
10. The use of profanity and/or vulgarity.
11. Excessive tardiness.
12. Temper tantrums.
13. Open defiance of authority.
14. Stealing and/or deprivation of property or acting as an accomplice in such actions.
15. Conduct that disrupts school activities and/or school mission.
16. Destruction of school property.
17. Possession of lethal weapons.
18. Repeated non-compliance with classroom/school/district rules.
19. Disrespectful behavior toward any school member.
20. Any felonious behavior.

#### **TARDIES**

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). Students may also receive a tardy if they leave school/class for non-school related activities. Elementary School students are considered tardy if a student is away from school less than 90 minutes, either in the morning or afternoon. If a student is away from school more than 90 minutes, the student is considered absent for half a day, either morning or afternoon. All tardies will be assigned consequences per the Tardy Consequence Schedule listed below.

All tardies must be entered in Skyward and will count toward the student's semester discipline count.

Consequence Schedule per class:

1<sup>st</sup> = warning

2<sup>nd</sup> = warning

3<sup>rd</sup> = 1 classroom detention (30 minutes)

4<sup>th</sup> = 2 classroom detentions (30 minutes each)

5<sup>th</sup> = 1 day In-School Suspension (ISS) (Middle/High School Only)

6<sup>th</sup> = 2 days In-School Suspension (ISS) (Middle/High School Only)

7<sup>th</sup> = 2 days In-School Suspension (ISS) (Middle/High School Only)

8<sup>th</sup> = 1 day of OSS

Any tardy after the 8<sup>th</sup> will be 2 days of OSS

Students failing to serve classroom detentions for tardies will be referred to the principal. The principal will double all classroom detentions. Failure to serve detentions for the principal will result in 1 day of ISS. This ISS does not cancel an ISS for a 5th tardy.

A student can be admitted to class without penalty with a "Pass to Class" written by another teacher.

### **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 POLICY**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### **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 1/2 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.

## **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.

### **HOMEWORK PLANNERS**

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. Pupils should get every assignment completed before class every day. Students in grades 3-8 will have and are required to fill out daily planners. Parents may be asked to sign off on homework each night.

## LIBRARY USAGE/FEES

The Herington USD #487 libraries welcome students, staff, patrons, parents, and community to use their resources. Students are expected to use these resources responsibly, to take care of them while in their possession, and to use appropriate library etiquette. Classes in all buildings schedule library time as appropriate to their needs. Individuals are welcome anytime, but unsupervised students will be returned to classrooms when not on task.



	Number of books	Length of period	Fines
HES	Variable by grade	1 week	No fines
HMS	2	2 weeks	No fines
HHS	4	2 weeks	.05 per day
Non-Student	2	1 week	.05 per day
<i>*non-students cannot check out additional resources if previous materials are not returned</i>			

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

1. Elementary students with books overdue for three or more weeks will be asked to write return reminders.
2. High school students will be assessed overdue fines.
3. Reference check out will be limited in all buildings.

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 libraries 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 of who donated the book and for whose memory it is honoring. Please contact the librarian(s) for additional information.

## 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.

## MEAL CARDS

A plastic meal card is furnished for each student and is scanned each time the student eats school breakfast or lunch. **Parents are invited to eat in the lunchroom at any time. Please notify the office by 8:30 the day you plan to eat.** Adult meals can be purchased in the school office.



## 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.

## **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 students 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 Therapy**

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**

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 IMPROVEMENT TEAM**

There is a Student Improvement Team (SIT) at each building in Herington USD #487. The goal of the SIT is to expand the use of various resources and expertise in the schools and communities to address individual student needs. The district has a SIT coordinator who oversees the SIT process throughout the district. At each building, team members consist of the administrator, counselor, teachers, staff members, parents/guardians, and outside resources when requested. Students may be referred to the student improvement team by teachers, staff members, administration, and parents/guardians. The student improvement teams advise and recommend interventions and strategies to assist students in reaching their academic potential. Furthermore, the student improvement 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 improvement teams may refer a student for special services if needed.

**TITLE I PROGRAM**

Extra help in Reading and Math is available for elementary students meeting district and federal guidelines. Please contact the classroom teacher, the Title One teacher, or the principal to find out more about the program and the process for qualifying for services.

## **HERINGTON ELEMENTARY SCHOOL SPECIFIC POLICIES**

### **ATTENDANCE**

Releases:

Parents who wish to have students released from school prior to the end of the academic day must sign a release form in the office. *The classroom teacher will be contacted to have the student sent to the office with any items they will need to take with them.* Students leaving the building between 3:00 and 3:35 pm. will be considered tardy. They will be counted as absent for ½ day if they leave the building before 3:00 pm in the afternoon.

When a student is sent to the nurse's office due to illness or injury and it is determined he/she should not return to the classroom, he/she would be counted absent or tardy. In the event parents cannot be contacted and the student remains in the nurse's office, the student will still be counted absent.

### **BUILDING PROCEDURES AND POLICIES**

Elementary Schedule

- 7:50 Elementary school doors and office opens, and breakfast begins
- 8:10 End of breakfast and the preschool room is open
- 8:15 Preschool morning session begins
- 8:20 Official start time of school; all outside doors are locked except the office entrance
- 11:00 Elementary lunch begins
- 11:10 Preschool morning session lunch begins
- 11:45 Preschool morning session is dismissed. Preschool afternoon class arrives
- 11:50 Preschool afternoon session begins and their lunch is served
- 3:15 Preschool afternoon session ends and students are dismissed
- 3:30 Kindergarten bus students are dismissed
- 3:35 Bus students and others being picked up are dismissed
- 3:45 Students walking or riding bicycles are dismissed
- 4:05 Teachers are dismissed
- 4:15 Grade school office closes

### **Arrival Procedures**

The grade school doors and office are open at 7:50 am. Supervision for students is not available until 7:50 am.

Students riding on buses are dropped off at the west entrance of the elementary building. Students enter the west entrance and proceed to their classrooms or to the lunch room for breakfast. Breakfast is served from 7:50 am to 8:10 am. Students not eating breakfast report directly to their classrooms to prepare for the day. Staff is on hand to supervise students at the bus unloading area, in front of the office area and in the lunch room. Classroom teachers will be in their rooms to supervise students.

Students traveling by car are dropped off at the grade school's east entrance and not at the middle school and high school sites. Students enter the east entrance and proceed to the lunch room or their classrooms.

Drivers need to be aware of the designated school zone in front of the K-12 complex with a 20 mph speed limit. There is a 10 mph speed limit on the K-12 complex site. Only official USD487 vehicles are allowed on the north side of the school complex.

Students walking or riding a bike to school are to use the path that starts at the north end of C Street. Bicycles are left at the bike racks at the south side of the middle school parking lot. Students use the sidewalk on the west side of the middle school to get to the west entrance of school.

At 8:20 am the west rear entrance and the east entrance inner doors are locked. Late students, parents and visitors use the office door located in the east entrance to enter the grade school. Late students and visitors are signed in to school. Visitors are given a badge to wear.

Preschool parents dropping their student off at school are to escort their students inside the building and to their preschool classroom. Parents who arrive after 8:20 am sign in and receive a visitor's badge for both morning and afternoon sessions. Parents remaining after 8:20 am are to go to the office for a visitor's badge.

### **Dismissal Procedures**

Preschool students that attend the morning session are dismissed at 11:45 am. Preschool bus students will load at the west rear loading area. Students not riding the bus are picked up at the preschool room.

Preschool students attending the afternoon session are dismissed at 3:15 pm. Bus students will load at the west rear loading area. Students not riding the bus are picked up at the preschool room.

Preschool parents enter through the office and sign the visitor's log before going to the preschool room to pick up students at the conclusion of the morning and afternoon sessions.

Kindergarten students are dismissed at 3:30 pm to be first to line up for the buses at the west entrance. Students being picked up will line up at the east entrance.

The remaining bus students are dismissed at 3:35 pm and will line up behind the kindergarten students. Students are then walked to their respective buses.

Students being picked up by car are dismissed at 3:35 pm and are walked to the east entrance and released.

Students who have ridden bicycles or have walked to school are released at the west door at 3:45 pm. They are to use the north sidewalk to gain access to the walking path and the bicycle racks.

### **Visitors**

Entrance to the building after 8:20 am is through the east grade school entrance. All visitors must sign in at the office and receive a badge. Visitors sign out when leaving. Parents may visit teachers before school, after school or by appointment.

Visitor parking for the elementary school is provided in front of the east side entrance. There is no parking to the west side of the school complex.

We encourage parents to visit their student's classrooms. We request that teachers be informed when parents wish to visit to ensure classroom activities are not hindered. Parents are encouraged to come to school and eat with their children. We ask that parents call before 8:20 am to reserve a lunch.

### **Grade School Office**

The grade school office is open from 7:50 am to 4:15 pm. Parents may contact the school at 785-258-3234. An automated system routes phone calls to the answer machine after hours and will provide phone extensions to contact staff. There are multiple phone lines into the school. The system routes calls to keep parents from receiving a busy signal. If all lines are tied up, a caller is routed to the answer machine. During school hours the office staff assists parents in sending messages to students and staff and routing phone calls. Classrooms are not interrupted for phone calls, unless it is an emergency.

Fees for lunches, milks and books can be dropped off at the office or given to the classroom teacher. Please make sure money is sealed in an envelope with the students name and what the money is to be used for. Articles belonging to students are dropped off to the office and then given to students.

A phone is available in the office for visitor use. Students may ask their teacher to call home if necessary.

We ask that parents furnish an address with any call or note when changing the destination of their student at the end of the day.

Any changes in student information or medical conditions can be given to the office or phoned in at 258-3234.

Lost articles are turned in to the office. Students and parents may check to see if their property is in the lost and found box.

**Grade School Web Site**

The grade school web site can be found at <http://www.heringtonschools.org>. At this site parents can access classroom information, events and activities for the school, district, and the grade school. Parents can find a portal path for the Grades on Line Site to access their student’s attendance, grades and behavior reports. Staff email addresses are available at this site also.

**Early Departures**

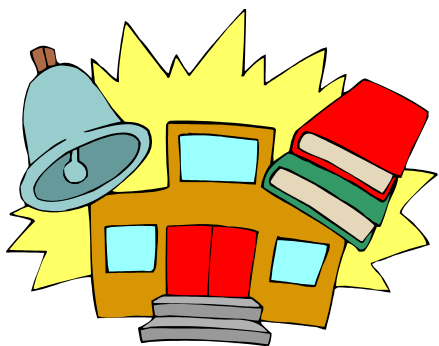
Students who need to leave school early for appointments or sickness are checked out through the office. A parent or guardian must come into the office and sign the student out on the attendance log. The student is sent from the classroom with their belongings.

In the advent of severe inclement weather or an emergency that requires the school to close down, parents are notified through area radio and television stations. The Alert-Now phone system will be initiated to contact parents. No student is released until it is determined where they are to go to from school.

It is very important for parents to keep the grade school office informed of a phone number in which they can be contacted in case of an emergency with their child. The phone number may be left with the grade school secretary. This may not be a home phone number, but a cell or work phone number.

**Promotion-Retention**

The decision to retain a student will be discussed at least twice with the parent and the principal prior to the final decision. Also, it will be presented to the Student Improvement Team (SIT) for their assistance. Parents and teachers will work together to provide remediation for the student as much as possible. These actions and meetings will be documented. The wishes and concerns of the parent or legal guardian will be given proper consideration in this decision.



Elementary School Winter and Spring Concerts: Students attending the Elementary School Winter and Spring Concerts are expected to demonstrate appropriate concert behavior. Students that make the choice to come to the concerts will demonstrate appropriate behavior or will be asked on an individual basis to leave the concert and not to attend concerts in the future. All non-participating children will sit with their parents or families.

**Animals and Pets**

Any animal brought into the building must be approved by the principal. Animals must be caged humanely and not pose a threat to students, staff, visitors and other animals.

**School Parties**

Parties in the school are limited to forty-five (45) minutes of class time. Each teacher is permitted two such parties. Teachers will ask for parent volunteers in providing for these parties.

Parties for students who celebrate their birthdays at school will be kept to the last fifteen minutes of the school day or other time that does not take away from the academic work of the students. Students will not give parties for their teachers as this takes time from the classroom.

**STUDENT CONDUCT**

*Name Calling, Teasing and Bullying:*

Students are to address each other in a respectful way using the student’s preferred name. Name calling, teasing or bullying that causes another student to be upset or agitated will not be tolerated.

Students that do not comply will be removed from the classroom, playground, or other area where this is taking place. Students will visit with the Principal or the Counselor regarding the problem. If this behavior continues, parents will be notified of the continuing problem and a behavior contract will be written.

School Conduct:

Students will act in the following ways that allow all persons to learn and be safe in our school:

1. Respect themselves, others, their personal and school property at all times.
2. Come to class prepared and ready to learn
3. Follow instructions of teachers and staff

Student Discipline:

Students in the elementary school that are sent to the principal’s office may be suspended or sent to in-school suspension upon the principal’s discretion. Parents will be immediately notified if a child receives an in-school suspension. This suspension may be followed by a conference at the principal’s request, which would include the principal, the student’s teacher, the referring teacher, the counselor, the student, and the student’s parent(s) or guardian.

State and local board policies will be followed in determining the need for suspensions.

## STUDENT SERVICES AND SPECIAL PROGRAMS

### After School Program:

The After School Program is available to students during the school year. For \$1 a day students may participate in the following programs:

- Before School Supervision from 7:00 am to 7:50 a.m. Monday-Friday: This program is for students whose parents work and need to be supervised before the start of the school day.
- After School Tutoring from 3:35-5:00 p.m. Monday-Thursday: This is for students who need help completing homework and who need additional tutoring in Reading and Math. Recreation and a snack are provided.
- After School Supervision 3:35-6:00 p.m. Monday-Thursday: This is for students whose parents want them supervised until they get home or until 6:00. Recreation, snack, homework assistance and activities are provided. **Parents must pick up students no later than 6:00 p.m.**



# HERINGTON MIDDLE SCHOOL SPECIFIC POLICIES

## ACADEMIC AWARDS

**Honor Roll** will be posted each nine weeks. Students who have received "D's" or "F's" will not be eligible for placement on any honors list.

HMS Honor Rolls are as follows:

4.00 ----- Straight A's      3.99-3.71 --- High Honors  
3.70-3.40 -- Honors      3.39-3.00 --- Honorable Mention

(Letter grades are assigned the following numbers: A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00)

Additional academic awards will be granted as follows:

<b>Award</b>	<b>Criteria</b>
Academic Letter	6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grade students who have attained at least High Honors
President's Award for Outstanding Academic Excellence	8 <sup>th</sup> grade students with at least a 3.5 GPA and rank at the 85th percentile nationally
KSHSAA Citizenship Award	The 8 <sup>th</sup> grade boy and girl who show the highest degree of citizenship
Scholastic Achievement	The top 10% of the 8 <sup>th</sup> grade class based on six semester grades.
President's Award for Outstanding Academic Achievement	6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grade students (two per grade) who give their best effort and show growth and improvement
Lance Lancaster Award	The 8 <sup>th</sup> grade student selected by the staff who demonstrates exemplary honesty, loyalty, cooperation, dependability and cheerfulness

## ATHLETIC LETTERING POLICY

Students who participate in athletic programs may earn a letter based on the following criteria:

- Volleyball: Participate in one-half of all varsity games or coach's decision.
- Football: Participation in seven quarters or coach's decision.
- Basketball: Participation in one-half of the varsity quarters or coach's decision.
- Wrestling: Earn 10 points and win a varsity match or coach's decision.
- Track: Score in a meet as an individual, score in a meet as a team, or coach's decision.
- Scholar's Bowl: Participates in 70% of scheduled events.

### **BICYCLES**

Students are asked to park their bicycles in the rack and lock them up. The school is not responsible for loss or theft.

### **HOMEWORK**

In some cases, homework is completed during class time, so the teachers can be available to help the students. 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).

### **INTERSCHOLASTIC/EXTRACURRICULAR ACTIVITIES**

Our school offers girls' volleyball, boys' football, girls' and boys' basketball and track, boys' wrestling, and scholars' bowl (6<sup>th</sup> graders are not permitted to participate in football, wrestling and scholars' bowl). Extracurricular activities include Student Council, spelling team, band, vocal and math team (offered to all grades) and Spirit rallies.

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.

### **PROMOTION/RETENTION**

In order for a student to be promoted from 8<sup>th</sup> grade to the 9<sup>th</sup> grade, he/she will be required to have accumulated at least 10 class credits while attending grades 6-8. One half of a credit is earned when a student receives a "D" or higher for the semester in a core class (Math, English, Science, Social Science).

The decision to retain a student will be discussed at least twice with the parent and the principal prior to the final decision. Also, it will be presented to the Student Improvement Team (SIT) for their assistance. Parents and teachers will work together to provide remediation for the student as much as possible. These actions and meetings will be documented. The wishes and concerns of the parent or legal guardian will be given proper consideration in this decision.

### **STUDENT CLASS SCHEDULES**

A class schedule is developed for each student during the summer. Band is offered to all grades. Vocal is required for 6<sup>th</sup> graders and offered as an elective for 7<sup>th</sup> and 8<sup>th</sup> graders. Students sign up for vocal and band in the spring. Arrangements for any schedule changes must be made with the principal prior to the beginning of each semester. A meeting with parents, teachers, principal and students will be required before a transfer or drop/add of classes is considered.

**STUDENT COUNCIL**

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

**STUDENT PURCHASES**

Students may come in to the office before school or after school to purchase lunch tickets, get change, or pay bills. Students may not use class time to do these things. The concession stand is open after school for student purchases.

**ELIGIBILITY:**

The academics of Herington students are important and must be treated with high priority. The academic eligibility policy is designed not to hinder nor keep students from participating in school sanctioned/sponsored activities. Instead the eligibility policy is to help maintain high academic standards, and regulate positive student participation in school sanctioned/sponsored activities.

A student is ineligible when:

- Any grade of “F” is reported on weekly basis.
- Any In School Suspension (ISS) or an Out of School Suspension (OSS) is awarded

The ineligibility list will be reported to the Principal/AD by Friday 10:00 a.m. each week. The period of ineligibility will start the following Monday (12:00 a.m.), and run through the week and expire at Sunday (12:00 p.m.). A grace period of one (1) week at the start of each quarter/semester needs to pass before the first ineligible list of each quarter/semester will be compiled.

It is the responsibility of the ineligible student to initiate, schedule and keep appointments with teachers as they raise their grade(s) to a passing level. If the class grade results only from long-term projects or infrequent homework assignments, the student will be given other opportunities to improve their grade.

Coaches and sponsors have the discretion to decide the level of participation that an ineligible student may have with regard to practice and their attendance at school sponsored events. (sit with team or not, wear uniform on sidelines or not, etc....)

**Entering/Leaving Building:**

Students are required to enter/leave the building through the main doors on east side of the building.

**Electronic Devices:**

All electronic devices should be stored in lockers upon entrance of building until the school is dismissed. Students will be warned at the beginning of the school year. The first infraction will require parents/guardian to meet with the administrator and to pick up the electronic device. Further violations will result in consequences determined by the administration.



**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.

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**Unexcused absences:**

It is impossible to list all of the possible reasons for receiving an unexcused absence. All absences which occur during the school day without permission and/or notification in advance by parents will be classified as unexcused. Notification is defined as students having no valid written or phoned excuse from parents by the 8:30 a.m. deadline. The penalty for unexcused absences is a zero for class work missed. Students are not allowed to leave the building or grounds. Any students who needs to leave for errands, etc.. have parents call and excuse them to leave by an 9:00 a.m. deadline. Students may not call parents/guardians and ask for parent release after the 9:00 a.m. deadline.

**Absence vs. Tardy:**

When a student is more than 10 minutes late arriving at school/class, he/she will be counted absent (with the absence counting toward activity attendance or participation). The student will go to class and may still get the work and credit for work done. When the student leaves school with more than 10 minutes left in a class they will be considered absent. (They may still get the work and credit for work done). Approved appointments will not count as a tardy and approved appointments that cause a student to miss more than 10 minutes will be an excused absence/tardy.

**ACADEMIC AWARDS FOR THE GRADUATING CLASS**

*Valedictorian & Salutatorian Awards:* In order for students to be eligible for these two awards, they must have completed the Regents Recommended Curriculum for Scholarship Consideration during their high school career. Because HHS lacks an on-site certified physics teacher, students may substitute ITV Physics, Anatomy & Physiology, Genetic, Comparative Anatomy. 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.

90% of attendance in all classes is required to be considered for valedictorian and/or salutatorian. 90% of attendance in all classes is required to be considered for the above mentioned honors when graduating.

**CAREER PREP PROGRAM**

Herington High School's curriculum includes a comprehensive Career Preparation program. All students at HHS are required to select a career enrollment cluster. Each career cluster contains courses designed to prepare the student for post-secondary needs in that vocational area. All graduates are required to complete 5.0 units of cluster electives.

The six career clusters at HHS are:

1. Business, Management and Technology,
2. Communications,
3. Fine Arts,
4. Health and Human Services,
5. Industrial and Engineering Technology and
6. Science and Natural Resources.

For additional information, reference the Career Prep Strategic Plan in the counselor's office.

**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.

**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, except on rare occasions will a phone call suffice, 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 actions. If the student returns to school on the same day, he/she must sign in at the office. Students will be required to make up the time minute for minute for running these personal errands. Time will be made up with assigned staff member. Examples of running errands are, going home to get items, books, clothes, etc.....

**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.

**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 subjected to an assessment of content mastery before HHS graduation credit is given.

**CLOSED ADMISSIONS POLICY TO REGENT COLLEGES**

All students admitted to a Kansas Board of Regents School (beginning with the Class of 2000) must meet one of the following criteria:

1. 2.00 GPA on Kansas Board of Regents Curriculum
2. 21 score on ACT
3. Upper one-third of graduating class

**CURRICULUM FOR SCHOLARSHIP CONSIDERATION**

English 4 Credits- Same as qualified admissions.

Natural Science 3 Credits - You must take all three of the following: biology, chemistry and physics.

Math 4 Credits - Same as qualified admissions plus 1 additional unit of adv. math.

Social Sciences 3 Credits - Same as qualified admissions.

**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.

## **KANSAS BOARD OF REGENTS QUALIFIED ADMISSIONS CURRICULUM:**

**English 4 Credits**-Four credits of composition and grammar to include content in literature and speech. One full credit must be taken senior year.

**Mathematics 3 Credits** - Two credits of algebra, one credit of geometry.

**Social Studies 3 Credits** - One credit of American history, ½ credit of government, ½ credit of Kansas History and one full credit of social science electives.

**Natural Sciences 3 Credits**- Must have biology, earth science and chemistry.

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of the ineligible student to initiate, schedule, and keep appointments with teachers as they raise their grade(s) to a passing level. If the class grade results only from long-term project or infrequent homework assignments, the student will be given other opportunities to improve their grade. Coaches and sponsors have the discretion to decide the level of participation that an ineligible student may have with regard to practice and their attendance at school sponsored events. (sit with team or not, wear uniform on sidelines or not, etc....)

### **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-7 classes.

**POST-SECONDARY RECRUITMENT VISITS**

Juniors and seniors will be allowed to visit with post-secondary recruiters that 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.

**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. Second, he or she may elect to remain in school only as is 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.

**SEMINAR**

The Herington High School Seminar Period is an extension of our academic day. It is scheduled daily to provide our students with the opportunity to seek and receive individual faculty assistance as needed. It is the responsibility of the individual student to use this period in a productive and adult fashion. Students who fail to do so will lose the personal freedoms and benefits associated with this period.

*Seminar Rules and Consequences*

Behavior expectations are the same as in any regular classroom.

Students will receive a citizenship grade for seminar. Grades will be based on the student's appropriate use of seminar time and adherence to seminar rules. This grade is assigned to communicate more effectively with parents and support personnel. The grade will appear on the student's grade card; however, it will not affect the student's *GPA* or graduation requirements.

Daily grades for each seminar period will be kept in the seminar teacher's Skyward grade book and will be determined based on the following four criteria:

1. Bringing materials to seminar.
2. Following seminar hall pass rules.
3. Using seminar time productively.
4. Exhibiting appropriate behavior during seminar.

Each student will earn seminar behavior points daily. Those points are to be entered in the Skyward grading program. The behavior points are to be given on a 0-10 scale and based on the following ten point system:

- 10 pts---indicates that the (4) criteria have been met.
- 5 pts---indicates that the student has caused minor disruption during the seminar period.
- 0 pts---indicates that the student has caused major disruption during the seminar period.

The following percentages are to be used for the seminar grading scale:

- 90-100 = A                      60-69 = D
- 80-89 = B                      Below 60 = F
- 70-79 = C

An unsatisfactory citizenship grade (D or F) will result in the loss of Honor Roll Coupons and disciplinary consequences are possible.

Appropriate Seminar Activities

1. Seminar time is to be focused on academics. Students will have the opportunity to obtain *make-up work* and *missed assignments* and to attend *labs* (computer, technology, writing, science, math, family and consumer economics and other labs as needed).
2. Other appropriate academic activities during seminar include *make-up tests* and *labs*, obtaining *help* from individual teachers, *studying*, *peer tutoring*, working in the *library* and working in the *computer labs* and utilization of *counselor services*.
3. Seminar is also the appropriate time for academic assemblies, guest speakers and other special presentations as deemed necessary by school improvement teams.
4. Support groups and other counseling activities (enrollment services, testing activities, recruiting, visitations, etc.) will be held during seminar period whenever possible. All seminar activities must be scheduled through administration and will be listed in that day's bulletin.
5. Students receiving a D or F on the preceding week's Academic Progress Report will be required to attend the Opportunity Program Seminar.

Inappropriate Seminar Activities

1. Any activity that is inappropriate during regular class time is inappropriate during seminar.
2. Teachers cannot use seminar for additional required class time.
3. Activities related to athletics, i.e. film study, shooting practice, weightlifting, etc., during seminar are not considered appropriate.
4. Students may not go to the parking lot or be outside the building during seminar

**STUDENT AIDE/TUTOR PROGRAM REQUIREMENTS**

1. Students must be in good standing.
2. Seniors only.
3. 3.25 or better GPA (minimum) required.
4. Full-time students only.
5. One period out of 7 per day. (1 class in the fall semester and 1 class in the spring semester.)
6. An aide/tutor credit does not count toward GPA calculation.

7. The aide/tutor position counts 1/4 graduation credit per semester.
8. The student must satisfactorily complete the Student Aide Contract prior to cluster advisement. (See Counselor)
9. The student must wear a student aide I.D.

**STUDENT PARKING**

All student parking is to be done in the main SOUTH PARKING LOT. The only exception is automotive students with the written daily approval of 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 on the school grounds of 10 miles per hour. 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 that 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 based on a reasonable suspicion under all of the circumstances 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.

**TEEN/IDL COURSES**

Herington USD #487 is a member of TEEN (Technology Excellence Education Network). TEEN courses can be taken for high school and/or college credit. 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 classes.

**VENDING MACHINES**

The vending machines will be available for student use. The office is NOT obligated to make change for students wanting items from snack/drink machines. Food & 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 that choose to abuse the food & drink policy will be referred to the office for that behavior by any HHS staff member. Food & drink referrals may require the student to clean the school and/or school grounds.

## WITHDRAWING FROM SCHOOL

A student planning to withdraw from school should report his/her intentions to the office and pick up a withdrawal slip. It is important that the student's record reflect withdrawal, his/her 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.

## YEARLY ACADEMIC AWARDS

1. 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.
2. Students who are on the High Honor Roll for two semesters, (does not have to be consecutive), will receive an academic letter. For each semester after the first two that a student is on the Honor Roll, he/she will receive a bar to be placed on the letter.
3. Each department in the high school will select an outstanding student. Plaques or medals are awarded to the outstanding student.

## ACTIVITIES/ATHLETICS SECTION

### ACTIVITY PARTICIPATION

Participation in interschool activities, including prom, dances, class/club trips, etc... is an important part of school life. In order for any student to be eligible as a participant in any activity of the Herington High School, that student must have been in attendance 4 HOURS or the morning half of the school day PRIOR to the departure of activity. Exceptions: School sponsored activities and/or doctor and dentist appointments that are arranged in advance with the principal's office. Students must also be eligible as listed in the Academic Policy.

### 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 players' good standing during the entire school year.

### 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, Drama Club, Art Club, Tree Huggers, Student Council, Forensics, Pep Band, Cheerleading, Dance Team, and Quiz 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. Approval by sponsor must be obtained by the executives of a club or organization before it meets, unless the meeting is a regularly scheduled event. No official business may be transacted by any club or organization unless at least one of the sponsors is present.
2. Meeting dates will be arranged through the principal who will compile an activity schedule.
3. All social events of clubs and organizations must be approved by the sponsors and the principal. Social events are to be limited to one per semester for each club and organization.
4. Activities of clubs and organizations must close by 10:00 p.m. during the school week. Some exceptions may be made for weekend activities.
5. Wednesday evening must remain open for church activities.
6. Statements of the clubs' financial activities will be requested at the close of the school year. Periodic checks on the balance of each organizations account should be made

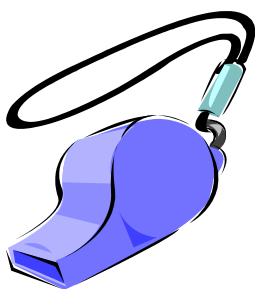


by the treasurer and sponsor at the end of the month when a financial statement of activity accounts will be issued by the office.

7. 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.
8. All announcements in the school bulletin must be approved by the sponsor.
9. One major fund raising activity will be permitted for each club per year.
10. If school time is to be missed, students must meet the eligibility requirements as listed later 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 students' achievements. In a school our size, it is imperative to have a maximum of 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 that 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 allows a student wishing to be involved in dual participation must 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 their choice, it remains the option of that coach/sponsor to reduce or curtail that student's participation in their own 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.

**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 participate in a fund raisers 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). A suspension (ISS or OSS) served on the last day of school week applies to the remainder of that week including Saturday of that week and Sunday of the next week. Students will be ineligible to participate or attend school-sponsored activities on those days of the weekend. Students must meet certain attendance criteria to be eligible for extracurricular activities including but not limited to athletics, dances, trips and prom, etc... 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 its 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 team. 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, they should have complete silence. This, and respect, should be extended throughout the entire assembly. It would be very rewarding to have our visitors’ give us credit for having the "BEST" student body.

## TRAINING RULES FOR ALL PARTICIPATING IN HHS ACTIVITIES PROGRAMS

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 member or Herington USD #487 school administrator the following consequences will result in all such cases.

*First Violation:* The offending student (as reported by law enforcement, faculty member or administrator) will lose total competition/participation (excluding practice) eligibility in that activity for the next twenty-five percent (25%) of varsity competitions/performances during the time span and for that activity (25% varsity competitions/performances minimum regardless of JV/Freshman status). Any OSS time served does not count toward the 25% suspension.

*Second Violation:* The offending student will lose all eligibility in all activities sponsored by HHS for the remainder of the school year. In order to be reinstated for remaining activities that school year, the offending student must successfully complete a chemical dependency program approved in advance by administration (principal, counselor and activities director), directly related to the cause of their suspension and at the expense of the individual and/or family. A student participant that gets both violations in the same activity season will not be eligible for reinstatement during that same season. Upon successful completion of the approved program, the student will be allowed to return to all activities and with zero violations against his/her record. Satisfactory completion of an approved program will be determined by the same administrative team. A second violation student will be ineligible to letter in that activity regardless of reinstatement status.
5. 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.

6. 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 is maintained at all times. Any such additions must be approved in advance with the principal prior to implementation.

7. Once a student has attended practice for one activity, he or she cannot change sports without written permission from both coaches/sponsors.

8. The entire sponsor/coaching staff will meet as needed to review and revise these rules as needed.

9. A student must be in attendance 4 HOURS before an organized practice or event departure on that school day. If you are not in school, you may not practice/perform that evening.

10. Any student at HHS that 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 and 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 6:15 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 exception 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.

## **SIGNATURE PAGE**

All students of Herington USD #487 are required to review this handbook and adhere to these policies. Parents/guardians are also expected to read this handbook and be aware of the policies it contains.

After thoroughly reviewing this handbook, print and sign your names below and return this page to any Herington USD #487 building.

**We have reviewed the handbook and agree to follow the policies and guidelines.**

**Parents/guardians:**

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Student**

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

