



HMHS Handbook

2023-2024

Hillsboro Middle/High School

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GENERAL INFORMATION

Board of Education

Jessey Hiebert, Jared Jost, Tim Kaufman, Rod Koons, Jim Paulus, Sara Wichert, Scott Winter

Administration

Clint Corby

Tyler Weinbrenner

Robert Rempel

Superintendent

Principal

Assistant Principal/Activities Director

SCHOOL CLOSING INFORMATION

In the event of inclement weather or mechanical breakdown, school may be closed, starting time may be delayed, or school may be dismissed early. Announcements will be made over the Thrillshare Notification System, the USD 410 web page, and the local radio and TV stations listed below. In addition, it is recommended that each family formulate a plan of action in the event school is delayed, canceled, or dismissed early. Bus drivers will not travel roads which appear to be dangerous or impassable.

TV	KWCH- Ch. 12 KAKE- Ch. 10 KSNW- Ch. 3
Online	www.kwch.com www.usd410.net www.kake.com www.ksn.com

BUILDING HOURS

School doors will open at 7:30 AM. All students are expected to leave the building by 3:45 p.m. unless being directly supervised by a staff member. Students not involved in after school activities are not to remain in the building past 3:45 pm.

Grades 6-8 are encouraged not to arrive at school before 7:45 a.m. since supervision is limited before that time (unless they are eating breakfast). ***Grades 6-8 students reporting to school before 7:45 a.m. are to stay in the HMHS lobby.*** Students who eat breakfast may report to the lunchroom.

BREAKFAST PROGRAM

USD 410 will offer a light breakfast program each morning beginning at 7:30 a.m. We request 9-12 grade students do not sit with 6-8 grade students. High school students will be located on the north end of the commons area.

CARE OF SCHOOL PROPERTY

We are privileged to have a well-cared for school building and campus due to the care given by our custodians and by students and staff that care for our school property. Any student willfully and/or maliciously mutilating, defacing or destroying school property will be suspended in accordance with Board of Education policy and will be required to pay the full dollar amount of the repair/replacement, including labor cost. Damage resulting from careless behavior or disregard for property may result in full payment for the repair/replacement, including labor cost.

CHURCH NIGHT

On Wednesday nights, school activities are not to be scheduled after 6:00 p.m.

COMPUTER USE

To use computers at Hillsboro Middle /High School, students are required to sign, along with their parents/guardians, the Acceptable Use Policy (AUP) prior to using the district's information services. For the purpose of this policy, information services are defined as any interaction between a student and the district's computer network, including personal devices, student issued computers, lab computers, access to the Internet or any other electronic device connected to the district's computer network.

A student will not:

- Share usernames and passwords with others.
- Use technology and related digital communications to bully, harass, threaten, or discriminate against peers or adults.
- Intentionally access or share material using technology that would be considered harmful, obscene, or inappropriate for minors as stated in the Child Internet Protection Act (CIPA). USD 410 uses web content filters and security measures to mitigate and monitor access to inappropriate web material. However, due to the nature of the internet and constantly changing technologies, USD 410 cannot fully guarantee that all web content will be appropriate.
- Intentionally damage, disable, alter, or hinder the performance of any district technology system, including any computer, device, software, or network.
- Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
- Attempt to install any software without consulting the Technology Director.
- Download, copy, share, or distribute copyright-protected material without the owner's permission. The student assumes full responsibility in the use of copyright-protected material.
- Use technology in a manner that would disrupt the learning environment for you or any other student
- Physically modify, damage, or destroy the computer and related parts in any way; following the guidelines outlined in the District Computer Care Contract

Any use of the districts information services that are not considered appropriate will result in:

1. An office referral to be dealt with on an individual basis and;
2. Denial of Internet access and/or computer use to be determined by the administration.

3. Repeated violations will result in a longer suspension of computer privileges.

Students will return their school-issued laptop when they check out at the end of the school year or if they transfer to another school during that school year.

If items are lost or damaged, additional charges may apply because the computer use fee only covers accidents. Further information on computer care can be found in the Computer Care Policy. The Acceptable Use Policy and Computer Care Contract are located on the school website and in the enrollment packet.

DANCE POLICIES

1. Sponsorship for all dances will be as follows: **two parents, two faculty members, one administrator and one faculty sponsor of the hosting organization.** If a police officer is to be present at the dance, the expense will be paid from the ticket sales.
2. Attendance at the dance will be limited to Hillsboro High School students and guests approved by HHS administration. All guests must be currently enrolled in high school and signed up by an HHS student (one guest per student) using an Outside Date Request Form obtained in the office. No one will be permitted into the dance that has not been previously signed up and approved. HHS graduates from the previous year are welcome to attend the dances if the above procedures are followed. Prom policies differ from other dance policies. All juniors and seniors are encouraged to attend prom. Prom dates younger than 10th grade will not be allowed to attend, including Hillsboro High School students.
3. The enrolled student is responsible for the behavior of the guest. If any violation of school rules occurs, both the guest and the student are held accountable. All school rules apply for anyone in attendance at the dance including band members or DJ's.
4. **Additionally, once in, always in and once out, always out.** The doors will be closed and locked 30 minutes after the published starting time, and no students, guests, or alumni will be allowed to enter once doors are locked. If the dance follows a game, participants who must change will be allowed an additional amount of time to get ready for the dance. The DJ will be expected to censor music to comply with community standards, No dance will last longer than 11:45 p.m.
5. Dance guidelines for grades 6-8 are established by the principal/sponsor.

FOOD AND DRINK

No food or drink other than water is allowed in classrooms while classes are in session unless special permission is granted by the teacher or administration. Students may utilize the vending machines before or after school and during the open lunch period. Please dispose of all candy and gum wrappers properly.

FUNDRAISERS FOR PROM

Students are provided opportunities their freshman, sophomore, and junior years to raise money for the purpose of prom. Students are asked to contribute \$25 their freshman and sophomore years, and as juniors, each student is expected to contribute \$50. That is a total of \$100. Students can choose not to participate in the fundraising, and instead just pay the required amount. This amount of \$100 **MUST** be paid prior to attending prom at HHS, both Jr. and Sr. Years. If a student chooses not to pay this amount his/her junior year, payment will be required prior to attending prom their Senior year.

HALL CONDUCT

Students are to pass quietly through the halls at all times and are not to run (including fast walking), push, shove, or disrupt normal hall traffic. Students are not to be in the halls during class time unless they have a hall pass signed by a teacher. Upon completion of the errand, the student is to give the hall pass to either the issuing or receiving teacher.

LEAVING THE SCHOOL GROUNDS

The school is responsible for all students and must know where they are at all times. Students who must leave the school grounds during the school day must sign out through the office and have parent permission unless they are involved with a school sponsored activity. Leaving school without following the above procedure will result in a one-hour detention on the first occurrence.

Students becoming ill during school should immediately come to the office. If the illness is severe enough, the office will attempt to contact the parent/guardian to inform him/her of the student's condition prior to the student leaving school. Open lunch does not apply to this policy.

LOCKERS

Students are urged not to keep valuables in their lockers since the school assumes no responsibility for lost items. Freshmen and 6th grade lockers are especially vulnerable to a considerable amount of public accessibility during home activities. Although these lockers are assigned to students for their use, the locker remains the property of the school and can be inspected.

- Students are not to change lockers without office permission.
- Locker doors may only have school related signs no larger than 5 ½ x 8 ½, specifically magnetic attached (no tape) signs that indicate participation in school sponsored activities.
- Locker doors should remain closed unless being used.

LUNCH

A hot lunch will be provided for students daily at a price to be announced at the beginning of each school year. Applications for free and/or reduced lunches are available in the school office for persons wanting to apply.

General lunch policies:

1. Students participating in the hot lunch program or students bringing their lunch are to eat in the lunchroom. Lunches are expected to be eaten in the cafeteria or courtyard.
2. Lunches are to be paid for in advance in the school office. Milk may be purchased separately for those bringing their lunch.
3. Cafeteria food and drink cannot be taken from the lunchroom *Unless assigned by the teacher or meeting is over lunch.*
4. 9th-12th graders have an open lunch and may leave campus. Open lunch is a privilege and can be revoked at any time for discipline purposes.
5. 6th-8th graders are expected to eat lunch at school. If parents would like to have their child go home for this 25-minute lunch period, parents must contact the office and the student must sign out in the office upon leaving and sign back in upon returning. Students may not take friends home with them.
6. Meals purchased at fast food outlets, to be consumed in the cafeteria, must not be brought to school in their original containers.
7. Caffeinated beverages are not allowed in sack lunches to be consumed in the cafeteria.

MEDICATION AT SCHOOL

Medication of any kind will not be given to any student by any school employee at school or at a school sponsored event unless a **Permission for Medication** form is on file in the office. If this form is on file, only the principal's office personnel or a specific designated employee shall be allowed to give medication under the guidelines established in board policy 472.3. (Notice this also applies to aspirin and/or other common pills.) If a student is in need of taking or keeping prescribed medication at school, the Permission for Medication form must be on file in the nurse's office and the guidelines followed. This form can be found on the USD 410 website.

HEAD LICE

If a student has an active case of head lice (defined as having live lice present), the parent or guardian will be notified to pick up the student from school. After proper treatment with an antiparasitic shampoo, the student may return to school. The school nurse or designated appointee will perform a head check and if the student no longer has an active case of head lice, the student can return immediately to class. If the student continues to display an active case, the student must return home for additional treatment as needed.

PERSONAL PROPERTY ITEMS

Students are encouraged not to bring valuables or a large amount of money to school and leave them in their lockers. USD 410 and HMHS is not responsible for lost or stolen items. If items of this nature are brought to school, students are encouraged to bring them to the office for safe-keeping. A lost and found department will be maintained in the office. Students losing items should periodically check for them in the office.

SAFETY DRILLS

Fire Drills (four times per year): The fire drill will be a repeated blast from the fire alarm. All students should follow directions posted in each room as to the proper exit procedures. Administration/intercoms will give the all clear.

Tornado Drills (twice per year, September and March): The tornado alarm will be a verbal announcement over the public address system. Students should file quickly to the middle school locker room area and remain there until the all clear announcement is given.

Crisis Drills (3 times per year): The crisis alarm will be a verbal announcement over the public address system. Students should respond according to the drill specifications (i.e. lockdown, evacuation, etc.).

STUDENT DIRECTORY INFORMATION

Hillsboro/Middle High School does provide directory information to interested persons. This information includes students' and parents' name, address, telephone number, date and place of birth, photo, participation in activities, weight and height of athletic team members, dates of attendance, awards received, and the most recent school attended. If this information should not be released, contact the principal.

STUDENT INSURANCE

U.S.D. 410 does not provide accident insurance medical coverage for students. Information regarding the availability of low cost accidental medical insurance offered to families through public schools can be found on the USD 410 website.

CELL PHONE USE

Middle School: Cell phones must be turned off and cannot be visible on campus during the school day. The school day includes, but is not limited to, class time, passing periods, lunch period, after school detention, during emergency drills and field trips. Middle school students will only be allowed to use their cell phones if directed by a staff member to do so in their presence or after the school day.

High School: Cell phone use during instructional time (class time or Resource) is prohibited, regardless of location. Teachers have authorization to confiscate the phone and turn it into the office for the student to pick up at the end of the school day. Cell phones may be used during instructional time or LS at the discretion of the teacher/administrator.

Consequences for misuse of cell phones will result in:

1st occurrence: Results in the cell phone being confiscated and turned into the office. The student may come get the cell phone from an administrator at the end of the day.

2nd occurrence: Results in a one hour detention and parents will be required to pick up the cell phone from the HMHS office.

TEXTBOOKS

Lost textbooks must be paid for at the current replacement cost by year's end. A dollar amount will be assessed for damaged books.

VISITOR PERMITS

All visitors must report in the office to obtain a visitor's pass. Those who do not comply with this rule will be considered unauthorized and will be asked to leave the school grounds. Those who continue the practice will be reported to the police and charged with trespassing, as loitering on school property is a violation of state law governing public schools. Parents can make arrangements on short notice. Visitors must comply with school rules.

VENDING MACHINES

The vending machines located in USD 410 are in compliance with the National "Smart Snack" guidelines.

- Machines are not to be used during class time and Resource.
- Candy and pop from the vending machines are not to be brought into the lunchroom during the lunch period.
- Students are not allowed to bring food or drink into the classroom without teacher permission.

ACADEMIC STUDY HALL

Hillsboro High School's academic study hall program was implemented to assist students in completing academic requirements and to increase the likelihood of success by holding students responsible for their education.

Academic study hall may be assigned before or after school, as determined by the instructor.

Students who have a "D" or an "F" in any subject are assigned an academic study hall by their individual teachers if there is any homework not completed or up-coming test preparation is needed.

1. Teachers assign students to the Wednesday academic study hall via a google drive form due each Friday at noon)

2. Teachers notify those students who are on the list on Friday.
3. Academic study hall supervisor emails letters to parents of students assigned to academic detention.
4. To get off the list students must have all their assignments turned in to the teachers by 3:30 pm
5. If assignments are found to be complete, the teachers may remove names from their list. We ask that teachers do this by 3:30 pm on Wednesday.
6. Academic detention is Wednesday from 3:30 P.M. to 5:00 P.M.
7. Students are to be working on assignments and not visiting.
8. Students turn work in as finished and this work is handed back to the teacher the next morning. Students will be awarded up to 80% credit or a passing grade for the work completed during this time.
9. Generally, D's and F's are from incomplete work. There are not many occurrences where a failing grade comes from low test scores.
10. Students who have low grades because of low test scores may be required to come to academic detention for up-coming test preparation.
11. Opportunities to retake tests at teacher's discretion for a passing grade.
12. Students who do not show up can receive a 0 for the assignments that placed them on the list.
12. Any Students who are asked to leave for misbehavior will be placed on the discipline policy.

PROGRESS REPORTS

Progress reports of unsatisfactory grades or good improvements are posted to Skyward Family Access at the midterm of each quarter. *Paper copies may be requested by parents.*

HONOR ROLL

The honor roll will be published every quarter for grades 6-8. The honor roll will be published each semester for grades 9 - 12. To be on the high honor roll, a student's grade point average must be 3.5 to 4.0 with no D, F, or I's. To be recognized on the honor roll, a student must have a grade point average of 3.0 to 3.499 with no D, F or I's.

MIDDLE SCHOOL STAR PROGRAM

The middle school STAR Program is designed to motivate students toward high academic achievement and positive social interaction. STAR cards are awarded each quarter as outlined below.

Gold Card
4.0 – 3.7 GPA Office Referrals: 0 Unexcused Absences: 0 Unexcused Tardies: 0 Unexcused Class Tardies: 0
Red Card
3.69 – 3.3 GPA Office Referrals: 0 Unexcused Absences: 0 Unexcused Tardies: 0 Unexcused Class Tardies: 2

White Card
3.29 – 3.0 GPA or .5 raise in GPA Office Referrals: 1 Unexcused Absences: 0 Unexcused Tardies: 0 Unexcused Class Tardies: 0-4

Behavior and attendance standards apply to the earning of STAR cards. Students caught cheating will not be eligible for their next two cards. This can carry over a summer.

Appeal Process: If a student has improved his/her academic performance, but not quite enough to meet the automatic award levels, the student is encouraged to visit with the principal to consider completing an appeal form to receive at least a white card.

CLASS CHANGES

A schedule change may be made by a student only during the first three school days of each semester. The criteria for class changes are:

1. If it is possible in terms of the student's existing schedule
2. If the change will not overload a particular class
3. The change will result in a reasonable program of study in terms of the established curriculum
4. The change is approved by:
 - a. the parent(s) and/or guardian
 - b. the counselor
 - c. the instructor whose class is dropped
 - d. the instructor whose class is added
 - e. the principal

All questions concerning class schedules should be addressed to the high school counselor.

COLLEGE CREDIT

Some students may feel a need to supplement their high school education by enrolling in college level courses through cooperative agreements with specific area colleges. Seniors may enroll and earn both college credit and high school graduation credits. The following are basic requirements for students taking college level courses:

1. The same and/or similar course is not available at HHS.
2. The student will fulfill the HHS requirements for graduation.
3. The student will be able to schedule the course with little or no conflict in his/her high school schedule.
4. The student will maintain an enrollment of at least eight total courses; a minimum of five of these courses must be taken at HHS.

The student will be expected to pay for tuition and other related expenses for any classes taken for college credit. Interested students should contact the counselor for more detailed information.

Students taking online classes must check in and out through the library.

COLLEGE VISITATION DAYS

Juniors and seniors are allowed two college visit days to visit the school or college of their choice. Arrangements must be made in advance with the office.

COURSE SELECTION

The HHS Course Description Book describes each course that is offered in the program of studies and recommends courses for college bound and non-college bound students. During the spring of each year, the counselor will assist underclassmen in selecting courses for the next year and counsel students concerning electives. Below is the recommended curriculum:

Freshmen:

Algebra I, Geometry
Eng. I
Physical Science, P.E. & Health
Database Applications
Music or Art

Sophomores:

Geometry, Algebra II
English. II
Biology
World History

Juniors:

United States History
Eng. III
Consumer & Personal Finance/
Business Economics
Geometry. or Algebra II
Chemistry, Meteorology or Anatomy or
Computer Science Principles

Seniors:

American Government
Eng. IV

GRADING SCALE

Letter grades used to designate a pupil's progress are:

<u>GRADE</u>	<u>PERCENTAGE</u>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59
I	Incomplete

NOTE: Three days (following only the 1st semester grading period) is allowed for the completion of all incomplete work. If the unfinished work is not made up, the I (Incomplete) automatically will become a zero and the grade figured accordingly. Exceptions, such as prolonged illness, will be made at the discretion of the teacher and the principal.

GRADUATION REQUIREMENTS

Hillsboro High School students are required to enroll in a minimum of eight (8) classes each semester. Twenty-six (26) credits shall be required as the minimum number of credits necessary for graduation. A student must have successfully completed the requirements for graduation before participating in the commencement exercises. Foreign Exchange Students who have successfully completed all 8 of their required classes during their year of attendance at Hillsboro High School may participate in the graduation ceremony. Foreign exchange students will receive a certificate of attendance in lieu of an actual HHS diploma. Students enrolled in the

TEEN Virtual Academy as Hillsboro High School students and successfully complete all 26 of the required credits for graduation may participate in the graduation ceremony. Exceptions to these graduation requirements may be provided by alternative graduation requirements as specified in a special education student's I.E.P., or action of the board of education.

Language Arts	4.0 credits
Mathematics	3.0 credits
Laboratory Science/CSP	3.0 credits
Physical Education & Health	1.0 credit
<i>Students can only be enrolled in <u>one</u> P.E. class per semester.</i>	
Social Studies	3.0 credits
<i>Includes:</i>	
American Government	(0.5 credit)
Government and Public Administration Fundamentals	(0.5 credit)
U.S. History	(1.0 credit)
World History	(1.0 credit)
Database Applications	1.0 credit
Consumer & Personal Finance / Business Economics	1.0 credit
Fine Arts	1.0 credit
Electives	9.0 credits

Total Graduation Credits 26.0

ACADEMIC REQUIREMENTS

	<u>State of KS</u>	<u>Hillsboro High</u>	<u>Qualified Admissions</u>	<u>State Scholarship</u>
English	4 years	4 years	4 Units Recommended, units are not required	4 years <i>One unit taken each year</i>
Math	3 years <i>Algebraic & geometric concepts</i>	3 years	3 Units Recommended, units are not required	4 years <ul style="list-style-type: none"> • <i>Algebra I</i> • <i>Geometry</i> • <i>Algebra II</i> • <i>½ Adv. Math or ½ College Algebra</i> • <i>½ Trigonometry or Calculus.</i>
Science	3 years <i>Physical, biological, & earth & space science concepts & which shall include at least one unit of a laboratory course</i>	3 years <ul style="list-style-type: none"> • <i>Physical Science</i> • <i>Biology</i> • <i>Chemistry, A&P, Meteorology, or CSP</i> 	3 Units Recommended, units are not required	3 years <ul style="list-style-type: none"> • <i>Biology</i> • <i>Chemistry</i> • <i>Physics</i>
Social Science	3 years <ul style="list-style-type: none"> • <i>W. History</i> • <i>US History</i> • <i>US Governm ent</i> 	3 years <ul style="list-style-type: none"> • <i>W. History</i> • <i>US History</i> • <i>½ American Government</i> • <i>½ Government and Public Fundamentals</i> 	3 Units Recommended, units are not required	3 years <ul style="list-style-type: none"> • <i>World History</i> • <i>American History</i> • <i>½ Am Government</i> • <i>½ unit of the following:</i> • <i>Business Economics</i> • <i>College Sociology</i> • <i>College History</i> • <i>College Psychology</i>
Physical Education	1 year <ul style="list-style-type: none"> • <i>Includes health</i> 	1 year <ul style="list-style-type: none"> • <i>PE & Health</i> 	NONE	NONE
Fine Arts	1 year	1 year <ul style="list-style-type: none"> • <i>Chorus, Band or Art</i> 	NONE	NONE
Computer Technology	NONE	1 year <ul style="list-style-type: none"> • <i>Database</i> 	NONE	NONE

		<i>Applications</i>		
Business	NONE	1 year <ul style="list-style-type: none"> • <i>½ Consumer & Personal Finance</i> • <i>½ Business Economics</i> 	NONE	NONE
Foreign Language	NONE	NONE	NONE	2 years <i>Two years of one language</i>
Electives	6	9	3 Units Recommended, units are not required	NONE
Total Credits Required	21	26	16 Units Recommended, units are not required	16

*Qualified Admissions Includes: ACT 21+ or Cumulative GPA of 2.25 (ESU, PSU, FHSU, WSU), ACT 21+ or Cumulative GPA of 3.24 (KSU), ACT 21+ and Cumulative GPA of 3.25 or ACT 24+ and Cumulative GPA of 3.0 (KU)

NCAA Academic Requirements

Subject	NCAA Division I	NCAA Division II
English	4 years	3 years
Math	3 years <i>Algebra 1 or higher</i>	2 years <i>Algebra 1 or higher</i>
Science	2 years <i>Including one year of lab</i>	2 years <i>Including one year of lab</i>
Additional (English, math or natural / physical science)	1 year	3 year
Social Science	2 years	2 years
Additional Courses (Any area listed to the left, foreign language or comparative religion / philosophy)	4 years	4 years
Total Approved Core-Courses	16	16

NCAA Division III: *Division III schools set their own admissions & eligibility standards. You can visit ncaa.org/d3 or contact the Division III school you are planning to attend to learn more*

For more information: ncaa.org/playcollegesports | eligibilitycenter.org

Search Frequently Asked Questions: ncaa.org/studentfaq

NAIA Academic Requirements

Early Decisions: Junior Year Complete	Early Decisions: Midway Senior Year	Freshman Rules
<ul style="list-style-type: none"> ● Will enroll at an NAIA institution immediately after high school graduation ● Have at least a 3.0 GPA ● Have met minimum test score requirements 	<ul style="list-style-type: none"> ● Will enroll at an NAIA institution immediately after high school graduation ● Have at least a 2.5 GPA ● Have met minimum test score requirements 	<ul style="list-style-type: none"> ● Have at least a 2.0 GPA ● Graduate in the top half of their high school class ● Have met minimum test score requirements

Date test was taken	ACT	SAT
After 5/1/2019	18	970

For more information: play.mynaia.org

UNITS OF CREDIT

One unit of credit is earned for a High school class that meets a full school year. One-half unit of credit is earned for a class that meets for only one semester. Students who earned 3 hours of a college class will receive one full HS credit. If a student receives a failing grade for one semester of a year-long course, credit will not be earned for that semester, and if the failed class is a required course, the semester must be repeated and passed in order to qualify for graduation.

LIBRARY

Wiebe Media Center provides media services for students in grades 6-12. The center is open from 7:50 am to 3:30 p.m.

1. Any student wishing to come to the library while classes are in session or during Resource, must have permission from their classroom teacher AND the library supervisor.
2. All media center materials are checked out for a period of two weeks.
3. Although no overdue fines are charged to students, a student is charged the cost of replacing materials that are damaged beyond repair or are not returned by the close of the school year.

PARENT-TEACHER CONFERENCES

Hillsboro Middle/High School schedules one parent-teacher conference following the end of the first quarter. In order to foster communication between the school and parents, both parents and teachers are also encouraged to schedule individual conferences when appropriate. In order to schedule a conference time with an individual teacher, parents should contact the teacher or the office so that arrangements can be made. Both parents and teachers may request an administrator be present at a conference.

WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school, a withdrawal form must be signed by each instructor, the librarian, the guidance counselor, the secretary, and the principal. All fees must be paid, all school

owned books and computer returned, and the student's locker cleaned out before he/she is considered withdrawn. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization created to foster and develop character in high school students. NHS promotes appropriate recognition for students who reflect outstanding accomplishments in academics and service. To be considered for membership in the Trojan Chapter of the National Honor Society, the student must be a junior or senior and must have attended Hillsboro High School the equivalent of one semester. Selection is based upon the qualities of Scholarship, Leadership, Service and Character. The student must also have merited the required 3.7 G.P.A. before he or she will be considered for membership. Transfer students can be admitted to the Hillsboro High School's NHS by meeting the National Organization's transfer requirements.

STUDENT TESTING

Fastbridge is a test that students take three times per school year (Fall, Winter, Spring). This test will be used to identify students at risk academically and behaviorally for the purpose of planning interventions.

Kansas Assessment Tests - The Kansas State Department of Education has specified that the Kansas Assessment Competency Tests be given. These tests are designed to measure the performance level expected of students in reading, writing, mathematics, social studies and science.

PSAT - (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)- A shortened version of the Scholastic Aptitude Test (SAT), the PSAT is designed for use as an individual guidance device, an instrument for predicting college performance and the qualifying test for juniors who wish to participate in the nationwide competition conducted by the National Merit Scholarship Corporation.

ASVAB - (Armed Services Vocational Aptitude Battery)- The ASVAB consists of ten short tests which cover the areas of general science, arithmetic reasoning, word knowledge, paragraph comprehension, numerical operations, coding speed, auto and shop information, mathematics knowledge, mechanical comprehension, and electronics information. The academic scores provide an indication of a student's aptitude for further formal education. The occupational scores provide information regarding a student's potential for performing in occupations in four broad career areas. Taking the test does not obligate the student to military service and there is no cost for the students.

ACT - American College Test- The ACT is a battery of four tests in the areas of English, math, reading, and science reasoning. Students will receive twelve scores on the enhanced ACT Assessment. Kansas universities and colleges, both public and private, require the ACT for admission. The ACT is used in order to be considered for the State of Kansas Scholarship. The student's ACT test scores are important to colleges because the scores suggest the student's readiness for college level work. Many colleges use the test scores along with other information on the ACT assessment report, as part of the admissions process. USD 410 or KSDE will pay for all HHS juniors taking this test. Test dates can be found on www.act.org

ACT WorkKeys -The assessments measure foundational skills required for success in the workplace, and help measure the workplace skills that can affect job performance.

TESTING-PERFORMANCE-BASED CREDITS

- A student may earn credits toward high school graduation by demonstrating a level of the skills, knowledge, and application equivalent to those acquired by a student who has successfully completed the traditional course.
- A written request to earn performance-based credits must be submitted at least 90 days prior to the beginning of each semester/year. A student may not earn a performance-based credit for a class in which he or she is currently enrolled or has been enrolled.
- The request will be reviewed and approved by a committee composed of: a building administrator, a school counselor, and a faculty member appointed by the principal.
- If the request is approved, the course instructor (with the approval of the committee) will identify the tasks to be completed in order to demonstrate the skills, knowledge, and applications necessary to meet the course expectations. The instructor and the committee shall determine the level of performance necessary for the student to receive the performance-based credit.
- The principal, in consultation with the instructor, will determine the setting and the timelines for completion of the work required to earn the performance-based credit.
- The course instructor will determine when the student has successfully completed the expectations for the performance-based credit. Credit for such classes shall be awarded on a pass/fail basis. Students will be allowed only one opportunity to earn a performance-based credit for any particular course. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student.

REPORTING GRADES

The purpose of the grade report is to inform parents of their child's performance and to encourage parental involvement in the academic process. Grade cards/progress reports will be e-mailed or mailed to parents on the sixth school day, following the end of a grading period.

TRANSCRIPTS

All transfer students entering Hillsboro High School are required to have an official transcript on file before the student is considered officially enrolled. If the student is transferring from another school a tentative enrollment will be put in place until an official transcript arrives for review (the tentative enrollment may be changed after reviewing the official transcript). Official Hillsboro High School transcripts are sent upon request through Parchment.

TRANSPORTATION HANDBOOK

The U.S.D. 410 Student Transportation Handbook can be located on the USD 410 website. All families with students riding USD 410 school buses should take the time to read this document and familiarize themselves with the policies.

VALEDICTORIAN AND SALUTATORIAN CRITERIA

Valedictorian/Salutatorian Course Requirements

In order to be eligible for valedictorian and salutatorian honors at Hillsboro High School a student must be enrolled in Hillsboro High School at the beginning of his/her senior year and complete eight credits in addition to the following course requirements. If requirements should change, criteria will be based on the required curriculum that was in effect at the start of the student's sophomore year.

English: 4 units-required: at least one unit of English must be taken each year of high school.

Natural Science: 3 units-required: Biology, Chemistry, and Physics.

Math: 4 units-required: Algebra I, Geometry and Algebra II, plus one full credit from the following courses: Advanced Math (0.5 units), Trigonometry (0.5 units), Calculus (1.0 units)

Social Sciences: 3 units-required: U.S. History, U.S. Government, World History

Computer Technology: 1 unit required

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities as defined by the Kansas State Activities Association are activities in which competition or performance takes place. Activities which fit this definition at Hillsboro High School are athletics, vocal and instrumental music contests, cheerleading, scholars' bowl, debate, forensics, student council, FFA, TSA, the musical, and drama.

To practice in and/or participate in extracurricular activities a student must be in attendance in all classes from 10:00 a.m. to 3:30 p.m. on days which the practice and/or activity takes place. Under special or unusual circumstances, the principal reserves the right to waive this policy for excused absences, thus permitting participation in the activity. **Students must check into the office before going to assigned class.** Scholastic eligibility for participation in extracurricular activities will be determined on a weekly basis. The policy for student eligibility in Hillsboro Middle/High School extra-curricular activities requires students to be enrolled in 8 approved HMHS courses each quarter / semester and must be receiving passing grades in a minimum of six subjects of unit weight at any one time. These courses may be face to face, TEEN online, or TEEN Virtual Academy courses as approved by KSDE, KSHSAA, the USD 410 Board of Education, and Administration. Students must take these classes on campus or at an approved site (ie Tabor, HCC welding etc). The weekly evaluation will be based on the accumulated grade average for the current semester. Coaches and/or sponsors will be notified by the athletic director, before the end of school Monday, of any student scholastically ineligible. Should a student be classified scholastically ineligible on any given week, he/she will not be able to participate in the competition scheduled for that week. No exceptions will be made. This does not eliminate the student from practice sessions during the week or from daily class sessions that involve the extra-curricular group.

TRANSPORTATION ACTIVITY POLICIES

All USD #410 transportation policies are in effect when riding an activity bus, including the following policies:

1. The sponsor or coach shall be responsible for the students' actions, including canceling a student's activity bus privileges indefinitely for misconduct on the trip.
2. To be granted permission to not return on the school bus from an activity, a parent or guardian
 - a. must speak directly with the sponsor/coach and provide them with a written request to withdraw the student from the return bus ride or
 - b. present a note to the principal in advance of the scheduled trip.

TOBACCO, Electronic Cigarette, ALCOHOL AND DRUG VIOLATIONS

This policy addresses occurrences while a student is a member of an extra-curricular program or activity governed by the KSHSAA.

Level of Discipline	TOBACCO/Electronic Cigarette possession or use during HS career	ALCOHOL possession or use during HS career	DRUGS possession or use during HS career
LEVEL 1	1 st occurrence: suspension One contest date	1 st occurrence: suspension One contest date	1 st occurrence will result in a Level 2 disciplinary action.
LEVEL 2	2 nd occurrence: suspension: Three contest dates	2 nd occurrence: suspension Three contest dates and re-enter activity after submitting to professional assessment/evaluation and recommended treatment or education program	1 st occurrence: suspension Three contest dates and re-enter activity after submitting to professional assessment/evaluation and recommended treatment or education program
LEVEL 3	3 rd occurrence: suspension Twelve contest dates and re-enter activity after submitting to professional assessment/evaluation and recommended treatment or education program	3 rd occurrence: suspension Twelve contest dates and re-enter activity after submitting to professional assessment/evaluation and recommended treatment or education program	2 nd occurrence: suspension Twelve contest dates and re-enter activity after submitting to professional assessment/evaluation and recommended treatment or education program
LEVEL 4	4 th occurrence: will result in suspension from all competitive interscholastic activities	4 th occurrence: will result in suspension from all competitive interscholastic activities	3 rd occurrence: will result in suspension from all competitive interscholastic activities governed by the KSHSAA for the remainder of the student's high school career.

	governed by the KSHSAA for the remainder of the student's high school career.	governed by the KSHSAA for the remainder of the students' high school career.	
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- "Contest date" refers to the NEXT scheduled contest date.
- Suspension dates will be carried from one activity season to another season until the student's required number of "suspension from contest dates" are met.
- Assessment/Evaluation and follow-up treatment/education program(s) required by this policy will be done at the student's expense.
- Parents/guardians of students in violation of this policy will be notified.
- Once a student has been placed on a disciplinary level, the next violation regardless of the offense will result in the student moving down to the next level of discipline. For example:
 - 1.) A first time violation of tobacco would be handled at Level I --suspension for one contest date. A subsequent violation, such as alcohol use, would place the student at a Level II disciplinary action for alcohol use—suspension for three contest dates.
 - 2.) A first time violation of drug use would place the student on Level II—suspension for three contest dates. A subsequent violation, such as alcohol use, would place the student at a Level III disciplinary action for alcohol use--suspension for twelve contest dates.

Hillsboro Middle/High School will work with the local law enforcement to use trained canines to conduct random drug searches on school property throughout the school year. When the building is occupied by students, a non-emergency lockdown will be enacted to reduce the chance of off-task performances by the dog and/or the students and to protect student dignity in the event an illegal contraband is found.

CENTRAL KANSAS LEAGUE

Hillsboro Middle/High School students are encouraged to attend high school activities and contests as spectators, if not participants. Students are required to comply with all school rules and regulations regardless of the location of the activity in which Hillsboro Middle/High School is participating. Students will be held responsible for high standards in regard to courtesy and respect for the opponents, coaches, and officials. Students not showing proper courtesy will be subject to suspension from attending school activities and other disciplinary consequences.

Examples of discourteous and disrespectful behavior include, but are not limited, to the following: yelling derogatory statements, booing, and making disrespectful gestures to opposing players, coaches, or spectators, and the officials.

The Kansas State High School Activity Association has expressed concern regarding certain actions at basketball games. Schools in the Central Kansas League are urged to prohibit and control such activity as it does not promote good sportsmanship.

1. Waving of arms and jeering while an opponent is at the free throw line preparing to shoot a free throw.

2. Pointing a finger at an opposing player when he/she has committed a foul and chanting expressions such as "you...you...you..."
3. The chanting of "air ball...air ball...air ball..." when an opposing player doesn't draw iron on an attempted shot.
4. Obscene yells in response to an official's call which goes against your team.
5. Chanting "warm up the bus" when it is determined in your mind that you have won the game.

Students are encouraged to positively support and yell for our team, not at the opposing players, coaches, and/or officials.

Student spectators are not allowed to bring outside drinks to extra curricular events.

Schools involved in the Central Kansas League include:

Halstead, Haven, Hesston, Hillsboro, Hoisington, Larned, Lyons, Nickerson, Pratt, Smoky Valley

GENERAL ATTENDANCE GUIDELINES

Students who have a habit of good attendance generally achieve higher grades, enjoy school more, and are much more desirable to employers after graduation. We expect all students to attend school regularly and to be on time for all classes. We appreciate all parental cooperation and support in this endeavor. Compliance is the responsibility of the student and his/her parents/guardians.

Parents/guardians are expected to notify the HMHS school office each day that their student is absent. This can be done via phone, answering machine, email, or written note.

Any student who is tardy 20 minutes or more will be considered absent for the period. It is the school's responsibility and position to determine the status of all absences and tardies – either EXCUSED, or UNEXCUSED. The principals or their designated representatives will determine if any absence is excused or unexcused according to the following criteria:

EXCUSED ABSENCES

Students are expected to attend school unless they are sick, have a family emergency, participating in school activities, or religious reasons. Parents should call or email the office to notify the school when their child is going to miss school.

Examples of Excused Absences: Personal Illness, Medical/Dental/Legal Appointments, Advanced College Visits, Family Crisis/Funeral, School Sponsored Activities. All other advanced absences need to be approved by an administrator. Students who have a temperature of 100 degrees are not allowed at school and must be without a fever for 24 hours before returning to school without use of medication for fever treatment. Exceptions must be approved by the principal.

UNEXCUSED ABSENCES

Examples of Unexcused Absences: Any unverified absence or any absence not approved in advance by an administrator. Unexcused absences may result in make up time. An unexcused absence will deny the student the privilege of participating in extracurricular activities for that day.

After 3 consecutive unexcused absences; or 5 unexcused absences in a semester; or 7 unexcused absences in a school year, the student's name may be submitted to the county attorney which could result in charges of truancy against the student and/or parent/guardian.

EXCESSIVE ABSENCES

Parents may only excuse their student for 10 absences per semester. Further absences will require a doctor's note to be excused. Any absences above 10 without a doctor's note or legal documentation will be unexcused and apply to truancy. In the interest of safety and student well-being, parents are requested to phone or email the school before 9:00 am any day their child is absent. Parents have two days following an unverified absence to validate the absence or the attendance clerk will record an UNEXCUSED absence. If a student accumulates five or more unexcused absences in a quarter or three consecutive they will be referred to the County Attorney for truancy. Extreme hardship situations such as extended health problems or medical illness may be granted a waiver by the administration. Students taking College Classes for dual credit are under Hillsboro Middle High School attendance requirements.

-PRE-ARRANGED ABSENCES

Proper arrangements with ALL teachers should be made PRIOR to leaving. When a student is absent (pre-arranged) at the end of the semester, he/she must submit work BEFORE leaving school. No make-up days beyond the close of the semester grading period will be granted for pre-arranged absences. NO INCOMPLETES will be issued in place of a semester letter grade unless mitigating circumstances have been determined.

LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES

According to the policy of the Hillsboro Unified School District #410, a Hillsboro Middle/High School student is in violation of the attendance policy if the student has more than eight (8) absences per semester in any one class. A student could lose credit from a class on the ninth (9th) absence, providing the student demonstrates lack of performance by failing to maintain a passing grade and failing to complete assignments when absent. Exceptions may be made for extreme medical or health problems that are fully documented or extreme hardship situations. Parents will be notified of their student's attendance record after the fifth absence in a class.

Absences not counted against the maximum allowed are: out-of-school suspension, school related trips such as field trips, choir or band trips athletics or absences due to weather conditions which create a transportation safety issue.

To help the office personnel evaluate reasons for absences, we urge parents/guardians to be specific when identifying the reasons for student absences. If a hearing is requested, all documentation not previously submitted to the high school office, such as hospitalization and doctor's appointments, will be the responsibility of the parent or guardian.

Before a student is denied credit because of excessive absences, the student will be allowed an appeal for

continued enrollment in the class. A successful appeal grants the student ten calendar days to raise his/her grade to passing and, while the appeal period is in effect, the student must attend all classes during the ten day period. A student is granted only ONE appeal each semester.

Whenever credit is denied, the student, in accordance with students' due process rights, shall be granted a hearing. Due process shall not exceed the following procedures: the right of the student to a hearing; the right of the student to be represented by anyone he/she wishes and to seek the advice and counsel of that individual; the right of the student to testify as to why his/her grade should not be denied credit; and the right to a written decision based on the evidence presented by the student or representative(s) and by the district's personnel.

MAKE-UP POLICY FOR MISSED CLASSROOM WORK DUE TO ABSENCES

1. It will be the student's responsibility to see his/her teachers about arrangements to make up missed work and assignments for ALL ABSENCES from school. If a student misses school, parents or students should request work for the day missed. A student that misses only one day of school will be required to see his/her teachers when returning- Students that are absent from a class will have a maximum of one week from the date of the absence to complete and submit required assignments, homework, and to take any missed test(s) for full credit. Teachers can refuse to accept work, or accept work for less than full credit, after the allowed time period (one week) provided by this policy. Teachers may require assignments to be completed before the maximum deadline if the teacher deems it is in the best interest of the student and class. A missed test will generally be taken upon the student's return to class, provided the student has been given all test information prior to the absence(s). It is the student's responsibility to contact the teacher for assignments upon returning to school.
2. Students assigned out-of-school suspension or in-school- suspension (OSS or ISS) will be provided assignments while suspended. Any work NOT provided to the students while on suspension could be made up within one calendar week after returning to school. A student who misses a test while suspended will take the test after arrangements are made with the teacher.
3. Homework requests for students with consecutive absences of two (2) days or more may be requested through the high school office and can be picked up after the conclusion of the school day.

HILLSBORO MIDDLE/HIGH SCHOOL DISCIPLINE POLICIES

Discipline guidelines are reasonable and fair and hopefully will help create a pleasant and safe environment for the students while they are at school. The attitude of the student is extremely important. (Your choices can make your years at Hillsboro/Middle High School very memorable and something you will be able to look back upon with pride.) It is hoped that you take full advantage of the opportunities and activities offered to you during these years. The acceptance of your responsibilities and the respect given to your teachers and fellow students will help you gain the most from your high school experience.

When a student is referred to the administration for disciplinary action, an administrative conference will be held. This conference occurs when the student's conduct interferes with the educational process, and threatens the rights of others, or is contrary to school policy or regulations. The discipline policy, procedure and infractions will be reviewed with the student at this time, as well as the assignment of any penalty. The student will be given the opportunity to tell his/her side of the incident prior to any discipline decision.

BEFORE AND AFTER SCHOOL DETENTIONS:

Detentions and in-school-suspensions (ISS) are provided to take the place of out-of-school suspension. Students will bring homework assignments and will be productively engaged while in detention or ISS. Schoolwork provided by teachers to students in detention and ISS will be treated as the highest priority. Unfinished work can result in zero credit. Misbehavior in detention can result in additional detention time to be served on a Saturday. Detentions must be served within three school days following the assignment.

SATURDAY DETENTION:

All Saturday detentions will be served the first Saturday following the elapsed three-day allowance or at a time otherwise set by the building administrator.

SHORT TERM SUSPENSION:

Following an administrative conference, a student may be suspended up to ten (10) days depending upon the infraction.

FAIRNESS ISSUES AND DUE PROCESS PROCEDURES

1. Any student who is involved in disciplinary action is entitled to due process.
2. Student behavior in violation of school rules may be referred to the administration.
3. All referrals must be in writing, specifying the violation and signed by the person initiating the referral.
4. The student will be informed of the violation(s) and have an opportunity to respond in writing and orally.
5. The administration will then waive or assign the appropriate penalty as established by the discipline policy.
6. Appeal: In the event that a student feels he/she has not been dealt with fairly or the proper process has not been followed, he/she may appeal the decision.

TARDY POLICY

Tardies are viewed as a disruption to the classroom environment. Coming late to class not only deprives the student of learning time, but it also disrupts the education of others.

1. A student must be completely inside the door of his/her assigned area when the tardy bell rings.
2. When depending upon others for a ride to school, a student will not be able to use "failure to be picked up" as an excused tardy or absence.
3. If the student has a signed pass from a school official, the student will not be considered tardy.
4. Students coming late to school may be excused with verification of emergency (an accident or unforeseeable event) or extenuating circumstance by a note or phone message from a parent or guardian.
5. Not all reasons are excused, even with parent notification.

Students will be allowed 6 tardies per semester. After 6 tardies, students will serve a 30 minute detention for every tardy thereafter. Tardies are not counted if a student receives a tardy excuse from another staff member.

Tardy	Detention
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1-6	none
7-8	30 minutes
9-10	1 hour
11+	ISS

SUSPENSION AND EXPULSION

Kansas Law 72-6114 states: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any pupil or student 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 school operation;
- C. Conduct which endangers the safety or substantially impinges upon or invades the rights of others;
- D. Conduct which constitutes the commission of a felony;
- E. Conduct which constitutes the commission of a misdemeanor;
- F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operations;
- G. Possession of a weapon at school, on school property or at a school sponsored event

The following violations may result in a short-term suspension, a long-term suspension, expulsion, or other disciplinary measures:

- 1. Vandalism and destruction of property.
- 2. Possession or use of tobacco products or e-cigarettes.
- 3. Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia.
- 4. Disrespect, intimidation, or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members.
- 5. Fighting.
- 6. Leaving school without permission.
- 7. Discharging or possession of fireworks, explosive devices, other incendiary devices, or simulations thereof.
- 8. Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year may be subject to a suspension or expulsion.
- 9. Inappropriate use of fire alarms.
- 10. Possession or use of matches or lighters.
- 11. Setting or attempting to set any fires.
- 12. Use of inappropriate language or inappropriate language directed toward any staff member.
- 13. Committing an act that is dangerous or potentially dangerous to students or staff members.
- 14. Stealing or possession of stolen items.
- 15. Repeated violations of school policies.

16. Carrying or possessing a weapon or simulation of a weapon on USD 410 property or at any school-sponsored activity. It should be noted that any device that has the potential of delivering an electrical charge or any material such as mace or pepper spray will be considered as weapons.
17. The use of a weapon or simulation of a weapon on USD 410 property or at any school sponsored activity with the intent of harassment, intimidation, or defense.
18. Use of electronic devices that violate privacy laws, result in harassment, classroom cheating, or any school disruption. Students may not take photos, images or videos of people at any time without the person's permission.
19. Tampering with fire alarms.

Acts outside of this list will be handled on an individual basis (e.g. Students in possession of, or found under the influence of, drugs and/or alcohol, or because of other disruptive behavior may lose privileges to attend activities and events for a length of time to be determined by administration.) Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department. Any student who is suspended out of school for a short term (one to ten days) is expected to make-up all work missed during their suspension. As with absences for other reasons, the student is responsible on the day they return to class, to make arrangements with the teacher regarding the completion of the work missed. Refer to "Make-up Work."

DRESS CODE

Clothes should be in good taste for learning. Modesty is a primary consideration. Immodest clothing places teachers and students in compromising positions during instructional settings.

Shorts/Skirts/Dresses:

- Must be appropriate length.

Pants:

- Rips and holes are allowed below the knee. They are allowed above the knee only if there are tights etc. underneath.
- Must be hemmed
- Pants may not sag

Inappropriate shirts or other outfits with the following are not allowed:

- inappropriate language
- sexual permissiveness
- mistreatment of others
- illegal substances
- inappropriate slogans
- promoting alcohol/tobacco
- double connotations
- pictures of profane, violent, or sexual nature
- that do not cover the chest and midriff areas at all times.
- spaghetti straps and tank tops
- advertising the use of substances illegal to minors
- does not cover undergarments
- without hemmed sleeves, hemmed necklines, or hemmed collars

- fishnet tops
- holes/frays
- halter tops/Tube tops

Head attire

Hats, hoods, caps, bandannas, or similar head attire are not to be worn in the building during school hours except for safety reasons, spirit week, or otherwise approved by a school official.

Hair clips, hair ties, head bands, or cosplay items that distract from the educational environment, including those that mimic real or fictional items should not be worn at school.

Sunglasses are not to be worn in the school building during school hours.

Wallet chains and other similar chains will be confiscated and returned to the student at the end of the day. Failure to meet all of these requirements will result in a dress code violation for the student.

Blankets are not to be brought into the building during school hours.

POSSESSION OF WEAPON(S) ON CAMPUS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or off school grounds while attending a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon used to induce fear or intimidation. Violations can result in suspension or expulsion from school.

- Not allowed on campus or in personal possession: Knives of any length, or other objects that have no educational value that could be dangerous to others.
- Firearm possessions shall result in expulsion from school for a period of one calendar year. The term firearm means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. No distinction is allowed for loaded or unloaded firearms. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis under this policy.
- Gun possession such as a BB gun, pellet gun, paintball gun, or any device that discharges a projectile by compressed air, gas, etc. will result in a long term suspension or expulsion. No distinction is allowed for loaded or unloaded guns as defined by this policy.
- Destructive devices means an explosive, incendiary (fire starting device), gas bomb, grenade, rocket, or other device(s) having a propellant charge of more than four ounces and a missile having an explosive or incendiary charge of more than one-quarter ounce, or other device similar to any of these devices.
Firearms, guns, or destructive devices as defined in this policy are not to be on campus at any time, even if locked inside a vehicle.

Weapons and Destructive Devices

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

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

MISCHIEVOUS BEHAVIOR:

Mischiefous behavior can be defined as pranks that negatively affect others, the operation of the school or conduct that disregards the needs of others (i.e. littering with trash, nuisance noise, recklessly running in the halls). -

FAILURE TO ATTEND ASSIGNED DETENTIONS:

Students who fail to serve detention will be given either a one-day in-school-suspension or a two-day out-of-school suspension beginning the first school day following the missed detention. A student who is removed from the detention room or the ISS room for unacceptable behavior will be assigned an in-school-suspension.

DETENTION: TEACHER-ASSIGNED

Detention assigned to students will be served under the supervision of that teacher in the location designated by the teacher. Students will have the opportunity to make transportation arrangements. Detentions must be served within a week from earning the detention or they will be doubled by the administration.

DETENTION: OFFICE-ASSIGNED

Students who are assigned after-school detention should serve it the day assigned by the administration. The opportunity to make transportation arrangements will be given. Any exceptions must be made through the administrators. Detentions that have not been served on the correct date may be doubled, or the student may be assigned an in-school suspension. Unacceptable conduct in detention will result in additional detention or in-school suspension being assigned.

TEACHER AUTHORITY

Teachers have the authority to maintain school rules and a proper school atmosphere at all times. This responsibility extends beyond their own classrooms and includes all areas of the school and all school events. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. Para educators, custodians, bus drivers, cooks, and other school personnel may also require students to maintain discipline on school grounds, buses, and during school sponsored activities.

HMHS Discipline Matrix

Level 1 (1 point per violation)				
Infraction	1st Consequence– Conference	2nd Consequence– Office Detention	3rd Consequence– 1 Day ISS	4th Consequence – Move to Level Two Consequence 2
Cheating/Plagiarism Forgery/Altering school documents Lying or creating a falsehood Dress Code Nuisance noise Parking lot loitering Mischievous Behavior Failure to comply with routine procedures and responsibilities Profanity Hostility/provokin				

g, anger, arguing, intimidating behavior Reckless or careless behavior Illegal/improper parking Public display of affection Cafeteria/Hallway behavior Other as determined by administrator				
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Level 2 (2 points per violation)				
Infraction	1st Consequence– Office Detention	2nd Consequence– 1-2 days ISS	3rd Consequence– 1-2 days OSS	4th Consequence – Move to Level Three Consequence 2
Disrespect to students or staff Unexcused absence from class Leaving class without permission Leaving school				

<p>without permission</p> <p>Reckless or hazardous driving</p> <p>Failure to serve detention</p> <p>Bullying</p> <p>Unwanted physical contact (hitting, pushing/shoving etc.)</p> <p>Theft (less than \$25)</p> <p>Class disruption</p> <p>Concealing information or misinforming school officials in order to deceive</p> <p>Other as determined by administrator</p>				
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Level 3 (3 points per violation, parent notification required)				
Infraction	1st Consequence– 1-2 days ISS or OSS	2nd Consequence– 3-5 days OSS	3rd Consequence– 5-8 days OSS	4th Consequence – Move to Level four Consequence

<p>Defiance of authority (refusal, doing something after being told not to)</p> <p>Theft (less than \$25)</p> <p>Computer network violation</p> <p>Harassment/Intimidation</p> <p>Obscene/explicit material</p> <p>Altering school documents</p> <p>Sexual misconduct/sexual harassment</p> <p>Tobacco or E cigarette possession/use</p> <p>Vandalism/destruction</p> <p>Other as determined by administrator</p>				<p>3</p>
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<p>Level 4 (5 points per violation, parent notification required, police may be notified)</p>				
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Infraction Open and persistent defiance Severe disrespect to students or staff Theft (more than \$25) Threatening Behavior Dangerous Behavior Injurious hazing Possession of dangerous objects Fighting Use of fireworks or starting fires on school property Other as determined by administrator	1st Consequence– 2-3 days OSS	2nd Consequence–5 days OSS	3rd Consequence–10 days OSS and Extended suspension recommendation	
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Level 5 (10 points per violation, parent notification required, police may be notified)				
Infraction Physical assault or battery	1st Consequence–5 - 10 days OSS	2nd Consequence–10 days OSS/Extended Suspension or		

False fire alarm/911 call Intimate acts Alcohol possession/use Other as determined by administrator		expulsion recommendation		
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Level 6 (13 points per violation, parent notification required, police may be notified)	
Infraction Possession/use of weapons (see weapons section for definition of a weapon) Drug possession/use/distribution or paraphernalia Bomb threat Threats of violence against the school or district Arson Other as determined by administrator	1st Consequence– Extended suspension or expulsion recommendation

***If a student accumulates 13 points in a school year, a hearing for a long term suspension or expulsion may be scheduled.**

Definition of Bullying:

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member, or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally
- Damaging a student's or staff member's property
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messaging, blogs, mobile phones, pagers, online games, and websites.

Reporting of Bullying Conduct

- All students who believe they have been victims of bullying shall report it to an administrator or teacher
- All administrators and teachers who have any incident of bullying reported to them shall forward the report(s) to the principal
- All administrators, teachers, and classified staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall report the bullying to the principal
- Each building principal shall ensure that reports involving student bullying in any such circumstance are investigated.
- In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying, including reports to law enforcement if the bullying is criminal.

CHILD ABUSE

Employees may file a report of suspected abuse anonymously to either the Department of Social and Rehabilitation Services (SRS) by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

GRIEVANCE PROCEDURE:

If you feel your child has been mistreated, please share your complaint.

First Step: You and your child should meet with the teacher. The teacher will explain his/her actions and the class situation. Strive to find grounds for agreement. If, however, you are still not satisfied...

Second Step: Have the teacher, pupil and parent(s) meet with the principal. In this meeting the handbook will be used to see if actions taken were in accord with the stated policies.

Third Step: Visit with the Superintendent of Schools.

Fourth Step: If all these levels do not resolve the understanding of policy, the superintendent will be asked to take it to the Board of Education for review.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that U.S.D. 410, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, U.S.D. 410 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 U.S.D. 410 to include this type of information from your child's education records in certain school publications. Examples include:

- A program showing your student's role in a music or drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity programs, such as for basketball, name, weight, height and/or grade level 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 U.S.D. 410 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do **not** want U.S.D. 410 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. U.S.D. 410 has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

- a. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

ASBESTOS REPORT

Any questions concerning the Inspection/Management Plan and action to be taken in regard to asbestos should be directed to the following locations:

U.S.D. No. 410 Central - Office 416 S. Date
Hillsboro Middle / High School - 400 East Grand
Hillsboro Elementary School Building - 812 East A St. Hillsboro, KS 67063

NONDISCRIMINATION STATEMENT

Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

Office of Superintendent
U.S.D. #410 Central Offices
416 S. Date Street
Hillsboro, Kansas 67063
620-947-3184

FIRE DRILL PROCEDURES FOR OCCUPANTS WITH DISABILITIES

A written procedure for occupants with disabilities must be written and maintained, communicated to all staff and included in the handbook. The written procedure should address disabled students (mobility, vision or hearing impairment as well as an impaired cognitive functioning level); either permanently or temporarily, to the extent that such disability could interfere with a speedy evacuation in an emergency. Teachers, Paras or other teaching professionals in the room with any impaired student are responsible for exiting said student out an approved exit to a designated safe area. Teachers are also responsible for knowing the location of any disabled student who may have temporarily left the room.

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[Board Of Education](#)

[Administration](#)

[Nondiscrimination Statement](#)

[School Closing Information](#)

[Activity Meetings During LS](#)

[Asbestos Report](#)

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[Reporting Grades](#)
[Transcripts](#)
[Transportation Handbook](#)
[Valedictorian And Salutatorian Criteria](#)
[Six Traits Of An Effective Reader](#)
[Analytic Writing Assessment Scoring Rubric](#)
[Extracurricular Activities](#)
[Transportation Activity Policies](#)
[Tobacco, Alcohol And Drug Violations](#)
[Mid-Central Activities Association](#)
[General Attendance Guidelines](#)
[Types Of Absences](#)
[Pre-Arranged Absences](#)
[Procedures To Follow When Absent](#)
[Loss Of Credit Due To Excessive Absences](#)
[Make-Up Policy For Missed Classroom Work Due To Absences](#)
[Hillsboro High School Discipline Policies](#)
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