

**Hesston High School
Swathers
Student Handbook
2020-21**

Shared Purpose

To provide every child with every opportunity to successfully acquire skills, find talents, and pursue dreams.

Kansas School Safety Hotline
1-877-626-8203

**Hesston High School
200 N. Ridge Road
Box 2000
Hesston, KS 67062
(620)327-7122**

www.hesstonschools.org

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1. INTRODUCTIONS AND WELCOME

Welcome to Hesston High School. You will find a committed staff providing you the opportunity for a rich and rewarding education. We hope you will take full advantage of this opportunity.

Board of Education

Layne Frick	Susan Lamb	Mike Weber	Delvin Wohlgemuth
Phil Diller	Susan Rostetter	Zach Weaver	

Administration

Superintendent of Schools	Dr. Ben Proctor
Principal	Ty Rhodes
Assistant Principal/Activities Director	Clint Stoppel

Classroom Teachers

Tyson Bauerle – Physical Education
Mary Pat Becker-Science
Doug Broadfoot-Language Arts
Stuart Busenitz-Language Arts
Mark Dahlsten-Math
Amy Elliott – Special Education
Amelia Fabrizius-Social Science
Trevor Foreman-Tech/Ind. Arts
Katie Gaston-Social Science
Denise Goevert-Business
Lyle Graversen-Band
Shelly Hageman - Art
Staci Hansen – Business Education
Brian Johnston-Science
Nealee Johnston-Language Arts
Megan Nieman-Language Arts
Alyssa Kroeker – Math
Todd Lafferty – Physical Education
Jason Peters-Math
Garrett Roth – Business
Philip Sawatzky – Spanish
Travis Sebits-Science
Amy Tolle-Vocal Music

Support

Sandy Banman-Para
Patricia Deutschendorf-Activities Secretary
Chris Haddock – Custodian
Courtney Hiebert - Counselor
Tami Hiebert – Para
Julie Krehbiel-Accompanist
Tammi Krehbiel-Nurse
Lynn Loucks-Para
Randall Loucks – ESOL
Becky Mason-Food Service
Rebecca McGuire-Ext Learning
Krystal Radke-Custodian
Vanessa Schroeder-Principal's Secretary
Melissa Stucky Smith-Food Service
Phil Unruh-IT
Rachel Yoder-Media Specialist
TBD – Library Aide

2. NON-DISCRIMINATION STATEMENT

Discrimination against any student on the basis of race, color, national origin, gender, disability, or religion in the admission to, access to, or treatment in the district's educational programs and activities is prohibited. The superintendent of schools; PO Box 2000, Hesston, Kansas 67062, 620-327-4931; has been designated to coordinate compliance with nondiscrimination practices required by federal law.

Any student who believes he or she has been discriminated against may file a complaint with the building principal, the compliance coordinator, the federal Office for Civil Rights, or the Department of Education. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

3. FAMILY EDUCATION RIGHTS AND PRIVACY ACT

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (i.e.; those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. The rights afforded by FERPA may be obtained by contacting the district office.

4. DIRECTORY INFORMATION

For purposes of FERPA, Hesston USD 460 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: the student's name, address, telephone number, parent or guardian, date and place of birth, participation in and eligibility for officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, class designation, honors and awards received, the most recent previous school attended by the student, major field of study, and photographs.

The primary purpose of directory information is to allow Hesston USD 460 to include this type of student information in various school publications such as the annual yearbook, playbills, sports activity sheets, etc. In addition, federal law requires public schools to provide military recruiters and colleges/universities, upon request, with names, addresses, and telephone listings unless the parents or eligible student have notified the school, in writing, that they do not want the student's information disclosed without their prior written consent.

Parents and eligible students (age 18 and older) have a right to refuse to permit the designation of any or all of the above information as directory information. Official notification to this effect must be given to Hesston USD 460 by submitting written notice to the student's principal. Hesston USD 460 assumes that there is no objection to the release of the directory information designated unless a written refusal is filed. The refusal is valid only for the school year in which it is written.

5. STUDENT HANDBOOK POLICIES

Outlined in the following pages are rules, regulations, and policies governing academic and activity programs at Hesston High School that have been reviewed and adopted by the USD 460 Board of Education; therefore, these procedures have become part of the BOE expectations for our school. NOT all situations are specified. As such, if there are questions or uncertainties regarding consequences for actions, please consult with an administrator prior to making an uncertain decision.

6. HHS STUDENT CHARTER/EXPECTATIONS

Students enrolled at Hesston High School are expected to help support the overall school climate by:

1. Helping maintain a school atmosphere conducive to learning.
2. Cooperating with and taking an active part in the learning process.
3. Not interfering with the right of the teacher to teach or the right of other students to learn.
4. Respecting the bodies and property of others.
5. Showing courtesy to all faculty, staff, and fellow students.

7. ACTIVITIES-ATHLETIC ELIGIBILITY

Students who wish to participate in activities are encouraged to consult with the sponsor or coach of the activity regarding expectations. Students wanting to compete must attend a majority of school the day of the competition (3 hours or arrive by 12:15 p.m. on T-Th and 4 hours, arrive by 11:15 on M-W-F) unless on a school sponsored field trip or prior arrangements (i.e. appointments) have been made with the administration.

8. REGULATIONS FOR ACTIVITIES (KSHSAA Guidelines)

1. Students may not be nineteen years of age on or before Sept. 1 of the school year in which they compete.
 2. Students may not have completed eight semesters of high school attendance (9th-12th).
 3. Students must not have completed eight semesters of competition nor more than four seasons in one sport.
 4. Students must have passed 5 or more classes the previous semester (KSHSAA), attained at least a 2.0 G.P.A. the previous semester (USD 460) and be enrolled in at least 5 classes the current semester (KSHSAA).
 5. Students ineligible because of transfer reasons may practice with a team but not participate in contests.
 6. Students ineligible because of grades may not practice or participate in any KSHSAA activity.
 7. Students who are serving a suspension will not practice, participate, attend, or rehearse in a Hesston High School activity (KSHSAA reg. & USD 460).
 8. Students must also adhere to the policies and guidelines of the respective activities (USD 460).
- ON ANY OF THE ABOVE ELIGIBILITY STATEMENTS, PLEASE CONTACT AN ADMINISTRATOR CONCERNING SPECIAL PROVISIONS.

9. ACTIVITY TRIPS

The school will provide transportation to all officially sponsored in-state school activities for participants. Students who are members of teams are expected to travel as a team. Students who have traveled to a school sponsored activity with the sponsor can be released only to a parent or guardian.

The sponsor and administration may consider unusual circumstances but prior planning needs to be done. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian and approved by building administration.

10a. ALCOHOL, DRUGS, AND TOBACCO (Excerpt of policy JDDA): (Excerpt from policy JDDA-Drug Free School)

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, tobacco, or alcoholic beverages on/in school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. **First Offense.** A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension.
 - b. Suspension from attendance at all student activities within the period of one month (i.e., 20 student attendance days).
 - c. Suspension from participating in all student activities (including both practices and contests) within a period of two weeks (i.e., 10 student attendance days).

A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete an acceptable drug and alcohol rehabilitation program.
2. **Second Offense.** A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year;
 - b. Suspension from all student activities (i.e., attendance at or participation in) within a period of not less than four months (i.e., 80 student attendance days) and possibly for as long as the remainder of the school year. A student expelled under this policy may be readmitted on a probationary status if the student agrees to complete an acceptable drug and alcohol rehabilitation program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

Drug and alcohol counseling and rehabilitation programs are available for district students. A list of acceptable programs, including contact information, is on file with the board clerk. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students are hereby notified that compliance with this policy is mandatory.

10.b DRUG FREE SCHOOLS: ACTIVITIES (Excerpt from policy JDDAA)

This policy specifically applies to students who engage in such activities during the school year but off school grounds, not on school time, or not at school activities. In the event a student engages in activities defined herein on school grounds, on school time, or at a school activity, policy JDDA (above) will be in effect.

Students shall not manufacture, dispense, possess, or use illicit drugs, tobacco, or alcoholic beverages during the school year. In addition, students shall not unlawfully use, sell, dispense, or possess controlled substances during the school year. Verification to the satisfaction of administration that a student has violated the terms of this policy shall result in the implementation of the sanctions outlined below. These sanctions shall be enforced by administration after consultation with parents, students, and appropriate sponsors and coaches.

First Offense

- a. Reporting of the offense to the appropriate law enforcement officials.
- b. Suspension from participating in all student activities (including both practices and contests) governed by the KSHSAA within a period of one week (i.e., five student attendance days).
- c. Suspension from participation in activities not under the jurisdiction of the KSHSAA within a period of one week (i.e., five student attendance days).

Second Offense

- a. Reporting of the offense to the appropriate law enforcement officials.
- b. Suspension from participating in all student activities (including both practices and contests) governed by the KSHSAA for the remainder of the current activity season (as defined by trimesters) or within the period of one month (i.e., 20 student attendance days), whichever is longer.
- c. Suspension from participation in activities not under the jurisdiction of the KSHSAA for the remainder of the current activity season (as defined by trimesters) or within the period of one month (i.e., 20 student attendance days), whichever is longer.

Offenses shall be cumulative in effect. An offense earned in one activity season (or trimester) will serve as the first offense for future activity seasons (or trimesters). The sanctions of the first offense will be served once during the course of the school year. Any subsequent offense(s) during the school year shall be treated as a second offense.

11. ANNOUNCEMENTS

Daily announcements are used for school related items and are to be approved in the office by 8:30 a.m. Announcements are read daily as well as posted throughout the school and on the school website. Unauthorized announcements are not to be printed or read.

12. ASSEMBLIES

A limited number of assembly programs will be selected for the student body by the student council, faculty, and/or administration each year. Students are expected to demonstrate proper respect toward the presenters. Students will normally sit with their respective school class. (See Discipline).

13. ATTENDANCE

When a student is unable to attend school, parents or guardians should contact the school between 7:30 and 9:00 a.m. each day the child will be absent. Parents should give the student's name, grade, and reason for absence. An answering machine has been placed in the office for parents needing to contact the school before or after school hours. If parents or students have not contacted the school by 9:00 a.m. the day of the student's absence, school personnel will attempt to contact the home or place of parents' employment to confirm the reason for the student's absence. Failure to comply with this will result in the student receiving a Saturday School assignment (2 hrs.).

If a student misses one or more hours of the school day, this shall be considered a significant part of the day. Students who are absent for a significant part of any school day without a valid excuse shall be considered truant.

On each attendance day, students will be identified as present or absent according to the criteria listed below.

I. Present- or School-Related Non-Attendance (i.e. field trip, athletic activity)

II. Absent

When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Excused/Unexcused Absences - The definition of "excused absence" includes the following:

1. personal illness;
2. health-related treatment, examination, or recuperation;

3. serious illness or death of member of the family;
4. emergencies calling for the student's services or presence at home;
5. obligatory religious observances;
6. participation in a district-approved or school sponsored activity;
7. absences prearranged by parents and approved in advance by the principal; and
8. visitations and other absences relative to leave or deployment of a student's active-duty-military parent, at the discretion of the principal.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

1 = Saturday School assignment (2-4 hrs.)

1-2 hours absent – 2 hour Saturday School

3 + hours absent – 4 hour Saturday School

2 = Saturday School + Probationary Status

3 = Short Term Suspension & Disciplinary Hearing

Students may lose eligibility for course credit if classified absent in a class in excess of ten (10) periods each semester. Written notification will be sent to the parent at 7 absences and then again at 10 absences, or when a problem is emerging. Students who lose eligibility for course credits by exceeding the allotment of ten (10) absences a semester may be asked to appeal to an Attendance Committee to discuss reinstatement of credit eligibility. Situations that may warrant the reinstatement of credit are described below.

1. Prolonged or serious illness or under a doctor's care
2. Out of town doctor appointments or legal obligations
3. Out of town educational trips approved prior to the trip
4. Unavoidable hardships or family crisis

Students with excessive absences, who do not meet any of the above criteria, may choose to make up excessive absence time on an hour-for-hour basis in Saturday School sessions and/or at other alternate attendance times when approved by administration.

In compliance with state law, any student who has three (3) consecutive unexcused absences, or five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year, will be reported to the county attorney.

Students who are absent from afternoon classes due to illness will not be allowed to attend school events as a spectator that day or night, unless special arrangements have been made with the administration prior to that day's events.

Students who know they will be absent from school for a non-school special event (college visit, family trip, etc.) are expected to fill out a "planned absence" form with each teacher.

14. AUDITORIUM

The auditorium is primarily for assemblies, drama and music events and shall be used only for these purposes or for teacher supervised activities. Students are to work in the auditorium, on the stage lights, or in the control booth with permission of a staff member or under the direct supervision of a sponsor or administrator. (See Discipline)

15. AWARDS

An awards assembly will be held in the spring to honor students for individual achievement. Teachers and staff may give departmental awards, honor, and recognition for special achievements, as well as district, regional, state, or national achievement. An additional assembly may be held in the fall to recognize students for achievements during the previous year.

Academics: Any Hesston High School student who maintains a 3.5 G.P.A. (based on semester totals) for the entire year, will be eligible for an academic letter and certificate. Academic letters will be given near the beginning of the next school year following the ranking. Academic letters for seniors will be based on first semester grades of their senior year. Seniors will receive their awards at the awards reception in the spring.

Special Awards: A special academic medal will be given to any student who earns a 4.0 (all A's) 1st and 2nd semester (1st semester for seniors.)

Honor Cord Award: This award is conferred to HHS seniors at graduation who have accumulated a 3.5 G.P.A. based on the first semester grades of their senior year. Students that wish to own an honor cord will have an opportunity to purchase them.

K.S.H.S.A.A. Citizenship Award: All staff members will vote on the selection of a senior boy and senior girl to receive this award at the Spring Awards Assembly.

K.U. Honor Student: Kansas University recognizes the top 10% seniors with a banquet ceremony and special awards (usually held in the Fall).

Kansas Scholar Award: A special recognition for senior students scoring a high ACT and successfully completing the recommended Regents Institutions curriculum.

Kansas Governor's Scholar: A special recognition for high school juniors & seniors who display exceptional levels of academic achievement, leadership, service, and character.

16. BREAK

A short break from the morning academic time is regularly scheduled for students. Student responsibilities involve acceptable noise level, keeping the commons and academic areas free of food or litter, and arrival at the next class in a timely manner. Failure to meet responsibilities will result in the forfeiture of student break time.

17. BUILDING

The Hesston High School facility is a focus of pride for the community and our responsibility is to keep it neat. Students are welcome to use the commons area before and after school, but the academic area opens at 7:30 a.m. and closes at 4:00 p.m. Students must have permission from the office or be directly supervised by a teacher when they are in the building at other times. Proper behavior in the school halls is a responsibility of all students. Students are expected to pick up all litter and trash and not to push, shove, hit, punch, or jump on fellow students. Running in the school building is not acceptable behavior; nor is excessive **public display of affection** (*also see P.D.A. in discipline*) (P.D.A. is to be limited to holding hands).

In the event a student is verified as having willfully mutilated, defaced or destroyed school property, the student will be suspended in accordance with board of education policy, will be required to pay a dollar amount including labor costs for repairing the damages, and may be required to perform community or school service. Criminal prosecution may also occur since vandalism to school property is a crime in Kansas (minor= misdemeanor/ major=felony).

18. BUS RULES

The school bus is an extension of school activity; therefore, students will conduct themselves on the bus in a manner consistent with the established standards for safety and proper classroom behavior. Conduct that, in any way, distracts the driver will not be tolerated. The rules listed below will be enforced. See also "Transportation" in this handbook.

1. The bus driver, and activity sponsor when present, shall be in charge of all passengers while they are loading, riding and unloading from the bus.
2. The bus driver shall have the authority to assign a seat to any or all passengers.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus and must wait for the bus driver's "go" signal prior to crossing a road to enter the bus.
4. Students shall not extend any part of their bodies or any other objects out bus windows.
5. Students must remain seated for the duration of the bus ride.
6. The aisle must to be kept clear.
7. Students may adjust windows only when permitted to do so by the bus driver.
8. Students needing to ride any bus other than their regular assigned bus and non-riders traveling home with a bus rider must have prior parental permission. This can be given by a note or a phone call to the school.
9. Eating and drinking are not permitted on the bus unless approved in advance.
10. Tobacco products, alcohol, and illegal drugs are prohibited on a bus.
11. No weapons of any type, or facsimile thereof, shall be transported on a bus. The only exception to this is governed by Policy JCDBB.
12. Animals shall not be transported on a bus.
13. Upon conclusion of an activity trip, students and sponsors will clean up all trash from the bus.
14. Any problems arising on buses will be referred to the transportation supervisor and the appropriate administrator for resolution.

Probable consequences of bus rule infractions are listed below.

1st Offense-detention

2nd Offense-Saturday School assignment

3rd Offense-short term loss of riding privilege

4th Offense-permanent loss of riding privilege

19. CALENDAR

For the convenience of students and parents, a variety of calendars of district events are available. A printed district calendar is available for pick up at the August enrollment day, and an up-to-date calendar of events is available 24/7 on the district web site at www.hesstonschools.org. Fall, winter, and spring sports/activities calendars are available at the

HHS Activities Office or by going online to www.hesstonschools.org. Daily announcements are distributed at the high school and posted on the web site.

20. CANCELLATION OF SCHOOL

When a decision is made to close school or dismiss early, the announcement will be made via all available means from the list below. Note that the interruption of Internet and/or electric service may prevent some means of communication.

1. District web site: www.hesstonschools.org
2. T.V. stations: KAKE (Channel 10), KSNW (Channel 3), KWCH (Channel 12)
3. Radio Stations:
KFDI (101.3 FM), KFTI (1070 AM), KHCC (90.1 FM), KHYM (93.1 FM), KHUT (102.9 FM), KSAL (1150 AM), KSKU (97.1 FM), and KXKU (106.1 FM)
4. Infinite Campus Messenger (email/text)
5. School Twitter and Facebook accounts

21a. CELL PHONES AND ELECTRONIC DEVICES

Cell phone usage should be limited to passing periods, break, and lunch unless specific permission is granted by a classroom teacher or staff. Cell phones should be set to silent during the school day. Electronic devices causing a distraction during class time may be taken by the teacher and given back to the student at the end of the school day. Repeated offenses may result in a consequence including Saturday School up to potential suspension, parents retrieving the cell phone and not being allowed to bring a cell phone to school.

21b. ELECTRONIC IMAGES, PHOTOGRAPHS

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing obscene, pornographic, depictions of nudity – themselves or others, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

22. CLASS LOAD

Students are expected to enroll in seven (7) class periods (see "Schedules for dropped courses). At least six (6) periods are expected to be at Hesston High School or in an approved off-campus program. Occasionally, the counselor and principal may approve exceptions. Students in grade 12 must be enrolled on a full-time basis the first semester of the their senior year unless prior approval is given for accommodations. Second semester seniors who are on track to fulfill graduation requirements may take a reduced class load with the approval of the building principal. Students competing in extra-curricular activities must be enrolled in the appropriate number of classes as defined by KSHSAA to remain eligible.

23. CLASS SCHEDULE

Mon-Tues-Fri

0	07:15-07:55
Crew	08:00-08:30
1	08:33-9:24
2	09:27-10:18
Break	10:18-10:23
3	10:26-11:17
4	11:20-12:40
	1 st Lunch-11:20-11:46
	1 st Class -11:20-12:11
	2 nd Lunch-12:11-12:40
	2 nd Class-11:49-12:40
5	12:43-1:32
6	01:35-02:26
7	02:29-3:20

Wed-Thurs

0	07:15-08:00
SIT/Collaboration	7:45-8:30
LS	08:32-09:12
Crew	09:15-9:45
1 or 2	9:48-11:09
3 or 4 1 st Lunch	11:12-11:39
3 or 4 1 st Class	11:12-12:33
3 or 4 2 nd Lunch	12:33-1:03
3 or 4 2 nd Class	11:42-1:03
5	1:06-1:56
6 or 7	1:59-3:20

24. CLASSROOM EXPECTATIONS

Students at Hesston High School are expected to be active participants in the learning process by abiding by the following guidelines.

1. Be in the classroom before the tardy bell rings.
2. Be orderly in the classroom.
3. Pay close attention.
4. Do not distract.
5. Do not interrupt.
6. Be prepared for class by bringing all necessary materials.
7. Accept criticism courteously.
8. Remember the teacher dismisses a class, not the bell.
9. Be courteous.
10. Cooperate with teacher expectations.
11. If the teacher is late to class, notify the office but do not leave the school regardless of the time element.

25. COLLEGE COURSES

With the principal's approval, college courses may be taken by a student in grades 10, 11, or 12 or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions. College courses taken on the HHS campus may be taught either directly online or through the interactive television mode. Tuition and other related costs for these courses (concurrent enrollment), which are taken for dual credit, are the responsibility of the student. In certain circumstances, classes may be taken off-campus during the regular school day.

26. COLLEGE VISITATION

Students are encouraged to visit colleges for possible post-high school attendance. Whenever possible, these visits should be made on days when high school is not in session. Although college visitation is designed for seniors,

occasionally a junior may have need for a visit. College visitation arrangements are to be made in advance through the guidance office.

27. COMPUTER USE-ACCEPTABLE USE POLICY

Hesston USD 460 strongly believes in the educational value of electronic information services. USD 460 will make every effort to protect staff and students from misuses and abuses as a result of their experiences with an information service. To that end, the district has established an Electronic Information Services Acceptable Use Policy. The policy is distributed to all students and staff at the beginning of each year and is available in each school office.

District computer systems are for educational and professional use. Users shall have no expectation of privacy when using district e-mail or other official communication systems. Use of any school supplied facility or equipment is subject to unannounced monitoring and review by the district at its discretion. The district retains the right to discipline any student (up to and including expulsion) and any employee (up to and including termination) for violation of the acceptable use policy. Improper use of computers during the school day will result in a warning for the first violation. A second offense will result in four hours of Saturday School with the potential; for further restrictions on computer usage. On all subsequent offenses, students will face other disciplinary action (e.g. Saturday School/Suspension/Computer restrictions).

28. CORRESPONDENCE CLASSES

Approved high school correspondence courses, taken through a sponsoring agency, are accepted by Hesston High School as a legitimate means to secure needed high school course credits toward graduation. These courses must be pre-approved through the guidance office with the student bearing the cost of the enrollment.

29. COUNSELOR

The school counselor is a licensed, professional educator who assists students, teachers, parents, and administrators. Three helping processes used by the counselor are counseling, consultation, and coordination.

1. Counseling is a complex helping process in which the counselor establishes a trusting and confidential working relationship with the student. The focus is on problem-solving, decision-making, and discovering personal meaning related to learning and development.
2. Consultation is a cooperative process in which the counselor assists others to think through problems and to develop skills that make them more effective in working with students;
3. Coordination is a leadership process in which the counselor helps organize and manage a school's counseling program and related services.

The guidance and counseling services are designed to give various systematic aids to students making adjustments to their situations. Students and/or parents should contact the counselor's office for any of these items or services.

Guidance:

1. Permanent student files
2. Future plans
3. College application
4. Scholarship application
5. Entrance tests
6. Vocational & Career planning
7. Testing results
8. Activity record

Personal Counseling:

1. Enrollment conferencing
2. Behavioral counseling
3. Conflict reasoning
4. Health conferencing
5. Occupational counseling
6. Interpersonal counseling
7. Study skills

30. DANCES AND SOCIAL ACTIVITIES

A maximum of two school sponsored dances each semester (not including prom & homecoming) are allowed. Dances are scheduled through the student council with certain guidelines administratively imposed.

1. Student council officers & representatives will take an active role in helping administrate the dance.
2. School rules and guidelines are expected and enforced.
3. Dances are open to current students (unless suspended or denied) and their dates (only one date/signed up in the office prior, exceptions must go to the principal 48 hours in advance). Non Hesston High School dates must be currently enrolled in a high school and are subject to approval by administration.
4. A guest of an HHS student will not be able to bring another guest(s).
5. The calendar dates are scheduled by StuCo in advance with: StuCo sponsor / Activities Director / Principal.
6. Current students are responsible for the behavior of their dates.
7. A sponsoring organization is fully responsible for the financial arrangements.

8. Dances cannot be held during the last two weeks of a school term.
9. Dances must be properly supervised - 4 sponsors +21 yr. age, approved by HHS admin. at least 4 days before the event,
10. A USD 460 administrator will be on duty or on call.
11. Participants who leave a dance will not be readmitted & must leave school property (unless granted approval by sponsors).
12. All participants must sign-in upon admittance to the dance.
13. Illegal substance use (or influence of substances) is not allowed and will be dealt with according to district policy and state law (future dances would be in jeopardy).
14. Starting and ending times must be approved by the administration but never ending later than 11:30 p.m. unless approved by the board of education.

31. DETENTION

Detentions are issued to students for school rules infractions and/or to make up time due to tardiness and unexcused absences (excessive or reoccurring infractions may result in suspension). Normal detention time will be 8:00 a.m. - 12:00 noon on Saturday mornings. All Saturday school assignments must be served on the date assigned with the exception of tardies. Students may work off their assignment time for tardies prior to an assigned Saturday either before or after school, working with the school custodian. Failure to meet the standard of the custodian(s) will result in loss of this privilege for the remainder of the school year. When detentions are issued and dates/times assigned, UNDER NORMAL CIRCUMSTANCES it will be expected that students will adjust their out of school activities to attend (extra-curricular activities, work, etc. are not valid reasons to miss detention & all emergency situations must be pre-approved by administration). Failure to attend will result in additional consequences. Should a student accrue more hours of Saturday school than 3 sessions can erase, the student will face out of school suspension.

Detention room expectations include: promptness; sufficient materials for productive work; no food, drink, or sleeping; talking must be approved by the supervisor; proper care of furniture and equipment; following all requests of the instructor on duty; and following all school policies and regulations (including hats and headphones).

32. DISCIPLINE

Hesston High School is responsible for the discipline and safety of students on campus and field trips between the hours of 8:05 a.m. and the end of the regular school day. The responsibility of the school continues after regular school hours when school-sponsored activities, approved by the board of education, are taking place. Members of the staff are not responsible for the behavior and/or acts of students on the way to and from school (except for bus riders). All staff, licensed and non-license (classified), have full authority over students anywhere on the campus or in the school building. The most common form of consequences for violation of student expectations at HHS will be detention time. When students are assigned detention, they are expected to serve the time and maintain proper behavior (See "Detention").

The following discipline policy in no way will encompass all that may happen in the course of a school year. This is a guide that is flexible to accommodate the majority of the issues that have come up in the past at HHS. Students may be given the opportunity to reduce their consequence by correcting their behavior and working through the process with administration.

CONSEQUENCES:

Minor Offenses: Warning to 4 hour Saturday School

(Consequences for repeat offenses of a minor issue could possibly enter into a consequence of a major)

Major Offenses: 1 hour Saturday School to 5 day ISS/OSS or Expulsion

Automatic Offenses: 1-3 day ISS/OSS to 5 day OSS & Expulsion

Major & automatic offenses may include but are not limited to: misdemeanor or felony violation of the law; defiance toward faculty or staff; possession of a weapon or facsimile; possession of exploding devices, including lighters; damage to school property; damage to other students' property; stealing; abusive or profane language toward staff; fighting; use of tobacco, alcohol, or illegal drugs on school property; behavior threatening or endangering to other students' safety or health.

TARDY POLICY (based on accumulated tardies from all classes per 9 weeks)

A student is considered absent, not tardy if they miss more than 15 minutes of a class period.

3 Tardies = 2 hr. Sat. School (8:00 a.m. - 10:00 a.m.), written notification

6 Tardies = 2 hr. Sat. School (8:00 a.m. - 12:00 a.m.), written notification

9 Tardies = Loss of break, parent contact, 4 hours Saturday School, a student contract written to correct the inappropriate behavior

Broken contract = may result in long term suspension / hearing

LEAVING BUILDING W/O PROPER OR PRIOR CONSENT

1st Offense = 4 hr. Sat. School (8:00 a.m. - 12:00 noon)

2nd Offense = In-School suspension & required Parent Conference

3rd Offense = 1-3 day OSS & student contact written (parents)

4th Offense = Violation of Contract = hearing for long term OSS

BULLYING

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on, or while using, school property; in a school vehicle; or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

SCUFFLING

- 1st Offense = 4 hr. Sat. School (8:00 a.m. - 12:00 noon)
- 2nd Offense = 3 day ISS/OSS
- 3rd Offense = 5 day ISS/OSS
- 4th Offense = Long Term Suspension hearing

FIGHTING

- 1st Offense = 3 day OSS & report to local law enforcement agency and student goes on probationary status for the school year
- 2nd Offense = Violation of the probationary status for the school year. A disciplinary hearing will be held to discuss further consequences and possible expulsion. K.S.A. 72-89b03 requires HHS to file a report with the local law enforcement agency concerning behavior incidents that could be interpreted as a misdemeanor or felony, such as fights, acts of violence, and stealing. The contents of that report can be secured by contacting the city of Hesston Police Dept.

THREATS/INTIMIDATION/ HARASSMENT (unless major/auto)

- 1st Offense= Conference & Warning (unless a major or automatic) with a student signature on contract documenting the warning
- 2nd Offense = 3 day OSS and parent conference prior to school re-entry
- 3rd Offense = 5 day OSS & discipline hearing for long term suspension

NO SHOW FOR LEARNING SUPPORT

- 1st Offense = 2 hr. Sat. School (8:00-10:00a.m.)

If student continues to miss, parent conference will be needed. It is the student's responsibility to monitor when they are required to attend Learning Support. "I didn't know I had Learning Support" will not be an accepted excuse. Students will be expected to check with their Crew/classroom teachers on Mondays and Wednesdays.

NO SHOW FOR DETENTIONS

- 1st Offense = Time x 2 and rescheduled for the next available date (work or school activities are not excused). Required parent conference occurs to get student into school and placed on student contract.
- 2nd Offense = Step #1 of Contract=1 day OSS with parent conference prior to re-entry
- 3rd Offense = Step #2 of Contract=3 day OSS with parent conference prior to re-entry
- 4th Offense = Step #3 of Contract=5 day OSS with hearing for Long term suspension

ASSEMBLY BEHAVIOR VIOLATIONS

- 1st Step = Student accompanies teacher to the administrative office
- 2nd Step = Written explanation to explain the offense:
Consequences (unless an automatic offense)
 - 1st Offense = 4 hr. Sat. School (8:00 a.m.-12:00 noon)
 - 2nd Offense = 2,4 hr. Sat. School (8:00 a.m.-12:00 noon)+removal from all future assemblies

MINOR CLASSROOM DISTURBANCES

- 1st Offense = Warning (immediate, after class, or at end of the day)
- 2nd Offense = Removal from the classroom (to another seat in the room, hallway, or teacher's office)
- 3rd Offense = Conference with student-parent-teacher-administrator
- 4th Offense = 2 hr. Sat School (8:00 a.m.-10:00 a.m.)
- 5th Offense = 4 hr. Sat School (8:00 a.m.-12:00 noon)

6th Offense = 1-3 ISS/OSS (depending on severity)

PUBLIC DISPLAYS OF AFFECTION

1st Step = Teacher confronts students - warns of inappropriate behavior & reports the incident

2nd Step = Referral form to administration with specifics

3rd Step = Administrative action

Consequences:

1st Offense = Student conference with warning to/with students

2nd Offense = Conference with parents and students

3rd Offense = 4 hr. Sat. School (8:00 a.m.-12:00noon)

4th Offense = 1 day OSS

5th Offense = 1-3 day OSS (may be waived if parents escort students around school)

33. DISHONESTY

Academic dishonesty is not acceptable. *Plagiarism*, defined as the use of another person's original ideas or writing without giving credit to the true author, and *cheating*, including but not limited to the act of copying another student's work and submitting it as your own, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question as well as other disciplinary measures.

34. DRESS CODE/STUDENT APPEARANCE

Because of the strong relationship between a student's appearance and his/her appropriate behavior conducive to learning, all students at Hesston High School are expected to dress neatly and appropriately following certain guidelines.

1. Hair, beards, and mustaches are to be kept cleanly groomed and styled.
2. Shoes are to be worn on the feet.
3. Headdress such as caps, hats, sweat bands, "doo-rags", bandannas, scarves and hoods are not appropriate school apparel and need to be removed when entering the building and kept in the students' locker.
4. Extreme apparel (sagging clothing; excessively short shirts; wallet, keys, or chains etc. longer than 10" in length; clothing with massive or multiple holes) is not appropriate school apparel.
5. Sunglasses are considered for outdoor purposes, not indoor, unless prescribed by a doctor and cleared with the school nurse.
6. Clothing with obscene, suggestive, disruptive, or inappropriate printing or pictures is not appropriate school apparel.
7. Clothing that advertises, displays, or represents tobacco, alcoholic products, drugs, sex, illegal acts or disloyalty to our country is not appropriate school apparel.
8. Clothing displaying bare midriffs, half-shirts, tank tops with low-cut necks or large arm holes, spaghetti straps, "cut-off shorts" without a hem, short shorts (must be the length of extended arm with closed fist), or visible undergarments are not appropriate school apparel.
9. Body piercing and visible tattoos are not to disrupt school or be distracting to students.

35. EMANCIPATION

Students who are enrolled at Hesston High School but do not live at home with parents or guardian can declare school emancipation by securing a legally notarized statement or document from parents or guardian declaring that the student is no longer living at home but on his/her own. By securing this notarized statement of emancipation, the student can excuse himself/herself for absences and can make other decisions regarding school matters.

36. EMERGENCY & SAFETY DRILLS

Students shall be informed of emergency drill procedures at the beginning of each school year. Specifics regarding the procedures may be obtained by contacting the building principal. Fire drills-When the signal sounds, all persons are to leave the building immediately by the exit designated in each classroom route diagram, leaving behind all study materials and wraps. Persons are to walk quietly to the tennis courts located on the east side of the building and meet with their respective teachers.

Tornado drills-The intercom will be used to notify students that a tornado alert is in affect. All students will go to the pool locker rooms and hallway under the east bleachers in the Main Gymnasium and in the boys' locker room in case of a weather emergency or drill.

37. EMERGENCY SAFETY INTERVENTIONS (Policy GAAF)

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

management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, **except**:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to

issue the order for the device;

- Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI

for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or

physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed

of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

38. ENROLLMENT PROCEDURES

New Students: All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families (DCF), or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records or data, or other documentary evidence the board deems satisfactory. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act.

Returning Students: On an annual basis, Hesston USD 460 mails enrollment packets to the parent/guardian of each student. For high school students, this occurs in the spring. For elementary and middle school students, this occurs in July. A variety of notices and forms are included in this packet; many are required for enrollment. Parents/guardians are encouraged to be diligent in reading and completing all necessary documents for enrollment.

Enrollment Day: Hesston USD 460 generally holds its "Enrollment Day" on the first Thursday of August. At this time, textbook and other fees are to be paid and all applicable forms submitted for each enrolled student. Families who qualify for free or reduced meals, and submit a consent for disclosure, will be exempt from textbook fees or pay a reduced rate. Each spring, students will be surveyed for an indication of their course needs and wants. From the survey results, a master schedule is developed. Students will pre-enroll in classes based on the master schedule. Enrollment verification will be mailed home by May 1st. Students from outside Hesston USD 460 who desire to be considered for enrollment must fill out a Non-Resident Student application and may attend an interview with a team of administrators and teachers. Falsifying personal enrollment information will be grounds for removal from Hesston High School.

39. FAMILY & CHURCH NIGHT

Wednesdays have traditionally been reserved for family and church activities in the Hesston community. Every effort will be made to avoid scheduling evening school activities and assigning homework on this day of the week.

40. FEES

Student fees are paid during final enrollment but do not cover the replacement cost of textbooks. We ask students to guard and care for each textbook. Students that lose, carelessly allow damage, intentionally damage, or destroy textbooks are responsible to pay for them. Students will also be expected to provide materials as may be required by their teachers, such as pencils, pens, paper and spiral or binder notebooks, etc.

41. FIELD TRIPS

Teachers may plan various field trips as part of the educational process for their students. These will generally be within a 10-mile radius of Hesston, but are not limited to 10 miles. Parents are asked to sign a permission form at enrollment time, which will be kept on file for use during the year. Parents will be notified of a field trip, prior to when it occurs. Parents may excuse their child from any field trip by informing the teacher in writing.

42. FIGHTING - (See Discipline)

43. FOOD SERVICES

"Well-balanced meals, breakfast and lunch, are available to students each school day at a cost to be announced. Students will be informed of daily menu options and selection requirements. Menu options include a protein food, whole grain, fruit/juice, vegetable, and milk. Students are required to select three components, one of which must be 1/2 cup of a fruit, vegetable or a combination of the two. Students are encouraged to eat all options available. When the serving line has food available for second servings, students may be allowed to go for seconds. Students choosing to take seconds must have a clean tray and are expected to consume what is taken. An additional fee applies to seconds of the main dish. Throwing away portions of the second helping may result in limiting this privilege for a period of time. Students may bring sack lunches.

Meal Charges

A pre-paid charge account, for students paying full or reduced price for meals, may be established with the district. Students may not over-charge this account to a negative balance of more than \$25.00.

Any student failing to keep his/her meal account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be asked to bring a lunch from home.

A written notice shall be provided to a student and his/her parent or guardian when the student's account reaches negative \$25 and prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received, or arrangements for a payment plan are not established by the parent/guardian, within 10 working days of notice, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. Unpaid meal charges that remain after all avenues identified under policy DP are exhausted shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

44. FUNDRAISERS

Sales or other fund raising events which occur at school activities or within the school and involve only students must be approved in advance by the building principal. The superintendent of schools shall be notified prior to the activity or event. All fund raising activities that are directed to individuals other than students must be approved by the board of education.

45. GRADES/GRADING (Also see Report Cards)

At Hesston High School students are expected to master course outcomes to a performance of at least 70% correct. All subjects will be evaluated using the scale noted below:

A+	97-100%	
A	93-96%	
A-		89.5-92%
B+	87-89%	
B	83-86%	
B-		79.5-82%
C+	77-79%	
C	73-76%	
C-		69.5-72%
F	0-69%	

Reporting Grades: Student grades will be officially recorded on transcripts only as semester grades, reflecting the accumulated progress of 18 weeks of student endeavor. Report cards will be issued at the end of each semester. Progress reports will be posted on Infinite Campus (IC) five (5) times each semester before the actual report card. Parents may access progress reports and grade reports via the IC parent portal on the HHS web site. Parents and the counselor will be notified any time a student is in danger of failing a class. Students who are 18 years of age or older will have their records sent to their parents unless they instruct the office otherwise.

46. GRADE POINT AVERAGE

In order to figure a student G.P.A. the following formula is used: "A=4" / "B=3" / "C=2" / "F=0". Multiply each semester "A"X4, "B"X3 etc. to get the total number of semester grade points, then take the total points and divide by the number of classes taken (a "P" grade for a class does not count in determining the G.P.A.) The result of the calculations will yield the semester G.P.A. In order to figure the total student G.P.A., the entire transcript of course grades is needed but the method of calculation would remain the same.

(example A,A,A,A,A,B,B,B,B,C,C,C,C=4+4+4+4+4+3+3+3+3+3+2+2+2+2=45 divided by 15=3.0 G.P.A.)

47. GRADUATION REQUIREMENTS

Graduates of Hesston High School must have a minimum of 24 credits including the following.

4 credits of English Language Arts to include English I, II, III, English Comp I & Comp II (English Comp I and II taken senior year)

3 credits of Social Science to include American History, ½ credit American Government, ½ credit Economics + ½ World History and ½ credit World Geography

3 credits of Science to include Physical Science and Biology I plus one more science credit.

3 credits of Mathematics

1 credit Physical Education: Health

1 credit Computer Technology (½ 8th grade from HMS; ½ 9th grade)

½ credit of Public Speaking (taken senior year)

1 credit of Fine Arts

½ credit Consumer and Personal Finance to be taken Junior or Senior year

In order to participate in graduation exercises at HHS, a student must be in good standing.

Early Graduation: Students who complete all state and local graduation requirements may request permission to graduate early. The student and his/her parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan during the spring semester of their Junior year. The board of education shall approve or deny each request based on the circumstances of the individual student. The student must submit a written request to the superintendent, stating the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents.

Exceptions: The board of education may grant exceptions, in order to waive local graduation requirements that are in excess of the state minimum requirements, on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated; or
- if such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

48. HALL PASSES

Teachers will ask for cell phones or personal electronic devices should a student need to leave the classroom. There will be a sign in/out sheet for use in each classroom for this purpose.

49. HEALTH SERVICES

Hesston USD 460 employs a full-time school nurse who serves the three school buildings. Students requiring the services of the school nurse or wishing to discuss health problems may go to the office to request to see the nurse. Vision and hearing tests will be given every other year or as needed. Blood pressure tests will be given when requested by the student and approved by the nurse or her designee. Any student diagnosed by a physician as having a communicable disease shall be required to withdraw from school for the duration of the illness or until he/she is completely non-contagious, in order to give maximum health protection to other students. Students will be readmitted to regular classes upon termination of the illness as determined by the school nurse. The board of education reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. To help reduce the spread of viruses, please do not send your student to school until he/she is fever free without medication and vomit free for 24 hours.

50. HIPAA POLICY

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

51. HISTORY OF HESSTON HIGH SCHOOL

In 1886, the birth of the city of Hesston began with the establishment of a railroad depot and the building of various homes and businesses to provide support and structure for a town. An elementary school was established in September 1889; and in 1909, the Mennonite Church established the Hesston Academy and Bible School for high school classes. Later, the school became known as Hesston Academy and College, serving the community's secondary and higher education needs for many decades.

In the early 1960's, three factors led community leaders to establish a public high school in Hesston: 1) pressure from the Kansas State Board of Education; 2) the College's desire to eventually sever sponsorship of the Academy; and 3) the desire of area schools to annex Hesston as a school entity. Hesston High School held its first classes in 1964, for grades 7-12, at the present site of Hesston Middle School.

In 1965, Hesston USD 460 was created, forming a unified school district encompassing 63 square miles. Hesston College continued to provide assistance to the high school for a couple more years. In September of 1970, a new 83,000 square foot high school building was completed at a cost of \$1.6 million to serve a maximum of 400 students on a 56-acre tract. The previous home of Hesston High School became the first true middle school in the state of Kansas.

52. HOMEWORK REQUEST - (Excerpt of policy KFH)

When parents wish for homework to be sent home, a request should be made at the time of reporting the student's absence, prior to 9:00 a.m. However, if that does not occur, staff will honor requests for homework made any time prior to 12:00 p.m. Additionally, every effort will be made to honor requests made after noon. For expediency,

students should request homework directly from each teacher by email. High school students are expected to email teachers directly for homework each day they are absent from classes.

53. HONOR ROLL

At the end of each semester, the grade point average of each student will be computed. Those HHS students with a grade point average of "4.0" will be listed on the "Principal's Honor Roll". Those students with a grade point average of "3.5 - 3.99" will be on the "Honor Roll". Those students with a grade point average of "3.0 - 3.49" will be "Honorable Mention".

54. HUMAN SEXUALITY AND AIDS EDUCATION

In accordance with Kansas State Board of Education regulations, students in Hesston USD 460 are presented information about Human Sexuality and AIDS in their health classes. The content is age appropriate and relates to the current topic in the health curriculum. Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of distribution at enrollment.

Parents or guardians (or students eighteen years of age or older) may complete an opt-out request to excuse the student from all or a portion of the human sexuality/AIDS instruction. Forms are available at enrollment or from the building principal. The signed form will be kept on file in the principal's office. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

55. ILLNESS

Students who become ill during the school day will not be dismissed from school until the school nurse or the administration has examined them. When the decision is made to send an ill student home, the office will attempt to contact the student's parents to apprise them of the situation. Students will not be dismissed to go home but will remain under the school's care until the parents have been successfully contacted and agree to allow the student to leave school to go home. Failure to follow proper procedure when leaving the building due to illness will normally result in an unexcused absence.

56. IMMUNIZATIONS

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required. Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) A list of sources for additional information; and
- (2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as pre-scribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak. Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

57a. INFINITE CAMPUS (Student Information System)

Infinite Campus (IC) is the software program used by the district to store all student data. The IC Parent Portal is designed for parents/guardians to stay up-to-date with their child's academic progress, assignments calendar, attendance, behavior, health records, meal account, and schedule. Each legal parent/guardian will have his/her own separate account. Accounts may be assigned to step-parents when approval is given by the superintendent. Forms to apply for such approval are available at the district office. Parents new to the district will be contacted by building secretaries regarding activation information.

57b. INFINITE CAMPUS MESSENGER

Hesston USD 460 utilizes an email communication tool called Infinite Campus Messenger (IC Messenger). This tool allows school personnel to send email notices to Infinite Campus users concerning:

- School cancellations
- Grade cards, newsletters, and monthly school menus
- Upcoming academic event reminders
- Low or negative meal account balances

- Important district-wide and building-level announcements
- All IC Parent Portal users are automatically registered for IC Messenger.

58. INITIATIONS AND HAZING

In a school that supports the rights of all students to attend school without harassment, embarrassment, or being made to feel unwelcome, “initiations” and “hazing”, or any other form of targeting students to be made fun of or to force involuntary actions cannot be tolerated. This behavior blatantly violates the high school vision, district policy, and state statute. If this activity occurs outside the normal school day and/or off school grounds, parents are encouraged to contact the local police department.

59. INSURANCE

Parents are responsible for adequate health and accident insurance for students. The school district recommends that all students be covered with some type of health insurance. **The school district does not carry an accident insurance policy on students.** Any medical expense not covered by the student’s health/accident insurance is the responsibility of the parent or guardian. Families that qualify may apply for insurance through KanCare, the State’s medicaid provider, at <http://www.kancare.ks.gov>.

The Kansas State High School Activities Association (KSHSAA) has a catastrophic policy (above \$10,000) that covers students involved in KSHSAA activities. All students participating in interscholastic athletics must submit a form, signed by their parents/guardians, stating that they have adequate insurance to cover injuries through the maximum deductible of the KSHSAA catastrophic insurance policy. Families wishing to increase insurance coverage on students involved in activities may inquire about such insurance through the principal’s office or the activity director’s office. Athletic equipment will not be issued to a student until a physical examination form, a permission to participate form, and the insurance form are submitted to the coach or school office by the student-athlete.

60. KANSAS REPORT CARD

The Kansas Report Card is a collection of data compiled annually by the Kansas State Department of Education to provide information not only on a statewide basis but also by school district and by building. Parents can access USD 460’s Report Card and review district and building level information on the Kansas Report Card web site: <http://ksreportcard.ksde.org>

61. LEARNING SUPPORT (LS)

Hesston High School students are provided an organized supplemental instruction period twice weekly within the school day for added instruction or further exploration.

1. LS is assessed weekly. The advisory teacher (Crew teacher) will notify students required to attend LS on a weekly basis. If a student misses Crew, it is his/her responsibility to verify academic status.
2. Any student earning a failing grade will be required to attend LS. Teachers may assign LS for any student needing additional time or instruction to master district standards.
3. Failure to report to LS will be counted as an absence. Attendance is taken and reported by the Crew teacher. Failure to attend will be treated as truancy from class.

62. LEAVING A CLASSROOM

Students leaving the classroom must have permission from the supervising teacher even if another teacher or the office has given a written excuse to the student. Students that need to leave the classroom for appointments occurring during class time should inform the teacher prior to or at the beginning of the class period. The student is to have an office “permit to leave” prior to the teacher dismissing. The student then comes to the office to checkout before leaving. Failure to follow expectations will result in consequences (See Discipline).

63. LEAVING THE BUILDING

School district policy and Kansas state law require that students wishing to leave the building and campus for reasons other than an emergency or scheduled classes must get parental permission and be verified by office staff before they may leave during the school day. Failure to properly get permission to leave and failure to sign-out or sign-in when returning will normally result in disciplinary consequences for that student (See Discipline). Making a trip to the parking lot (car) during the school day requires teacher or administrative approval and sign out from the office (sign in upon return). During lunchtime, students are to stay in the building.

64. LETTERING

In any event, a committee consisting of the coach, director, or sponsor, activities director, and principal may review unusual circumstances and have the power to award a letter on majority vote of the committee. All lettering requirements are determined by coaches/sponsors/teachers overseeing each activity and approved by the Activities Director.

Academic - A Hesston High School student who maintains a 3.5 G.P.A. for the entire academic year (using semester grades) will be eligible for an academic letter and certificate. Senior academic letters will be based on the first semester grades. The senior academic awards will be given in the spring and the other classes in the fall following the spring semester.

Activity / Athletic – a participant will be eligible for a letter when he/she has participated in a sport or activity and completes the season “in good standing” and has met the specific lettering guidelines of the event.

Academic Competition - determined by sponsor & administration

Art Club-

Baseball-

Basketball - play in at least 1/2 of the total “A” team quarters of the season (4 “B” quarters will be counted as one “A” team quarter)

Cross-Country - run three races with a time of 19:30 (boys) or 17:45 (girls) or better OR qualify as a regional performer when there are more than five team members

Drama-

Football - play in at least 1/2 of the total varsity quarters of the season (4 “B” quarters will be counted as one “A” team quarter)

Forensics - 100 points accumulated (Tournament Sweepstakes points) **Tournament Points by Round:**

Rank Points

1	5
2	4 - finals counts as an additional round
3	3
4	2 - state and national level competition
5-10	1 count for double points

Additional point accumulation:

5 - take one event to competition

2 - take an additional event to competition

15 - qualify for State Championships

30 - qualify for National Tournament

The forensics coach reserves the right to letter someone who has made a significant achievement, such as qualifying for the State Championship Tournament or the National Tournament, even though they do not have the required amount of points. The coach also reserves the right to not letter anyone who does not finish the season in good standing.

Golf – participant must earn 35 points to letter and finish the season in good standing:

Participation in a varsity tournament	4 pts
Participation in a non-varsity tournament	2 pts
Participate at regionals	5 pts
Participate at state	8 pts
Varsity tournament medallist	
1 st -3 rd place	6 pts
4 th -6 th place	4 pts
7 th -10 th place	2 pts
Non-varsity tournament medallist	2 pts
State medallist (places 1-10)	10 pts
State medallist (places 11-20)	5 pts

Gymnastics – TBD by Newton Coaches

Instrumental Music - to letter in band the student must complete the following.

1. Attend all performances (pep band included).

2. Choose 3 of the 5 following: Audition for KMEA, Take an ensemble to league or regional contest, Take a solo to league or regional contest, Attend 3 concerts outside the school, Attend a band clinic or camp

Letters will be awarded to those who have been selected into the jazz band, and complete all the requirements and responsibilities of that class.

Robotics-Required: Successfully complete one full year of Robotics class (2 Semesters).

And 1 of the following:

1. Earn a “Tournament Champion” trophy at an Official VEX Competition with a minimum of 16 teams present.
2. Earn a “Tournament Finalist” trophy at an Official VEX Competition with a minimum of 16 teams present.

3. Earn a trophy from the judges at an Official VEX Competition with a minimum of 16 teams present that include but are not limited to: "Excellence Award, Judges' Award, Design Award" and others.
4. Score is greater than or equal to 80% of the winning team. I.E. Winning team scores 60 points, you must score at least 48 points. This is only effective for Robot Skills and Programming Skills at TSA meets.
5. End the Qualification Rounds ranked in the top 20% of teams participating. I.E. 16 teams participating must be ranked in top 3.

Scholars' Bowl-

Softball - participate in at least 1/2 of the total varsity games, innings, or a senior in good standing.

Spirit Squad - Cheerleaders should cheer in all games during their assigned season.

Student Managers - two (2) seasons as manager

(Seniors who have participated four years in a sport and have not lettered will usually letter their senior year.)

Swimming(boys/girls) - TBD by Newton Coaches

Volleyball - participate in at least 1/2 of the varsity games

Wrestling - wrestle in at least 1/2 of the varsity matches

Tennis - participant must earn 35 points and finish the season in good standing.

Participation in a varsity tournament	4 pts
Participation in a non-varsity tournament	2 pts
Participate at regionals	5 pts
Participate at state	8 pts
1 st place varsity tournament (5+ teams)	4 pts
2 nd place varsity tournament (5+ teams)	3 pts
3 rd place varsity tournament (5+ teams)	2 pts
or 1 st place varsity quad	
2 nd place varsity quad	1 pt
Top 4 at state	10 pts
5 th -8 th at state	5 pts
9 th -10 th at state	3 pts
Completion of the year in good standing	5 pts

Track & Field - 25 or more accumulated points:

1 st place varsity invitational	10 pts
2 nd place varsity invitational	8 pts
3 rd place varsity invitational	6 pts
4 th place varsity invitational	4 pts
5 th place varsity invitational	2 pts
6 th place varsity invitational	1 pt
1 st place varsity CKTL meet	8 pts
2 nd place varsity CKTL meet	6 pts
3 rd place varsity CKTL meet	4 pts
4 th place varsity CKTL meet	2 pts
5 th place varsity CKTL meet	1 pt

Places in a JV meet will receive 1/2 of the points awarded in a varsity one.

Participants in relays will receive their placement points divided by 4 plus one (1) additional point.

Any school record that is broken will result in an automatic letter.

Any individual placing or earning points at the league, regional, or state meets will automatically be awarded a track letter.

To be awarded a letter the athlete must be in a good standing as a team member at the conclusion of the season even though one or more of the lettering requirements have been met.

Vocal Music - 35 points accumulated

State Choir - Automatic Letter	
KMEA Auditions	3 pts
KMEA District VI Choir	5 pts
"I" League Solo	6 pts
"II" League Solo	3 pts
"I" Regional Solo	8 pts
"II" Regional Solo	4 pts
"I" State Solo	10 pts

"II" State Solo	7 points
"I" League Ensemble	4 pts
"II" League Ensemble	2 pts
"I" Regional Ensemble	5 pts
"II" Regional Ensemble	3 pts
"I" State Ensemble	8 pts
"II" State Ensemble	4 pts
"I" League Large Group	5 pts
"II" League Large Group	3 points
"I" State Large Group	8 points
"II" State Large Group	5 pts
Musical (Principal Role)	10 pts
Musical (Minor Role)	5 pts
Musical (Chorus)	3 pts
Private Voice (per semester)	5 pts

Non Lettering Activities available to participate in: FBLA (Future Business Leaders of America), FCCLA (Family, Career, & Community Leaders of America), Friends of Rachel, STAND, NHS (National Honor Society), STUCO (Student Council)

65. LIBRARY

The Hesston High School library is equipped to provide quality service for students with online and print options for research purposes. Our library has a tremendous offering of fiction and nonfiction books for leisure reading also! Library guidelines are noted below.

Checkout:

Library materials are checked out electronically.

Once a month due date when materials are renewed or checked in during Crew.

Current magazines are offered on an overnight checkout basis.

Online resources are available at www.hesstonschools.org --High School -Library Resources

Questions? Contact teacher/librarian, Mrs. Rachel Yoder via rachel.yoder@usd460.org

66. LOCKERS

Lockers are the property of USD 460 and will be assigned to students upon registration in school. There is a limited supply of locks that students may check out for the year for the purpose of safeguarding the student's personal property. Lockers are furnished to provide a place for students to keep books and personal belongings. Lockers are not to contain vulgar, obscene, offensive or dangerous materials. Any personal equipment too large for the locker may be stored in the office. Physical education and athletic lockers will also be assigned as appropriate with each student using a school owned master-keyed combination lock. The administration reserves the right to search lockers at any time without notice, according to policy JCAB.

67. LOST/FOUND

A school "lost and found" will be kept in the Freshmen/Sophomore locker area for "found" items to be turned in.

68. LUNCHES

Lunchtime at Hesston High School is "CLOSED" for off-campus eating. Any visitor wanting to attend Hesston High school lunch must be pre-approved through the front office. Seniors in good standing may request of the administration an "open campus lunch period" during the last quarter of the school year. The academic area will be closed during lunchtime. Students are to stay in the building or wait for the bell near the south building entrance (flag pole area).

Lunch options include five portions: milk, bread, fruit, vegetable, protein, with 3 required. Seconds of milk are available to all students and a fee of \$.50 will be charged for seconds of the school lunch entrée.

Lunchroom Expectations: courtesy and consideration to staff; all lunches are to be eaten in the lunchroom UNLESS lunch is purchased in the Pit Stop or brought from home; **Sharing food is not to occur.**

Each student participating in the school lunch program will have his or her own account. Students may not borrow from one another's account. Deposits to the student account are made in the office. 9:30 a.m. is the deadline for deposits for the current day. Ala carte items cannot be purchased if an account has a negative balance. If family circumstances occur during the year that you feel may qualify you for the federal free/reduced lunch program, please contact the office for necessary paperwork.

In the operation of the food service program, no child will be discriminated against because of race, sex, color, national origin or disability. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250

69. MAKE-UP WORK

The classroom teacher's discretion will be used in helping determine specific requirements for make-up work in each class. Students are expected to confer with the teacher outside of regular class time to help bring them up to date. Students who know they will be absent are expected to hand in class work prior to the absence whenever possible. Students who miss school time due to an emergency absence (including illness), will normally have the number of days absent (# school days) plus one (1) school day to complete the work.

70. MEDICATION

Administered by School Personnel

Designated school personnel may administer medication (including "over the counter" items) to students during school hours when the following steps are taken:

- A written request from the parent/guardian must accompany all medication to be administered by school personnel, including over the counter drugs.
- All medication must be sent with its name, dosage, time of day to be given, and the prescribing physician's name, if applicable.

For your child's well being, it is recommended that the medication:

- be administered at home prior to being given at school to avoid unexpected reaction; and
- be sent in its original container.

Administered by Student

The self-administration of medication for asthma or anaphylactic reactions is allowed for students in grades K-12. The student shall provide written authorization from the student's health care provider and parent/guardian stating the student has been instructed on self-administration of the medication and is authorized to do so. A form to authorize such self-administration of medication is available in the school office.

Under no circumstances are students to give any medication to fellow students.

71. MOVIES

Movies may be used for instructional purposes or special activities. All movies and videos shown at HHS will have a rating no higher than PG13. For any exception, parents will be notified in advance and provided the opportunity to opt-out their student.

72. NATIONAL HONOR SOCIETY

Membership in the Hesston High School National Honor Society is an honor bestowed upon a junior or senior student that, in the researched evidence faculty sponsors, has demonstrated extraordinary traits in each of the following areas:

Leadership: positive leadership and attitude, inspires others;

Character: honesty, morality, kindness, courtesy, respectfulness;

Scholarship: 3.5 G.P.A. or higher;

Service: loyal volunteer, positive attitude in or outside school;

Announcements to complete an application are made in April and applications are due at the end of April.

Applications are available from the National Honor Society sponsor.

73. NON-RESIDENT STUDENTS

All students residing outside the district who desire to attend Hesston USD 460 schools must complete a Request for Admission by Non-Resident Student form. Applications are available in the school office and on the district web site, www.hesstonschools.org. Application for admission should be made through the principal of the building where the child intends to enroll. If ample resources (e.g., sufficient space and services) exist that will enable the district to adequately educate its resident students, recommendations for admission of non-resident students will be forwarded to the superintendent of schools for final approval. USD 460 will honor all expulsions and long term suspensions from other schools unless waived by the superintendent.

Enrollment status is reviewed annually. Non-resident students who have been admitted may have their permission withdrawn for failure to attend school on a regular basis, failure to make adequate progress toward remaining at grade level and/or progress toward graduating, or failure to maintain a positive discipline record. Parents/guardians of non-resident students are expected to demonstrate support for the educational process by cooperating fully and completely with all district personnel.

74. OFF CAMPUS ENROLLMENT

Hesston High School has a cooperative agreement with Newton USD 373 for vocational course offerings for students on a limited basis. Students enrolled in any of these classes are expected to meet the course requirements from the school and teacher where the class is held. Attendance is crucial to the success of students in these classes. HHS provides transportation to these classes and, under normal circumstances, students are **required to ride school transportation to class each day. Students may drive themselves to and from these classes with written parental permission**

but may not transport any other student during that time. Students found in violation of this policy will lose driving privileges for a period of twenty school days. A second violation of this policy will result in a loss of driving privileges for the remainder of the school year. As such, said students will be required to ride in transportation provided by the district. Due to the requirements of specific courses, it may be necessary for students who are not permitted to drive a personal vehicle to make class schedule changes.

75. PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled in October and February. Conferences provide a valuable opportunity for parents and teachers to communicate academic, behavioral, and social progress.

This parent contact is necessary to strengthen efforts to better educate all students and let parents know how things are going.

76. PARKING AND DRIVING

1. "Red Zone" is for traveling teachers
 2. Staff parking is the front parking lot
 3. "Yellow Zone" is for loading/unloading buses
 4. Handicap Symbol is for handicapped parking only
 5. Mopeds and motorcycles are assigned to the south enclosure
 6. Vehicle parking must observe the lane markings
 7. Motorized vehicles must stay on the roadway
 8. It is recommended that parked vehicles be locked
 9. Bicycles are to be parked in the bicycle racks
 10. During the school day, students must get permission and check out in the office before going to the parking lot
 11. 20 M.P.H. parking lot speed limit
 12. Student vehicles on school property must restrict exhibition of inappropriate displays (i.e. racial, illegal, obscene pictures, etc.)
 13. Parking between the yellow line and the wood fence in the stadium parking lot is prohibited. This is reserved for a fire lane during school hours.
- Hesston city police are authorized to enforce rules of the road on district property. USD 460 parking lots will be monitored. Failure to observe traffic and parking regulations may result in disciplinary action and/or traffic citations.

77. PATRIOTIC EXERCISES

Students in grades 9-12 will recite the Pledge of Allegiance to the United States on at least a weekly basis. Students who choose not to recite the Pledge for personal religious reasons shall be allowed to opt out of this requirement (see Religious Objections to Activities).

78. PERSONAL PROPERTY

Students at Hesston High School are **not** to bring **electronic or media devices** to school. Possessing any items of this nature, including printed materials at school or on school buses on daily routes which are not a part of the school curriculum or necessary for school activities is not appropriate. To help protect personal property, students are to follow the following guidelines.

1. Mark all personal property with your name.
2. Do not bring valuable items or large amounts of money to school. If you chose to do so, **HHS is not liable for lost or stolen items or money.**
3. It is suggested that students not borrow or lend money or items of value.
4. Report any lost or stolen items to the office as soon as possible and check the lost and found items in the office periodically.
5. Do not use another student's locker or locker contents.

The administration may conduct a reasonable search of school property including lockers and desks, and of personal belongings on school grounds or in school vehicles, including purses, wallets, backpacks and student vehicles.

79. POSTERS

All non-instructional posters are to be inspected and approved by the administration before they are posted in the high school.

80. PROM

The junior class may choose to have a prom or other spring event (movie, other entertainment) that is approved by the administration. The location of the event is subject to the approval of the board of education. Standards for the Prom will be the same as for school dances with the exception of dates. Out of District dates may include an individual one year removed from high school, also subject to approval by administration. An after-prom party organized, supervised, and funded by the parents of the students has traditionally become a part of the Prom celebration.

81. QUALIFIED ADMISSIONS

The Kansas Regents Universities have set minimum course requirements for students to enter. Completing these course requirements with a C average or higher guarantees admission. Consult with the school counselor for specific course requirements.

82. RACIAL AND DISABILITY HARASSMENT (Policy JGECA)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability 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.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal/compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

83. REGENT'S CURRICULUM

The state of Kansas institutions of higher education have suggested a high school curriculum that incoming university students should complete in order to better insure university success and to qualify for scholarship potential. Please consult with the school counselor concerning updated materials about specific courses for the "*Regent's Curriculum*".

84. RELIGIOUS OBJECTIONS TO ACTIVITIES - (From policy IKDA)

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. An individual seeking to opt-out a student from activities contrary to the child's religious beliefs must designate this on the Parent/Student Authorization form, completed during enrollment. This designation may be changed at any time during the school year when submitted within a reasonable amount of time prior to the scheduled activity, in order to allow time for the principal to consider the request. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

85. REPORT CARDS

Progress reports and semester report cards will be available to parents via electronic means. Access by parents is available on the district's website (i.e., through the Infinite Campus Parent Portal). If parents do not have access to a computer and/or the Internet, a hard copy will be mailed at the parent's request.

86. RESPONSIBILITY/RIGHTS

Enrollment at Hesston High School carries with it the presumption that the student will conduct himself/herself as a responsible member of the school community. The student is expected to accept responsibility for his/her conduct and will be afforded all rights as a student in good standing.

RESPONSIBILITIES:

1. Obey the law
2. Adhere to the policies of the school district
3. **Obey requests of staff, teachers & administrators**
4. Comply with the rules and regulations of the school
5. Safeguard the property of the school
6. Respect the rights and privileges of others in the school community

RIGHTS:

1. A student and his/her parents have the right to receive, upon the opening of school or at the time of enrollment, a publication setting forth the major rules and regulations to which students are subject.
2. A student has the right, by law, to attend a public school as long as he/she assumes the responsibility not to infringe upon the rights of others.

3. A student has the right to have an atmosphere conducive to learning and to participate in a school curriculum which will provide personal satisfaction; impart knowledge, skills, and an understanding of responsible citizenship; and help him/her understand and appreciate the cultural heritage of various ethnic groups in our society.
4. A student has the right to participate with teachers and administrators in recommending school policies and curriculum through student government.
5. An individual student has the right to express his/her viewpoint and recommendations either to the representative body or directly to the school-building administrators.
6. A student has the right to safety in school building and on school grounds.
7. In nearly all cases, the student will be present during a locker search. Principals are authorized to search property and students if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the Principal shall be carried out in the presence of another adult witness. (See Board Policy JCAB and JCABB).
8. A student has the right, in matters of discipline and behavior, to a conference during a short-term suspension or to a fair hearing before final action is taken on extended suspension or expulsion, as set forth in Kansas State Law KSA 72-8901 > 72-8905.
9. *A student has the right to assembly, petition, and expression as long as such action does not infringe upon the right of others or disrupt the instructional program of the school.*
10. Student meetings outside of school hours on school property are subject to approval by the building administration and may require the presence of a staff member.
11. Freedom of expression is subject to laws relating to libel or slander.
12. State law and board policy governs the school's authority in matters of obscenity.
13. A student shares with his/her parents the right to dress according to personal preference within guidelines set by the board of education unless such dress is dangerous to his/her health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and teaching process.
14. Grooming and neatness are also the primary responsibilities of students and their parents within the guidelines set by the board of education.

87. SCHEDULES

Class schedules will be developed according to the HHS Master Schedule. Changes in schedules will be made in the guidance office during the last five (5) school days of the fall semester for the spring semester. Changes in the schedule for the following Fall semester can be made five (5) days after the schedule is mailed home in May. Changes after this time must be approved by the High School Principal.

88. SCHOLARSHIPS

Many scholarships are available to assist students wishing to pursue post high school studies. Students interested in scholarship information should contact the high school guidance counselor.

89. SCHOOL DAY

Regular school hours for Hesston High School are 8:00 a.m.-3:20 p.m. On days when learning support ("LS") is held, regular classes begin at 9:15 a.m. "Zero hour" classes begin at 7:15 a.m. For detailed schedule information, see "Class Schedule," item #23.

90. SEXUAL HARASSMENT (From Policy JGEC)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall 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.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition

of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or Department for Children and Families (DCF) authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

91. SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, threatening or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

92. SKIP DAY

Each year a class or classes discuss a "skip day/recreation day". By policy, this day lacks official school sponsorship. Therefore, it must be treated as an unauthorized student absence.

93. SPECIAL EDUCATION

The Harvey County Special Education Cooperative provides services to children with disabilities and exceptionalities, ages birth through 21. For more information, call 316-284-6580. It is the policy of the Harvey County Special Education Cooperative to forward education records, on request, to a school in which a student seeks or intends to enroll.

Students with disabilities have an equal opportunity to participate in all extracurricular and non-academic services and activities.

94. SPECTATOR RESPONSIBILITIES

Hesston USD 460 welcomes spectators to extra-curricular events. We are proud to share the talents and expertise of our students! Out of respect for performers, athletes, and other spectators, those who attend activities are expected to watch the events and respond in an acceptable manner. Loitering and disruptive behavior are not allowed. All children should be supervised. Parents of children who do not comply with these expectations will be contacted. Parents may be asked to remove their child from the event. As a consequence of a child's or adult's actions, he/she may not be allowed to attend subsequent school events for the remainder of the school year (or athletic season).

95. SPIRIT SONG FOR HHS

Onward Hesston, Onward Hesston,
We are all for you!
Fight for victory, fight for victory,
All you red and black!
Fight, Fight, Fight
Onward Hesston, Onward Hesston,
We will win this game!
And we'll go marching
On our way to fame!
Rah, Rah, Sis Boom Bah!
Hesston High School
Rah! Rah! Rah!

96. SPORTSMANSHIP - (RULE 52 OF KSHSAA)

Students of Hesston High School are expected to demonstrate, support, and model concepts of proper sportsmanship as defined by school board expectations and Kansas State High School Activities Association guidelines. All actions are to be for, not against; **positive, not negative** or disrespectful. Guidelines for students and fans are summarized below.

1. Be courteous to all participants, coaches, officials, staff, and fans
2. Know the rules, abide by and respect the official's decisions
3. Win with character and lose with dignity
4. Display appreciation for good performance regardless of the team
5. Exercise self-control and reflect positively upon yourself, team, and school
6. Permit only positive sportsmanlike behavior to reflect on your school and its activities.

97a. STUCO OFFICERS AND REPRESENTATIVES

The Student Council sponsors student government at Hesston High School. Its purpose is to promote the best interest of the students and the general welfare of the school. Elections will occur in the spring of each school year for the next school year, upon approval of administration.

97b. Closing or Transferring of Student Activity Funds

Any funds remaining in a high school class activity account when the class graduates will be transferred to the StuCo activity fund. Furthermore, when a student group(s)/organization(s) disbands, and the building principal deems it is unlikely they will reform, any activity fund associated with that group/organization will be transferred to the StuCo activity fund.

98. STUDENT CLASSIFICATION and FOREIGN EXCHANGE STUDENTS

Students are classified at HHS each fall according to the number of credits they have earned toward graduation.

Freshman Completed the 8th grade
Sophomore Four (4) or more credits from an accredited H.S.
Junior Ten (10) or more credits from an accredited H.S.
Senior Sixteen (16) or more credits from an accredited H.S.

FOREIGN EXCHANGE STUDENTS

The following conditions must be met for admittance of a foreign exchange student to Hesston High School:

- a. The student must be at least 17 years of age and under 19 years of age on August 1 of the year of enrollment.
- b. The sponsoring agency of the student must provide documentation of satisfactory communication skills in the English language.
- c. Applications, from a host family, for admittance of a foreign exchange student must include all required documentation and be submitted to the principal in a timely fashion so that confirmation can be completed by August 1. (See policy JQKA-Foreign Exchange Students)

No foreign exchange student will be enrolled until all standards for admission have been approved by the principal. Admission shall be at the beginning of the school year (August) and shall be for a full school year.

99. STUDENT RECORDS

In compliance with federal regulations concerning student records, guidelines have been established by the Hesston USD 460 board of education and are on file at the district and HHS offices. Student records are released only as provided for in board policy and Kansas statute. An annual notification regarding parents' and students' rights, with regard to educational records kept and maintained by Hesston USD 460, is mailed to families in enrollment packets.

100. TARDIES – (See Discipline)

101. TESTING PROGRAM

Hesston High School gives assessments or helps facilitate assessments for each student classification. Results of these instruments are helpful to both the student and the school. School curriculum and instructional strategies are examined closely based on the assessment results and students get an idea of their own strengths, weaknesses, and aptitudes for their educational direction.

ACT & SAT - These are typical college entrance-type tests for those students going beyond high school. The tests are usually taken the junior and/or senior year of high school. See the counselor about further details and registrations, etc. Students pay an individual fee to take these tests.

PSAT / NMSQT - This test is optional for juniors but is provided to help prepare for the ACT and SAT and to enter scholarship competition administered by the National Merit Scholarship corporation. A student fee is charged for this test.

Kansas Assessments - These tests are given in conjunction with the Quality Performance Accreditation process. The tests are given in Science, Math, Reading, Writing, and Social Science to measure how Hesston students compare to the state standards.

Lexile - All students are given a reading test to determine their reading level.

102a. THREATS/INTIMIDATION

Students that threaten, intimidate, harass, or terrorize fellow students will be subject to disciplinary action. Improper behavior toward fellow students must not be allowed to take place at school and will be dealt with appropriately in a timely manner.

Students that verbally threaten, intimidate, or harass any Hesston High School staff member or his/her property shall be suspended from school and a parent/guardian conference will be necessary prior to readmitting the student to classes. If a student physically attacks a HHS staff person, the student will be suspended for five days with a school hearing held to discuss probable long-term suspension or expulsion.

102b. BULLYING (Excerpt from policy JDDC)

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

103. TRANSPORTATION

Bus (or van) transportation is provided as a service to students attending USD 460 for safe transportation to and from school and school activities. Riding the bus is a privilege, and improper conduct on the bus may result in suspension of riding privileges. Guidelines for bus/van riders are found under "Bus Rules" in this handbook. Sponsors and bus drivers are in charge of buses and passengers. Any problems arising on buses will be referred to the transportation supervisor and the appropriate building principal for resolution.

It is important that parents/guardians maintain open communication with the Transportation Office and the school office in regards to their student's transportation needs. NOTIFY THE TRANSPORTATION OFFICE at (620) 327-7159 and the school at 620-327-7122, or email the Principal's Secretary or send a note with your child.

104. VIOLENCE

In order to maintain an orderly, safe, and pleasant environment at school, violence among students, toward staff, or any other persons on school property or at school functions will not be tolerated. Students that do engage in violence on school property, on school transportation, or at any location where USD 460 students are engaged in a school sponsored activity or event are subject to this policy. Violent behavior may include threats of violence or physical assault such as hitting or pushing, possession of any weapon or device designed to injure, and/or use of any weapon to attack or injure another student or staff member.

The Kansas School Safety Hotline Number is 1-877-626-8203

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to anonymously report any impending school violence.

105. VISITORS POLICY

Parents of high school students or other adult patrons of the district are welcome to visit school provided they obtain a visitor's pass in the front office. Any other visitor must have prior approval of the administration, taking into consideration the following guidelines.

1. Under normal circumstances, students from neighboring school districts are not allowed to visit.
2. At least twenty-four (24) hours advance notice is requested.
3. The visitor cannot visit more than once each semester.
4. The visitor cannot visit during the last week of the semester.
5. Visitors must observe all school rules. If removed from a class for behavior, the visitor will be removed for the remainder of the day.
6. Visitors must be of high school age or older.
7. Only one visitor is allowed with a student.
8. Students will not be called from class to talk to visitors unless it is a parent or an emergency.

106. WEAPONS POLICY (From Policy JCDBB)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on/in 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 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 1/4 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 1/2 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 or falls or is ejected into 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.

Penalties for Possession

Possession of a firearm or other weapon listed under the "Weapons and Destructive Devices" heading above 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.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the "Weapons and Destructive Devices" heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon

may result in disciplinary action up to and including suspension and/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 reported to the appropriate law enforcement agency(ies) and if a juvenile, to DCF or the Secretary of Kansas Department of Corrections (KDOC) as appropriate.

107. WITHDRAWAL

When a student plans to withdraw from school, the parent/guardian shall notify the office. A withdrawal form will then be circulated among the student's teachers, the librarian, and the counselor. All fees must be paid, all school-owned books returned, and all other school owned equipment returned before the principal will sign the student's withdrawal slip. The office will send student records upon request of the parents and the new school. If the student is 18 years of age, the student may sign his/her own withdrawal form and records release.

108. WRITING PROCESS

The writing process that is used in Kansas High Schools is the "Six Trait Model Assessment".

Trait 1 IDEAS AND CONTENT

Fresh ideas - focused & clear writing - controlling idea
Enough detail - writer is selective - shows insight
Writes from experience - shows integrity & wholeness
Each piece adds to the whole

Trait 2 ORGANIZATION

Inviting introduction - opens with real leads
Effective sequencing - good pacing - smooth transitions
Builds to a high point
Sense of resolution (closure)

Trait 3 VOICE

Person behind the words - writer-reader interaction
Writing to be read - audience awareness
Commitment to involvement, conviction
Text is lively, personal, individual, expressive

Trait 4 WORD CHOICE

Strong vocabulary - striking words or phrases - natural
Making a "choice" - energetic verbs - precise nouns, modifiers
Everyday words with a fresh twist - minimal repetitions, clichés, abstract language - "Ah, that was good" moments

Trait 5 SENTENCES

Natural, rhythmic sound - easy on the ear - easy to read aloud
Phrasing is poetic, musical
Sentences have power (clear, graceful, emphasis is obvious)
Variety in length and structure

Trait 6 CONVENTIONS

Correct spelling, punctuation, grammar, capitalization, indenting
Essential correct form - readability to a wide audience, consistency
Enough text to show control
Punctuation harmonizes with sentence structure
Indenting harmonizes with organization
Minimal copyediting

109. YEARBOOK

Each year, the Swather yearbook, honoring all Hesston High School students and student activities is available for purchase by all students. Orders are taken at enrollment as well as several times during the school year. The yearbook is delivered the following school year to those students who had previously ordered the book. There is no guarantee that extra copies will be delivered to the school for student purchase. To be safe, order the yearbook early.

An Equal Employment/Educational Opportunity Agency

Unified School District 460 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Boards' compliance with the Title VI, Title IX, Section 504, or the Americans with Disabilities

Act may be directed to the district compliance officer, who can be reached at 620-327-4931 or the Office for Civil Rights of the Department of Education, telephone 816-891-8026. The compliance officer can also be contacted for the existence and location of accessible services, activities, and facilities.