

HUTCHINSON HIGH SCHOOL
2019-20
STUDENT HANDBOOK



Hutchinson High School

USD 308

MISSION STATEMENT

Students Graduate with the Knowledge, Skills, and Behaviors to be College and Career Ready.

Submitted to Board June 2020

General Information

Counselor Assignments – A Hall

Jane Moody A-E
Dale Wilson F-K
Jeff Morris L-RI
Carolyn Morris Ro-Z

Administrator Assignments

Ryan Ewy, Principal
Kevin Armstrong, Activities Director
Joe Hammersmith, Assistant Principal, A Office
Lance Lusk, Assistant Principal, B Office
Kyle Sawyer, Assistant Principal, C Office
Travis Riebel, CTEA Director

SRO

Joe Fine

SCHEDULES

Monday, Tuesday, Thursday Friday

Zero Hour	7:00-7:50
First Hour	8-9:20
Second Hour	9:26-10:52
Third Hour	10:58-12:44
First Lunch	10:58-11:30
Second Lunch	12:12-12:44
Fourth Hour	12:50-2:04
Fifth Hour	2:10-3:24

Wednesday

Zero Hour	7:00-7:50
First Hour	8:00-8:49
Seminar	8:55-9:57
Second Hour	10:03-10:52
Third Hour	10:58-12:44
First Lunch	10:58-11:30
Second Lunch	12:12-12:44
Fourth Hour	12:50-2:04
Fifth Hour	2:10-3:24

Academic Progress Honor Roll

Two honor rolls will be compiled at the end of each trimester to recognize students who have demonstrated above average scholastic achievement. The Principal's Honor Roll will list students with grades of an "A" in all classes. The Honor Roll will list students with a GPA of 3.0 or above and no grade below a "D." To be eligible, a student must be enrolled in at least four classes and have no incompletes or withdrawal with an "F" during the trimester.

Super Salthawk

At the end of each trimester, teachers at HHS will have the opportunity to nominate students for the Super Salthawk Award. The criteria for selection include: positive contributions in class, consistent effort in completing homework assignments, good classroom behavior, positive interactions with other students and staff members, and academic progress. Students who are selected will receive a card. A letter will be sent to the parents.

National Honor Society

The W.D.P. Carey Chapter of Hutchinson High School National Honor Society recognizes students who excel in scholarship, character, and service. Qualified students will have one opportunity to be considered. To be selected for membership, students must complete a "Selection Process Packet" intended to verify high standards of character, leadership, and service. These qualities are weighted as heavily as academic scholarship.

Scholarship Requirements

Students considered for selection in NHS must meet the following criteria by the end of the second trimester of junior year:

- a. 3.6000 unweighted GPA with credit in at least 16 trimesters of honors classes by the end of their second trimester of their junior year or a 3.8000 unweighted GPA,
- b. Minimum of 30 documented community service hours. Check in C Office for community service opportunities.

Students meeting the above requirements will receive a notice to pick up a "Selection Process Packet." The packet, along with other necessary information, must be returned to the NHS faculty advisors by the specified due date. All documentation of community service must be attached to the selection packet. The NHS faculty advisory committee will review the information. If a student is selected for membership, an invitation is extended to the student to participate in an induction ceremony.

Schedule Changes

Schedule changes are not automatically granted. Students who wish to transfer from one course to another should report to their counselor during the first two days of the trimester with the form signed by their parents. Students will not add a course after the second day. Courses dropped after the second day of the trimester will result in a failing grade being placed on the student's transcript (including college courses). Students are to enroll in five classes during each trimester. Seniors must enroll in five classes first trimester and are encouraged to enroll in at least four classes in their final trimester.

Retake Policy

Students wishing to retake a class and have the failing grade removed from their transcript must appeal to an administrator within 10 days from the end of the failing trimester. Factors to be considered in deciding this request are attendance, effort, attitude, and teacher input. Decisions by the administrator are final and no appeals are allowed.

Attendance

Hutchinson High School believes that regular attendance is crucial for students to achieve academically. Absences must be called in to the appropriate attendance office each day. When an absence is not called in, parents will be contacted by a phone call. The following interventions may be used to promote good attendance and discourage absences:

- Natural consequences (lower academic achievement)
- Consequences for unexcused absences (detentions, ISS, OSS, loss of credit)
- Parent contact
- Truancy referrals to the court system
- Individual attendance contracts
- Participation points for students in class
- Alternative schedules or placements
- Collaboration with court services, DCF, and other agencies
- No extra-curricular activities

Selective Attendance

Selective attendance is defined as any full day of unexcused absence or any unexcused absence of less than a full day in which the student has not checked in or out through the appropriate assistant principal's office. **Students who practice selective attendance will only be allowed to make up work with the teacher's permission.** Students are to be excused by a parent or guardian on the day of the absence. Students who have excessive absences and/or tardies may be required to provide medical documentation in order to be excused by the school and comply with compulsory attendance laws.

Check-out Procedures

If at any time during the school day it is necessary for students to leave the building because of illness or for any other reason, students must first check out through their attendance office. The office will not release students without first contacting parents or guardians. Students who leave campus without checking out through the office will be considered absent and subject to disciplinary action. Teachers cannot give permission to students to leave campus without checking with the student's attendance office.

Make-up Work

Make-up work is defined as the actual school work or homework assigned on the days absent or an alternate assignment equal in purpose, and amount of time required to complete for credit, if appropriate. Assignments and/or tests previously assigned to the student and due on the date of an absence are due on the day of return. Long-term assignments may be due on the assigned due date regardless of excused or unexcused absences. This is at the discretion of the classroom teacher. Generally, tests are considered class work and are included in the provisions above. Therefore, if a test has been previously assigned for the date of a cleared absence, the student should take the test on the day of return. Generally, students will be allowed the same number of days to make up work as the student was absent. After two days of absences, and assuming the absences will continue, the attendance office may be contacted to collect homework assignments from the teachers. If this request is made, the attendance office must be given 24 hours to collect the homework. Someone must pick up the assignments from the attendance office. It is the teacher's discretion whether or not to accept work from a student who has been assigned OSS.

Dropping from the Rolls

If a student is absent for five or more consecutive days and all attempts to verify the absences are unsuccessful, then a student may be dropped from school.

Withdrawal from School

A student wishing to withdraw from school must report to the attendance office to receive a withdrawal card. A parent contact will be attempted before the withdrawal card will be processed. No transcript or refunds will be available until all obligations are met, books are returned, and the withdrawal card is processed.

State law has strict requirements on dropping out of school for students ages 16 and 17. Under KSA 72-1111 (b)(2), "The child and the parent or person acting as parent attend a final counseling session conducted by the school during which a disclaimer to encourage the child to remain in school or to pursue educational alternatives is presented to and signed by the child and the parent or person acting as parent. The disclaimer shall include information regarding the academic skills that the child has not yet achieved, the difference in future earning power between a high school graduate and a high school dropout, and a listing of educational alternatives that are available for the child."

Tardy Policy

Six minutes are allowed for passing between classes. A student is considered tardy when the arrival requirements of each class have not been met. Students arriving 15 minutes after the beginning of class will be considered absent. **Teachers will make the final judgment in all cases concerning tardies.**

Tardy Procedures

Teachers may use a variety of strategies to encourage students to be in class on time. Some of these strategies may include loss of privileges such as restroom passes, deduction of participation points, assigned seating, parent conference, detention, loss of bell work points, conferencing with the student, or other strategies that promote promptness to class. On or after the fifth tardy to class in a trimester, the teacher may refer the student to an assistant principal for further consequences deemed appropriate by the administrator. The assistant principal will also inform the student that any further tardies may result in a second referral that could result in removal from class and a loss of credit. Tardy referrals are written at the discretion of the teacher and do not count toward the three-referral limit.

Student Affairs

Discipline Philosophy and Policies

The essential ingredient in the operation of a school is self-discipline. Students at HHS are expected to conduct themselves in a manner that does not interfere with the rights of others. Disruptive behavior in the school is detrimental to the educational process and substantially reduces teaching and learning effectiveness. At no time does any student have the right to deprive any teacher of the right to teach or students of the right to learn. Any conduct which causes a substantial disruption of a school function or activity, or that interferes with the health, safety, or rights of students or staff is prohibited. Specific acts of misconduct, listed below, are prohibited in Hutchinson schools and may lead to disciplinary action such as a reprimand, deprivation of privileges, detentions, suspension from activities, in-school suspension, out-of-school suspensions, or expulsion. Disciplinary action taken by the building administration will be based on the best and most satisfactory information available.

- Repeated breaking of school rules
- Failure to comply with a reasonable request
- Fighting and/or assault
- Making threats, intimidation and/or extortion, including intentionally posting and/or tagging district social media accounts
- Open defiance of authority
- Disruption of the school process
- Possession or use of lethal weapons or facsimiles, mace, electronic defensive devices, etc.
- Possession, consumption, sale or being under the influence of alcohol or cereal malt beverages
- Possession, use, consumption, sale or being under the influence of narcotics, drugs, drug paraphernalia or drug facsimiles
- Use of language that is vulgar, obscene or profane
- Possession and/or use of any form of tobacco or tobacco product
- Possession, use, and/or sale of electronic/vapor cigarettes

- Unruly conduct that disrupts school or school activities
- Intentional damage to private or school property
- Cell phone violation(s)
- Tardiness
- Overly affectionate behavior
- Taking or attempting to take property belonging to others
- Leaving or entering school premises without permission
- Snowballing
- Setting of fires
- Possession or use of firecrackers or other pyrotechnics
- Engaging in any activity prohibited by law (includes parking violations)
- Violation of internet contract
- Defacing or damaging school property

No list of prohibitive activities can be all-inclusive, therefore, in addition to the above, students are expected to be aware of and observe the customary behavior of “good manners” and “taking one’s turn,” consistent with the consensual moral principles and the values of the local community. The rules and policies of this handbook apply at all times while students are on or around school district property or areas adjacent thereto, which shall include: any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events, and any vehicle — including school buses and vans — while such vehicle is being used to transport students for the district. These rules and policies also apply to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline and order in the schools.

Staff Authority

Students are under the authority of all staff members at HHS at any time they are on or near the public school grounds or at any school function, including off campus activities. Students are expected to give respectful attention to the requests and directions of all staff members regardless of whether or not they know them or have the teacher as an instructor in one of their classes.

Harassment

See the District Parent-Student Handbook.

Classroom Discipline — Behavior Referrals

Teachers establish classroom rules and safety regulations concerning general student behavior procedures that contribute to positive learning experiences. The individual teacher will handle any violation of classroom rules in an appropriate manner. Any student who creates a severe disruption in class may be given an office referral for unacceptable behavior. On the first and second referrals, the teacher will contact the parents and send the referral to the assistant principal, who will assign the appropriate penalty. On the third referral, the student will be removed from class for the remainder of the trimester and receive a failing grade in that course. Further consequences are also applied (i.e., Friday School, ISS, detentions, etc.) in addition to the failing grade.

Teacher Assigned Detentions

Teachers may choose to assign detentions to students if they are in violation of a classroom policy. The teacher will inform the student of the violation and of the amount of detention time assigned. Unless otherwise agreed to by the teacher, time assigned for such violations must be made up either the day of the violation or the following day before or after school.

Administrator Assigned Detentions

Principals may assign detentions to students if they are in violation of a school policy. The principal will inform the student and parent of the violation and of the detention time assigned. Students must complete assigned detention within the time frame set by the teacher or principal. Students who fail

to complete assigned detentions will earn discipline points toward a possible long-term suspension and may face further disciplinary action such as in-school suspension or out-of-school suspension.

Discipline Point System

HHS will utilize a discipline point system. Points will be assigned to students for discipline matters that involve the assistant principal. Once a student accumulates 15 points throughout the school year, that student may be taken to a long-term suspension or expulsion hearing. Point values for specific behavior range from one to fifteen points depending on the severity of the behavior.

One-point offenses: Affectionate behavior, parking violation, lunchroom misbehavior, failure to serve detentions, inappropriate outside of class behavior, first referral, first unexcused absence.

Two-point offenses: Unruly school conduct (including profanity), second referral, forgery/misuse of a form, fake call/note, second unexcused absence, refusing reasonable request.

Three-point offenses: Tobacco (possession or use), third referral, harassment (could be more depending on severity), third and fourth unexcused absence, snowballing, dress code violation, vandalism (could be more depending on the severity) cell phone confiscation, ISS assignment, Friday School detention, profanity, repeated violation(s) of previously addressed behavior.

Five-point offenses: Fighting (could be more depending on severity), threats/intimidation (could be more depending on severity), theft, firecrackers/pyrotechnics, profanity toward staff, repeatedly breaking rules, open defiance, ISS violation, fifth unexcused absence, disruption of the school process.

Fifteen-point offenses: Weapon (possession or use), alcohol (possession or use), drugs or drug paraphernalia (possession or use), gang activity, setting fire, bomb threat, fire alarm pull, disruption of the school process, repeatedly breaking rules.

Suspension and Expulsion of Students

See the District Parent-Student Handbook.

Alcohol and Cereal Malt Beverages

The possession, consumption, or being under the influence of any alcoholic or cereal malt beverage on HHS property or at HHS activities is expressly prohibited. Students in violation of the above policy will be suspended and a report may be made to the appropriate law enforcement agency. To ensure the safety of our students, a breathalyzer/sobriety test may be given to students randomly or as needed. Failure to take the test could result in out-of-school suspension.

Drugs and Restricted Substances

The possession, use, transfer, sale, or being under the influence of restricted substances, i.e., drugs – whether over-the-counter (more than a single dose), prescribed, facsimiles, or illegal -- on HHS property, or at HHS activities, is expressly prohibited. Students are prohibited from possessing or using any mind-altering substance. Students who are suspected of partaking (odor of hands, breath or clothing, behavior, physical appearance, etc.) will be questioned and possibly suspended. Failure to comply with the investigation process may result in out-of-school suspension.

Activity Substance Abuse Policy

During the school year, a student participating in any activity sponsored by the KSHSAA, shall not use, consume, possess, buy, sell, or give away any beverage containing alcohol or other controlled substance defined by law as a drug. This will apply to any violation which occurs at school or at a school activity and any violation that occurs outside of school but is documented and verified. A student in violation of this policy will be disciplined as deemed appropriate by the coaches and/or administration and/or SRO officer. Consequences may include, but are not limited, to restricted playing or practice privileges, removal from team temporarily or permanently, or other consequences deemed adequate and appropriate.

The following are examples of activities included under this rule: Speech/Debate, Scholar's Bowl, Vocal Music, Band, Orchestra, Pep Club, Student Council, Journalism, Drill Team, Drama, Cheerleading and Athletics.

Use of Tobacco

See the District Parent-Student Handbook.

Cheating

Teachers make efforts to be sure that each student's grade on each test and assignment reflects an honest and fair evaluation of that student's ability. Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original idea's or writing without giving credit to the true author, 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 up to and including suspension or expulsion.

Profanity

Language that is profane, obscene, or suggestive is unacceptable and will result in disciplinary action. If directed toward staff or faculty, the offense will be considered open defiance, punishable by suspension.

Lunch and Cafeteria Policy

Lunch at HHS is closed. Freshmen, sophomores, and juniors are required to remain on campus during lunch. Seniors will be allowed to leave campus for their assigned lunch time with the understanding that no tardies or absences will be excused for anyone leaving for lunch. This would include unfortunate circumstances such as flat tires, running out of gas, accidents, dead batteries, etc. In addition, the administration reserves the right to rescind the privilege at any time for individuals or the group if circumstances warrant. Sack lunches may be brought or food may be purchased in the school cafeteria. Food purchased off campus is not allowed in the cafeteria. Students will be given a lunch account at the beginning of the year. Additions to a student account need to be made in the cafeteria before school and not during lunchtime. Students who lose their lunch card need to notify the cafeteria and pay for a replacement. After eating, students must return trays and paper goods to the designated area.

Gang Activity

Hutchinson High School is committed to ensuring a safe and orderly environment; therefore, students who initiate, advocate or promote activities that disrupt school will not be tolerated. This includes, but is not limited to, the student's type of dress, apparel, behavior, written communication, symbols, and gestures.

Student Appearance

Students dress should be in good taste, clean, neat, meet safety standards of shop and lab classes, and be conducive to a positive learning atmosphere. The following is not all-inclusive but does exemplify attire deemed inappropriate or **not conducive to a positive learning environment**:

- a. Clothing/jewelry which carries messages in a crude or obscene manner,
- b. Clothing/jewelry which exhibits gang-related messages
- c. Clothing which shows an inappropriate amount of bare skin
- d. Clothing/jewelry which exhibits nudity, makes sexual references, carries double meanings, etc.
- e. Clothing/jewelry which advertises beer, alcohol, drugs, etc.
- f. Attire depicting the Nazi flag or slogans
- g. Attire depicting the Confederate flag

Headgear is allowed in non-classroom areas and at discretion of teachers in the classroom.

For purposes of uniformity, the sponsors or coaches of the various groups that appear or perform in public may determine the dress and grooming standards of those students who are members of their particular group.

Students must wear shoes at school.

Conduct for Areas Surrounding the High School

Students will receive disciplinary action and/or the police may be contacted for any of the following:

Student Parking – The Sports Arena lot has been leased by the school for parking from 7 a.m. to 4 p.m. Non-students are not allowed on USD 308 property or property leased by the district. Violators are subject to city ordinance for trespassing. Students may park in the Sports Arena lot or any unrestricted public street area. **No student parking is permitted on campus.** Students are required to display a current HHS parking sticker in the back window of their vehicle to park in the Sports Arena lot. Students parking in unauthorized areas will be subject to disciplinary action which may include a fine or towing for those who abuse the policy. Parking stickers are available at no cost either at enrollment, or in A Office. All costs related to having the vehicle towed are the responsibility of the student and will not be collected by the school. Students may or may not be given a warning ticket. Students are also subject to city ordinances that enforce trespass for the purpose of standing or parking a vehicle. Parking designated for faculty is not for student use.

Campus – The area west of the south gym is not considered to be part of the HHS campus. Only students who are currently enrolled in a class that meets at the YMCA are allowed in that facility.

Surveillance – To better protect the property of the school and students, surveillance cameras will be utilized on campus and in parking lots. For more information about video surveillance, see the district handbook under “Video: Surveillance.”

Fighting – Fighting is defined as mutual combat in which both parties have contributed to the situation by verbal and/or physical action. Because fighting will not be tolerated, any student involved in a fight will pay the same consequence *without deference to who started the fight*. Fighting/assault on or around the HHS campus or at any school activity will automatically subject a student to suspension from school. Those who encourage or instigate fighting may also be suspended. Note that any verbal contribution to a physical fight will be considered during the suspension process.

Possession/Use of Weapons/Facsimiles – See the District Parent-Student Handbook.

Vandalism – HHS will seek restitution according to law for loss and/or damage sustained by the school because of malicious mischief, vandalism, burglary and other wrongful acts. Offenders may be reported to the Hutchinson Police Department in addition to being dealt with by the school.

Theft – Most theft is a result of opportunity. Students/staff should be careful to keep belongings in a safe place. Students are not to bring large amounts of money or any personal belongings to school not essential to learning. It is not the responsibility of the school to recover or search for the stolen belongings.

Loitering – Persons coming to school to meet or provide transportation for students should either report to the main office or remain off school grounds. Persons entering or remaining in the building without authorization may be in violation of Hutchinson city codes, which may constitute criminal trespassing. Students who are not involved in a school-sponsored activity are to leave the school grounds at the end of the school day.

Hall Conduct

Students are responsible for their conduct to all teachers and support personnel. While in the halls, HHS students will:

1. Refrain from using profanity, suggestive comments, obscene gestures, and affectionate behavior,
2. Walk in an orderly manner without horseplay, blocking traffic, or distracting classes,
3. Help keep the building clean and orderly by depositing litter in trashcans and keeping school property, posters, and all decorations in good condition.

Posters

All posters, publications, and bulletins to be placed in the halls must have Activities Director approval PRIOR to posting in the designated areas.

Personal Property

HHS will assume no responsibility for the security of personal belongings brought to the HHS campus, nor assume responsibility for security for the assigned lockers or vehicles in the parking lots.

Electronic Devices

Electronic devices that distract from teaching and learning are not allowed during school hours. Cell phones may be used during non-class time such as passing period, lunch and before or after school. This privilege may be rescinded at any time if students do not comply with cell phone guidelines. Cell phones that make noise or disrupt class in any way or disrupt the school process will be confiscated. Miniature or external speakers are prohibited at Hutchinson High School. Electronic media players with headphones are allowed in the classroom only with the teacher's permission. Electronic media players with headphones are allowed in non-classroom areas such as the cafeteria and lobby at appropriate times. Cell phone usage in the classroom is at the discretion of the classroom teacher. If you choose to bring these devices to school, it is not the responsibility of HHS staff or administration to search for or find lost or stolen items. Students engaging in unauthorized audio or video taping or picture taking on school grounds or activities, or with school equipment on or off school grounds, are subject to penalties up to and including suspension or expulsion.

Skateboards, etc.

At no time will skateboard, roller blades, wheeled shoes, or scooter use be allowed on school property. If brought to school, upon entering the building the student shall take skateboard to main office for storage until the end of the school day.

Telephone Messages to Students

Class will not be interrupted to deliver a message, to call a student to the phone, or to release students to use the phone. If an emergency situation arises, parents may contact an assistant principal to have a message cleared. Students should not ask to leave the classroom to use the telephone for personal reasons. Parents should contact the office to deliver messages to students and not call students on their cell phones or text them during class time.

Initiations and Hazing

HHS prohibits student groups from taking part in any form of hazing or initiation for incoming students, whether or not school is in session. School organizations, sponsors, or school facilities will not be used to promote, support, or condone such activities. Parents are asked to work with students to discourage such practices because of the negative and degrading aspects of initiations.

Student Grievance/Complaint Procedures

See the District Parent-Student Handbook.

Student Records

See the District Parent-Student Handbook.

Guidance and Counseling Services

Counseling services are available to all students during the school day, before and after school. Counselors are available to help students with personal problems, choosing careers, changing schedules, educational planning, and other school related needs. Students will be assigned alphabetically to a counselor. Students who need to see a counselor should make an appointment with the secretary in the Counseling Center during passing period; however, this is not an excuse to be late to class.

Library

The library is open from 7 a.m. to 4 p.m. Monday through Thursday and from 7 a.m. to 3:45 p.m. on Friday. Extended hours may vary. Students are required to sign in when arriving and sign out when leaving. Students with overdue items will not be able to check anything else out until the overdue item is returned or paid for. Students are responsible for all items checked out.

Internet Use

Students are required to have a signed Internet Permission Form on file in the library. Failure to follow the guidelines on the Internet Permission Form may result in suspension of internet privileges and potentially suspension from school, depending on the severity of the misuse.

Student ID Cards

Students are expected to have a current photo ID card with them during school hours. This card is used for identification as a lunch card, as a library card and proof of current enrollment. Students are issued a free card each school year when new cards arrive from the photo company. Until that time, students are to keep their current cards. If a card is lost or stolen, replacement cards can be obtained in the library for \$5.

Lockers

The locker assigned to a student is school property and is subject to inspection by school personnel at any time. Each locker is equipped with a built-in combination lock. Students should keep lockers locked! Periodic locker inspections may be made during the year. Students with locker problems should see the secretary in the B Office.

Book Bags

Upon request, students must open book bags for inspection by any administrator, teacher, bus driver, or other educational employee. If a student refuses the search, the student may be subject to long-term suspension/expulsion.

Parking Lot

Any vehicle in school parking lots or lots used by the school is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. HHS will not assume liability for damage or thefts in the parking lots. Once school has started, students are not to be in the parking lot without written permission and are considered off campus if in the parking lot. Students who have permission to leave campus for lunch are asked to leave campus and not loiter in the parking lot.

School Nurse

Please advise the school nurse of any health concerns through the "Student Health Information Form" at enrollment, by calling the nurse or by visiting the nurse's office. This can greatly assist our attentiveness to your student's needs. The school nurse provides care for ill and injured students daily in the nurse's office. In addition, the nurse does all vision and hearing screening, audits all immunization records yearly, and serves as a resource person for health education, providing counseling services upon individual requests. A student who is ill may secure a permit from the teacher to visit the nurse's office. Students should not go directly to the nurse's office except in the case of an emergency. If a student must go home because of an illness, the nurse must verify that illness and call the parents. Students will not be sent home without parent's permission. In the nurse's absence, the attendance office will evaluate the student's illness or injury. Any student leaving school because of illness and not checking out properly through the nurse or with the appropriate assistant principal may be disciplined even though the parents are aware of such illness. Students who are taking prescription medication must inform the nurse's office upon arrival at school. The nurse will then determine what the student may carry with him/her during the day.

Eligibility for Activities

Students who compete, perform, or otherwise represent the school in extracurricular activities must meet all KSHSAA eligibility rules and be a student in good standing. For the purpose of this rule, grade reporting periods will be given at the 6th week and at the end of each trimester. If the student is

failing three or more classes at the 6th week, that student will be ineligible for the remainder of the trimester. The eligibility requirements apply to all activities except those designated by a classroom teacher as a graded performance. KSHSAA rules require students to have passed at least 4 classes the previous trimester to be eligible and be enrolled in at least 4 classes during the current trimester. Students will be allowed to continue practicing during a period of ineligibility with Activities Director approval.

The Status of an Ineligible Player

1. An ineligible player may practice with the varsity, junior varsity, sophomore, or freshman team with Activities Director approval.
2. The ineligible athlete must have a physical with a signature of the parents and of the doctor.
3. The athlete cannot participate in any contest at any level.
4. If the principal or coach feels that an individual should not be participating with activity or team because of citizenship, behavior, or schoolwork, the individual may be denied privilege.

Code of Conduct – Training Rules

The following rules will apply to the participating student's conduct at all times and places during the school year and not just to conduct while on school property or at a school-sponsored event. If a violation of the following rules occurs on school property or at a school-sponsored activity, enforcement of these rules will be in addition to other disciplinary action that may be imposed under the general student conduct rules.

The purpose of these rules is to assist the student in obtaining the full extent of benefits to be gained from participation in the school's athletic and activity programs, while at the same time establishing conduct that will maintain a positive image for the program and the school in the eyes of the community.

Students participating in school-sponsored athletic and activity programs are representatives of USD 308 and are expected to conduct themselves at all times in a manner so as to bring credit to themselves, their sport or activity, the school and community. Student conduct meeting these standards is expected and is a requirement for participation by the student.

All students participating or intending to participate in a school sponsored and/or KSHSAA supervised athletic or activities program shall not:

1. Consume or be in possession of any alcoholic beverage or cereal malt beverage.
2. Use, possess, manufacture, distribute or dispense a controlled substance as defined by state or federal law.
3. Use or possess any form of tobacco product.
4. Be involved in any criminal activity that discredits the team, school or community. (The severity of the offense may lead to additional consequences or immediate dismissal from the activities)

All students who intend to participate in an athletic or activities programs will be expected to abide by the above rules throughout the entire school year. If a violation occurs:

1. Before the season (which includes the summer months), but prior to the time a student is participating in a program, disciplinary action will be imposed when the student next participates in any program.
2. During the time a student is actively participating in a program, disciplinary action will be imposed during that program. If the program ends before the disciplinary action is completed, the remainder of the action will carry on to the next program in which the student participates, including those occurring during the next school year.
3. During the time after the program in which the student participates has ended, the disciplinary action will be enforced when the student next participates in an activity program, including those occurring during the next school year.

Consequences:

First Offense:

- Notification of parent/guardian and student of disciplinary action by the Activities Director or Head Coach.
- Loss of participation in at least 10 percent of the regular season schedule.
- Subject to special conditioning or other similar disciplinary action at the coach's discretion.

Second Offense:

- Notification of parent/guardian and student of disciplinary action by the Activities Director or Head Coach.
- Loss of participation for the remainder of the season.

Third Offense:

- Notification of parent/guardian and student of disciplinary action by the Activities Director or Head Coach.
- Loss of participation in all athletics/activities for the remainder of the school year.

Each coach or sponsor will establish rules of conduct that are specific to the respective program including but are not limited to absences from practice, tardiness, disrespect for coach or teachers, lack of effort or attention, social media conduct and violations of teams training rules. Disciplinary action for such violations may be more severe than the general rules provided.

Any student who is under suspension (in-school or out) shall not participate in any athletic program or activity program during the period of suspension from class. Students who are subject to out-of-school suspension are not permitted on campus or at school activities during their suspension.

Activity Meetings

Meeting times and location of all clubs and organizations will be announced during seminar. Many clubs and organizations schedule their meetings during the seminar periods.

School Dance Policy

School dances will be scheduled through the Activities Director. Unless otherwise stated, dances are only open to HHS students. The following dances are open for outside dates: Football Homecoming, Snowball, Basketball Homecoming, and Senior Prom. Guests must be cleared through the activities office. Student handbook policies will be enforced, and HHS students are responsible for the actions of their guests. The school reserves the right to refuse admittance to any person not presently attending HHS or HHS students not in good standing. Students will not be allowed to return to the dance if they leave the building and/or dance area at any time during the dance.

Conflict of Interest Policy

At times during the course of the school year, some students involved in several activities may find themselves scheduled to participate in more than one event on the same date. If this occurs, the student must make a choice, without penalty, about which activity he/she is going to participate in. The coach or sponsor should be notified at least two weeks in advance of the scheduled date of the activity about the student's decision. **In the event a conflict occurs between two events or activities and one of those activities is a state-sponsored competition — the state-sponsored competition will always take precedence over the other activity.** If the activities are a performance activity versus a practice or club activity, the performance activity will take precedence.

School-Sponsored Activities and Trips

Students who are on a school-sponsored activity are responsible to all sponsors. School rules apply at all school activities regardless of their locations. Students are to be in school a significant part of the day in order to participate. Families wishing to take a student home after an event must have written or verbal permission from the coach or sponsor before leaving the event. Any deviation from this policy needs to be cleared through the activities office prior to departure. Students are expected to follow rules of common courtesy and safety. Sponsors will provide specific expectations for all students.

Spectator Conduct at Athletic Events and Other Extra-Curricular Activities

Students are encouraged to attend student activities and to support those who participate in them. This support is expected to reflect good sportsmanship, crowd behavior, and respect for those performing and for those against whom we are competing. No student has the right to intimidate, insult, threaten, or distract in any way, the performers, our guests, the officials, or the players. The audience should express support for our participants and do it in a positive way. Students who are not in good standing will not be able to attend extra-curricular activities.

*** For your information: A breathalyzer will be available for random use at all school activities.**

Classroom Visitation Guidelines

- Classroom visits are intended to provide an opportunity to observe a child in the typical instructional environment with as little disruption as possible. Parents are asked to schedule any visits in advance.
- To the greatest extent practical, parents and other classroom visitors are expected to avoid interactions with their child and with other children or instructional staff during classroom visits but may respond to questions posed by a teacher or other classroom personnel.
- During classroom visits, teachers, classroom aides and paraprofessionals should continue regularly scheduled activities and interactions with the students.
- Parents will be accommodated and will be provided a chair in a location in the room from which they may observe their child's educational activities.
- If a parents wishes to speak with a teacher or other employee an appointment should be scheduled at a time other than during a classroom visit. To minimize classroom disruptions parents should limit classroom visits to one visit per child per month unless more frequent visits are approved in advance by the building principal.
- In order to protect the privacy of students, parents and other school visitors may not photograph or make video recordings of classroom or other school activities.
- To protect confidentiality and student privacy, children in special needs classrooms may not be immediately available for visitation, or visitors may be excused if individual children's rights could be compromised. Visitation may be rescheduled.

Parents who do not adhere to the above visitation guidelines may be asked to leave the building.