

HUTCHINSON HIGH SCHOOL
2007-2008
STUDENT HANDBOOK

1401 N. SEVERANCE
PHONE: 620-665-4500

MISSION STATEMENT

HHS students will become responsible citizens and life-long learners.
HHS will maintain a safe learning environment that allows the
development of critical, compassionate, and global thinking.

General Information

Counselor Assignments – B102

Andrea Ewert – A through F
Gene Willich – G through K
Jeff Morris – L through R
Teresa King – R through Z

Administrator Assignments

Ronn Roehm, Principal
Eric Armstrong, Activities Director
David T. Patterson, Assistant Principal A Office
David L. Patterson, Assistant Principal B Office
Sherri Hart, Assistant Principal C Office
Don Thomas, Vocational Director

SRO

Kris Sundahl

SCHEDULES

Cafeteria Schedule

11:02-11:32 G&C Bldg, Wts., Choir,
11:30-12:00 B-bldg., A-downstairs
11:40-12:10 A-upstairs
12:12-12:42 F&N bldg., Art
10:56

Mon, Tues, Thurs, Fri

Period 0 7:00-7:54
Period 1 8:00-9:20
Period 2 9:26-10:46
Announcements 10:46-
10:56
Period 3 11:02-12:42
Period 4 12:48-2:03
Period 5 2:09-3:24

Wednesday

Period 0 7:00-7:54
Period 1 8:00-8:50
Seminar 8:56-10:01
Period 2 10:07-10:56
Period 3 11:02-12:42
Period 4 12:48-2:03
Period 5 2:09-3:24

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. To be eligible, a student must be enrolled in at least four classes and have no incompletes.

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

National Honor Society is an organization that 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:

- a. 3.6000 unweighted GPA with credit in at least 16 trimesters of honors classes by the end of their junior year or a 3.8000 unweighted GPA,
- b. minimum of 30 documented community service hours.

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.

Perfect Attendance

A high correlation exists between regular attendance and success in school. We appreciate those students and parents who support this idea. Students who have achieved perfect attendance are recognized at the end of each trimester. Perfect attendance for seniors is recognized at the awards assembly in May.

Parent Conferences

Parents are urged to see faculty members about any matter concerning their children. Teachers are available before or after school and during his or her planning period. Parents may call or email the student's teacher to arrange an appointment.

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 three days of the trimester with the form signed by their parents. Students will not add a course after the third day. Courses dropped after the third 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 and second trimester and at least four classes third trimester, unless they opt for early graduation.

Retake Policy

Students wishing to retake a class and have the failing grade removed from their transcript must appeal to an administrator within ten 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. 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
- *Insuring meaningful learning activities occur in class each day
- *Alternative schedules or placements
- *Collaboration with court services, SRS, and other agencies

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.**

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 for 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 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.

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 or loss of seat, 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, probation, 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
- *Open defiance of authority
- *Possession or use of lethal weapons or facsimiles, mace, electronic defensive devices, etc.
- *Possession, consumption, sale or under the influence of alcohol or cereal malt beverages
- *Possession, use consumption sale, or under the influence of narcotics, drugs, or drug paraphernalia,
- *Use of language that is vulgar, obscene or profane
- *Possession and/or use of tobacco
- *Unruly conduct that disrupts school
- *Intentional damage to private or school property
- *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)
- *Sexual harassment
- *Violation of internet contract

No list of prohibitives 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 principals 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—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

All students attending the Hutchinson Public Schools have the right to learn in an educational environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Refer to the district information booklet for more information.

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 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, snowballing, parking violation, lunchroom misbehavior, failure to serve detentions, inappropriate outside of class behavior, first referral, first unexcused absence.

Two point offenses: unruly school conduct, second referral, vandalism (could be more depending on the severity), 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, dress code violation, cell phone confiscation, ISS assignment, Friday School detention.

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

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.

Suspension and Expulsion of Students

(K.S.A. 8901-8906)

Adopted as policy by the Hutchinson Board of Education, April 12, 1984.

K.S.A. 72-8901

The Board of Education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any student guilty of any of the following:

- a. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
- c. Conduct which substantially infringes upon or invades the rights of others, or
- d. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- e. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, which such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

K.S.A. 72-8902

Duration of suspension or expulsion; notice of hearing; reports of hearing:

- a. No suspension shall extend beyond the current school year and no expulsion shall extend beyond the 186-day limit. A suspension may be for a short term not exceeding 10 school days, or for an extended term of more than 10 school days.
- b. Except as authorized in subsection ©, no suspension for a short term shall be imposed upon a pupil or student without giving the pupil or student notice of the charges and affording the pupil or student a hearing thereon. The notice may be oral or written and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements: (1) The right of the student or pupil to be present at the hearing, (2) the right of the student or pupil to be informed of the charges, and (3) the right of the student or pupil to be informed of the basis for the accusations, and (4) the right of the student or pupil to make statements in defense or mitigation of the charges or accusations.
- c. A short-term suspension may be imposed upon a pupil or student forthwith, and without affording the pupil or student or the parents or the guardians thereof a hearing if the presence of the pupil or student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. A written notice of any short-term suspension and reason thereof shall be given to the pupil or student involved and to the parents or guardians thereof within 24 hours after the suspension has been

imposed and, in the event the pupil or student has not been afforded a hearing prior to any short-term suspension, and informal hearing shall be provided as soon thereafter as practical but in no event later than 72 hours after such term suspension has been imposed.

- d. No suspension for an extended term and no expulsion shall be imposed upon a pupil or student until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the pupil or student. Written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the pupil or student proposed to be suspended or expelled and to the parents or guardians thereof. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place that the pupil or student will be afforded an opportunity for a formal hearing, and the hearing shall be accompanied by a copy of this act and the regulations of the Board of Education under K.S.A. 72-8903.

Definitions

Short-term suspensions – a period of time a student is removed from school, not to exceed 10 school days.

Long-term suspensions – a period of time a student is removed from school for more than 10 days, but less than 90 days.

Expulsion – when a student is removed from school for an extended time, up to 186 days.

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 appropriated 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 (drugs, as defined by state statutes) on HHS property, or at HHS activities, is expressly prohibited. To ensure the safety of our students a urinalysis may be given to a student as needed. Students who are suspected of partaking in the above activities (odor of hands or clothing, behavior, physical appearance, etc.) will be

questioned and possibly suspended. Failure to take the UA test could 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 AT SCHOOL OR AT A SCHOOL SPONSORED ACTIVITY WILL BE REFERRED TO THE ADOLESCENT INTERVENTION PROGRAM AS WELL AS THE FOLLOWING PENALTIES:

First Offense

1. The student will not be allowed to participate in any performance for two weeks. Depending upon when the incident occurs, if there are no performances during the two weeks, the student must miss at least one performance if there is a performance within four weeks. (There will be no penalty of missed performances longer than four weeks after the incident.)
2. The student will be required to take a part in an approved substance abuse program.
3. The student will again become eligible after completing items one and two from above.

Second Offense

1. The student will not be allowed to participate in any performance for the remainder of the season.
2. The student must attend some form of educational program offered by a substance abuse agency, subject to the approval of the administrator.

Third Offense

1. The student will not be allowed to participate in any performance for the remainder of the school year. 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, Athletics.
2. There will be a recommendation from the school staff to the parents that the student be considered for substance abuse treatment.

Use of Tobacco

The use or possession of any kind of tobacco product, including simulated tobacco, by students on any USD #308 school property or at any school activity is prohibited. Students in violation of the policy will be subject to disciplinary action.

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 ideas 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

HHS operates under a closed lunch period that is continuous in nature. Under this continuous schedule, students have 30 minutes for lunch. Freshmen, sophomores, and juniors are required to remain on campus during lunch. Seniors will be allowed to leave campus for their assigned lunch times 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 in circumstances warrant. Sack lunches may be brought or food may be purchased in the school cafeteria. Food purchased off campus will not be 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 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:

- 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 (midriffs, torn/ripped tank tops, sagging pants),
- d. Clothing/jewelry which exhibits nudity, makes sexual references, carries double meanings, etc.
- e. Clothing/jewelry which advertises beer, alcohol, drugs, etc.,
- f. Jewelry that exaggerates its intended use—including chains.
- g. Students are not allowed to wear hats, caps, or headgear in any school building during the school day.
- h. 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.
- i. Bandanas are not allowed 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 student parking from 7:00a.m.-4:00p.m. Non-students are not allowed on any property owned or leased by USD #308. 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 must display a current HHS parking sticker in the back window of their vehicle. Students who do not display a parking sticker or park in unauthorized areas will be subject to disciplinary action which may include a fine or towing for those that abuse the policy. 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 awarded a warning ticket. Students are also subject to city ordinance #23-704 that enforces trespass for the purpose of standing or parking a vehicle.

Surveillance – To better protect the property of the school and students, surveillance cameras will be utilized on campus and the parking lots. Information gathered from these surveillance devices will be used for school discipline and notification of legal authorities when applicable.

Fighting – Fighting is defined as the 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*. Assault is defined as the unprovoked attack of an individual(s) by another individual(s). 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.

Possession/Use of Weapons/Facsimiles – Students will be subject to a suspension for 5 days and a hearing that could result in an expulsion or a long-term suspension for up to 186 days.

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 Police Dept. 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 to school large amounts of money or any personal belongings 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 Code Sec. 24-607, which may constitute criminal trespassing.

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 and bulletins to be placed in the halls must have Activities Director approval PRIOR to posting in the designated areas only. When hanging, use only approved tape and attach to brick or stone only. There will be a maximum of nine posters per student or event. Lightweight poster paper should be used for all signs, with the maximum size not to exceed 3' by 3'.

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

Boom boxes, laser pointers, cell phones, and electronic games are not allowed during school hours. Cell phones and pagers that make noise or disrupt class in any way will be confiscated. Teachers and/or administration may confiscate phones if students simply have them out during school time. CD/MP3 players with headphones are allowed in the classroom only with the teacher's permission. CD/MP3 players with headphones are allowed in non-classroom areas such as the cafeteria and lobby at appropriate times. If confiscated, electronic devices may not be returned until a parent conference and/or served detention(s). 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 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

At no time will skateboard, roller blade, or scooter use be allowed on school property.

Lost/Damaged Texts and Equipment

At the end of each course, students are responsible for returning the books assigned to them. Damaged and lost books must be replaced. Any equipment damaged by students must be repaired or replaced. Any equipment damaged by students must be repaired or replaced at students' expense. Teachers report lost and damaged books and

equipment to the office. Grades, diploma, and transcripts may be withheld until all debts and obligations are cleared.

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 school hours.

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 Procedures

United School District #308, Hutchinson, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any student who feels that an employee of Hutchinson Public Schools has been discriminatory should contact the building principal. The Hutchinson Public Schools Title IX officer is the personnel director at 1520 N. Plum, Hutchinson, KS 67501, (316) 665-4430.

Family Educational Rights and Privacy Act of 1974

The following information is provided to inform students and parents of rights related to educational records.

TYPES OF EDUCATIONAL RECORDS MAINTAINED: The following are examples of records regularly maintained by USD #308 related to each student:

- a. Personal data and family background information,
- b. Medical and health information,
- c. Date of school entry,
- d. School grades,
- e. Transcripts from previous schools attended,
- f. School-wide test results, and
- g. School activities.

RIGHTS TO A HEARING: Parents can request a hearing to challenge the contents of student records on the grounds that the records are

inaccurate, misleading, in violation of the privacy or other rights of students, or contain inappropriate data. The hearing provides and opportunity for the correction or deletion of any inaccurate, misleading, or inappropriate data and for insertion of written explanation related to the records.

PARENT ACCESS TO RECORDS: Parents are entitled access to educational records for inspection and may contact an administrator for an appointment to review the records. If a student is 18, the student can, upon written notice, deny parental access to records.

RIGHT TO COPY: Parents may have a copy of desired records at a charge of ten cents per sheet.

RIGHT TO INTERPRETATION: Parents have the right to appropriate interpretations of the content of the educational record.

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 available to all students needing a quiet place to study or read; find books, videos, magazines or websites that help with assignments; or receive extra help from peer or staff tutors. The library is open at 7:00-3:34 daily. Extended hours vary. Students are required to sign in when arriving and sign out when leaving. Students must have their current ID with them to check out any books or laptops. 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 on his or her card.

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 possibly 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 free cards twice each school year: during fall registration, and when new cards arrive from the photo company. If a card is lost or stolen, replacement cards can be obtained in the library for \$5.00.

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.

Bookbags

Upon request, students must open bookbags for inspection by any administrator, teacher, bus driver, or other educational employee.

Parking Lot

Any vehicle in school parking lot 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 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.

School Nurse

Please advise the school nurse of any health concerns through the "Student Medical Information Form" at enrollment, by calling 665-4509, 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.

Eligibility for Activities

Students who compete, perform, or otherwise represent the school in extra curricular activities must meet all KSHSAA eligibility rules. For the purpose of this rule, grade reporting periods will be given at the 6th week and at the end each trimester. If a 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. The classroom teacher will designate specific performances at the beginning of the year that will be considered co-curricular and part of the course. All other activities will be considered extra-curricular and will be subject to eligibility requirements. Examples of extra-curricular activities include athletics, pep band, cheerleading, scholar's bowl, special musical performances, powder puff football, student council, homecoming activities, or any other activity in which students represent the school and the activity is not a graded performance for the class. 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. Ineligible student may not accompany a team or sponsor on a school trip and may not perform nor wear a school uniform during the period of ineligibility. 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 grade 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 practicing with the team because of citizenship, behavior, or schoolwork, the individual may be denied privilege.

Attendance

All students who participate in a school activity must be in regular attendance the day the activity is scheduled. Students are expected to be in class the day following a contest.

Activity Meetings

Meeting times and location of all clubs and organizations will be announced in the weekly bulletin. 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, Joe's, 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. 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.

State Championships

Hutchinson High School has observed a tradition for dismissing school for a "Day of Celebration" to recognize state championships and high achievement on state assessments. The criteria in regard to state championship dismissals are as follows:

*The activity must be a KSHSAA activity that awards a team championship

*Only one dismissal per season is allowed. If more than one team championship is earned, all celebrations will occur on the same day. Dismissals will occur at the end of the fall and winter seasons. If the championship is earned in the middle of a season, the "Day of Celebration" will take place after all activities are concluded for that season.

*Spring season activities will not be eligible due to the practicality of dismissing at the end of the year. No dismissals will be "carried over" to the next school year.

*No dismissal will occur if the resulting loss of hours will put HHS in danger of not meeting state requirements.

Dismissals for high achievement on state assessments will be determined by scores set by the principal and superintendent.

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. Students are expected to travel both to and from such events with the school sponsor, coach or teacher. 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, but 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.

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

Renaissance Program

Renaissance is an incentive program sponsored by Jostens Corporation that helps to recognize and reward students. The HHS Renaissance program attempts to recognize and reward all the positive aspects of our student body. Our program is based on three principle areas: academics, activities/athletics, and community service. In addition to, all students are eligible to participate in Level I and Level II recognition program. By meeting several criteria, students have the opportunity to receive a business partner discount card, which allows discounts and free items at area Reno County business. Level II qualifiers receive the business card and Level I qualifiers receive the business card and a free Renaissance T-shirt.

Along with the programs stated above, the HHS Renaissance Program provides the following activities throughout the year:

Super Salthawk Student of the Week
Blue and Gold Spirit Day
Renaissance Week
Student Recognition Boards

Renaissance Student Check List

A student in good standing: No ISS, OSS, Hearings

Level I (card and shirt) **Must** meet any four criteria

1. 100% attendance
2. No referrals
3. 20 hours of confirmed community service
4. State qualifier for any KSHSAA event
5. Raise GPA
6. 4.0 GPA
7. Teacher recognition/super salthawk
8. Active participant in 2 clubs or activities
9. Special recognition for achievements in or out of school
10. No tardies in at least four classes.

Level II (card only) **Must meet any three criteria**

1. 100% attendance
2. No referrals
3. 10 hours of confirmed community service
4. State qualifier for any KSHSAA event
5. Raise GPA
6. 3.0 GPA
7. Teacher recognition/super salthawk
8. Active participant in 1 club or activity
9. Special recognition for achievements in or out of school.
10. No tardies in at least four classes.