

USD 410
2011-12 CALENDAR

August

22.....Teacher In-service and Work Day
23.....Teacher In-service and Work Day
24..... 1st Day of Classes
26HHS PIN

September

5..... Labor Day (No Classes)

October

26..... End of 1st Quarter (45 Days)
27.....Staff Development and Work Day

November

3 & 7 Parent Teacher Conference
23-24 Thanksgiving Vacation

December

22-30..... Christmas Break (No Classes)

January

3..... Classes Resume
13..... End of 1st Semester (89 Days)
16-17Staff Development Day

February

March

15.....End of 3rd Quarter (130 Days)
16.....Staff Development and Work Day
19-23 Spring Break (No Classes)

April

6.....Good Friday (No Classes)

May

22..... Final Day of Classes (170)

GENERAL INFORMATION

Board of Education

Eddie Weber President
Rod Koons Vice President
Gary Andrews Member
Debbie Geis Member
Chad Nowak Member
Mark Rooker Member
Joe Sechrist Member

Administration

Steve Noble Superintendent
Max Heinrichs Principal

NONDISCRIMINATION STATEMENT

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

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

SCHOOL CLOSING INFORMATION

In the event of inclement weather or mechanical breakdown, school may be closed, starting time may be delayed, or school may be dismissed early. Announcements will be made over the USD 410 web page, local radio stations and the TV stations listed below:

www.usd410.net USD 410 Web Site

KFDI	FM 101.3
KWCH (TV)	CHANNEL 12
KFH	AM 1330
KAKE	CHANNEL 10
KSAL	AM 1150
KSNW	CHANNEL 3
KYEZ	FM 94
LOCAL ACCESS	CHANNEL 45
KDGS	FM 93.9
Hills Free Press	620-947-5702
KJRG	AM 950
KKRD	FM 107.3
KFTI	AM 1070
KICT	FM T-95

It is recommended that each family formulate a plan of action in the event school is delayed, cancelled, or dismissed early. Bus drivers will not travel roads which appear to them dangerous or impassable.

ACTIVITY MEETINGS DURING LS (Tuesday and Thursday)

Student Council, class meetings, and organizational meetings will be scheduled during Learning Support. ALL MEETINGS DURING ACTIVITY PERIOD MUST BE SCHEDULED WITH THE ACTIVITIES DIRECTOR. Room assignments for the meetings will be made when scheduled and may be changed only with his consent. Activity periods are scheduled during LS from 12:35 p.m. until 1:03 p.m.

ASBESTOS REPORT

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

U.S.D. No. 410 Central - Office 416 S. Date
Hillsboro High School - 500 East Grand
Hillsboro Elementary School Building - 812 East A St. Hillsboro, KS 67063

BUILDING HOURS

Students are allowed to enter the building at 6:45 a.m. for various reasons such as morning detentions, field trips, make up work, Vo-tech transportation, etc.

The Media Center will be available to students from 7:30 a.m. to 6:00 p.m. The office is open from 7:30 a.m. till 4:15 p.m. weekdays.

CARE OF SCHOOL PROPERTY

We are privileged to have a well cared for school building and campus due to the care given it by our custodians and because our teachers and students are careful not to abuse it. Any student willfully and/or maliciously mutilating, defacing or destroying school property will be suspended in accordance with Board of Education policy and will be required to pay the full dollar amount of the repair/replacement, including labor cost. Damage resulting from careless behavior or disregard for property may result in full payment for the repair/replacement, including labor cost.

FIRE DRILL PROCEDURES FOR OCCUPANTS WITH DISABILITIES

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

BREAKFAST PROGRAM

USD 410 will offer a light breakfast program each morning beginning at 7:30 a.m. We request that high school students and middle school students do not sit together. High school students will be located on the north end of the commons area.

CHURCH NIGHT

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

COMPUTER USE

To use computers at Hillsboro High School, students are required to sign, along with their parents/guardians, the Acceptable Use Policy (AUP) prior to using the district's Information Services. For the purpose of this policy, **Information Services** are defined as any interaction between a student and the district's computer network, including access to the internet. In signing this agreement, students are acknowledging that they are responsible for anything loaded onto the computer. Any use of the internet that is not considered appropriate will result in:

- 1) an office referral to be dealt with on an individual basis and;
- 2) denial of internet access up to three weeks on first occurrence.

Students will be denied use of the internet for a minimum of one week for unauthorized use of web mail, hot mail, or chat rooms. The school's Internet connection will be used for educational purposes during instructional time. Repeated violations will result in a longer suspension of internet privileges.

Violations of the following nature could result in a suspension of user privileges of longer than three weeks on first occurrence.

Students are not allowed to download software or install any software or other materials on USD 410 computers. District technology staff will perform all approved software installations.

Students may not transmit, post, store or knowingly receive any material that is obscene, pornographic, sexist, racist, or violent & tasteless in nature.

Students may not transmit or post any defamatory information.

Students may not disclose personal password(s) to another party or otherwise facilitate unauthorized access.

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

DANCE POLICIES

1. Sponsorship for all dances will be as follows: **two parents, two faculty members, one administrator and one faculty sponsor of the hosting organization.** If a police officer is to be present at the dance, the expense will be paid from the ticket sales.

2. Attendance at the dance will be limited to Hillsboro High School students and guests approved by HHS administration. All guests must be currently enrolled in high school and signed up by a HHS student at least two (2) days prior to the dance (one guest per student) using an Outside Date Request Form obtained in the office. No one will be permitted into the dance that has not been previously signed up and approved. HHS 2010 graduates are welcome to attend the Homecoming Dance if the above procedures are followed.

3. The enrolled student is responsible for the behavior of the guest. If any violation of school rules occurs, both the guest and the student are held accountable. All school rules apply for anyone in attendance at the dance including band members or DJ's.

4. **Additionally** * Once in, always in and once out, always out.

* The doors will be closed and locked 30 minutes after the published starting time, and no students, guests or alumni will be admitted after that time. If the dance follows a game, participants who must change will be allowed an additional amount of time to get ready for the dance.

* The DJ will be expected to censor music to comply with community standards.

No dance will last longer than 11:45 p.m.

FOOD AND DRINK

Food and drinks will not be allowed in the classrooms while classes are in session. Exceptions may be classes that have received permission from the principal/teacher for special occasions. Students may utilize the vending machines before or after school and during the open lunch period. Please dispose of all candy and gum wrappers properly.

FUND RAISERS

Suggested amounts to be earned each year are: \$25 in 9th and 10th grades and \$50 as a junior. If a student earns less than \$100, he/she will be required to make up the difference in order to attend the prom.

HALL CONDUCT

Students are to pass quietly through the halls at all times and are not to run (including fast walking), push, shove, or disrupt normal hall traffic. Students are **not** allowed to sit in the hallways.

Students are not to be in the halls during class time unless they have a hall pass or an agenda signed by a teacher. Upon completion of the errand, the student is to give the hall pass to either the issuing or receiving teacher.

LEAVING THE SCHOOL GROUNDS

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

Students becoming ill during school should immediately come to the office. If the illness is severe enough, the office will attempt to contact the parent/guardian to inform him/her of the student's condition prior to the student leaving school.

LOCKERS

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

* Students are not to change lockers without office permission.

* Locker doors may only have school related signs no larger than 5 ½ x 8 ½, specifically magnetic attached (no tape) signs that indicate participation in school sponsored activities.

*Locker doors should remain closed unless being used.

LUNCH

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

1. Students participating in the hot lunch program or students bringing their lunch are to eat in the lunch room. Lunches are expected to be eaten in the cafeteria or courtyard.
2. Lunches are to be paid for in advance in the school office. Milk may be purchased separately for those bringing their lunch.
3. Candy and pop from the vending machines may not be brought into the lunchroom during the lunch period.
4. Cafeteria food and drink cannot be taken from the lunchroom.

MEDICATION AT SCHOOL

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

HEAD LICE

Kansas Administrative Regulation 28-1-6 requires that students infested with lice (pediculosis) shall be excluded from school until treatment with an antiparasitic drug is initiated. The child will be admitted back to school after treatment is judged to have been effective by the school nurse or other school staff member.

PERSONAL PROPERTY ITEMS

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

SAFETY DRILLS

Fire Drills (monthly): The fire drill will be a repeated blast from the fire alarm. All students should follow directions posted in each room as to the proper exit procedures.

Tornado Drills: Tornado drills will be held a minimum of three times throughout the school year. The tornado alarm will be a verbal announcement over the public address system. Students should file quickly to the middle school locker room area and remain there until the all clear announcement is given.

STUDENT DIRECTORY INFORMATION

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

STUDENT INSURANCE

U.S.D. 410 does not provide accident insurance medical coverage for students. However, at enrollment time, parents are encouraged to ask for information regarding the availability of low cost accidental medical insurance offered through public schools.

CELL PHONE USE

First occurrence of a cell phone being activated in class or LS is a one-hour detention. "Class" or "LS" begins when the tardy bell sounds and ends at the ringing of the dismissal bell. "*Use of cell phones*" includes, but not limited to, phone calls made or the activation of a cell phone caused by an in-coming call, text messaging, and the use of the cell phone to display photographs. Cell phone use during instructional time (as defined above) is prohibited, regardless of location (i.e. locker room, restroom, outside the building, on outdoor P.E. fields, etc.) Teachers have authorization to confiscate the phone and turn it into the office for the student to pick up at the end of the school day.

- **Cell phones turned into the HHS office, the student must serve their one hour detention before their phone will be returned.**
- **Student cell phones turned into the office more than two occasions, the student will serve a one hour detention and their parents will be required to pick up the phone in the HHS office.**

TEXTBOOKS

Books which are lost must be paid for at the current replacement cost by year's end. A dollar amount will be assessed for damaged books.

VISITOR PERMITS

All visitors must report in the office to obtain a visitor's pass. Those who do not comply with this rule will be considered unauthorized and will be asked to leave the school grounds. Those who continue the practice will be reported to the police and charged with trespassing, as loitering on school property is a violation of state law governing public schools. Parents can make arrangements on short notice. Friends of students may visit the school with principal approval providing a request for the visitation is to be made at least two school days in advance of the planned visitation. Visitors must comply with school rules. The enrolled student is held accountable for his/her guest's behavior while visiting.

VENDING MACHINES

- Change for machines will be provided in the office during the lunch period and after school.
- Machines are not to be used during class time and learning support.
- Candy and pop from the vending machines are not to be brought into the lunchroom during the lunch period.
- Students are not allowed to bring food or drink into the classroom without teacher permission.

Academics

ACADEMIC DETENTION

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

Academic detentions may be assigned before or after school, as determined by the instructor. If a teacher determines that a student must serve an academic detention, the teacher will be responsible for supervision during the designated time.

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

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

CLASS CHANGES

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

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

All students will be enrolled in eight (8) classes.

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

COLLEGE CREDIT

Some students may feel a need to supplement their high school education by enrolling in college level courses. Through cooperative agreements with specific area colleges (i.e. ITV classes and Tabor College) seniors may enroll and earn both college credit and high school graduation credits. The following are basic requirements for students taking college level courses:

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

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

COLLEGE VISITATION DAYS

Seniors are allowed two visitation days and juniors one visitation day to visit the school or college of their choice. Arrangements must be made in advance with the counseling office.

COURSE SELECTION

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

Freshmen:

Alg. I.5, Alg. I, Geom. or
Applied Math
Eng. I
Physical Science, P.E. & Health
Database Applications
World History
Music or Art

Sophomores:

Alg. I.5, Geom 1.5, Alg I,
Geom. Alg. II
Eng. II
Biology or Animal Science
World History
Music or Art

Juniors:

United States History
Eng. III
Consumer Education
Geometry 1.5, Geom. or Alg. II
Music or Art
Chemistry, Earth & Space or Anatomy

Seniors:

American Government
Eng. IV
Music or Art

GRADING SCALE

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

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

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

GRADUATION REQUIREMENTS

Hillsboro High School students are required to enroll in a minimum of eight (8) classes each semester. Twenty-six (26) credits shall be required as the minimum number of credits necessary for graduation. A student must have successfully completed the requirements for graduation before participating in the commencement exercises. Exceptions to these graduation requirements may be provided by alternative graduation requirements as specified in a special education student's I.E.P., or action of the board of education. Specific courses required for graduation are (continued to page 11)

1. Language Arts..... 4.0 credits
2. Mathematics..... 3.0 credits
3. Laboratory Science 3.0 credits
4. Physical Education & Health 1.0 credits

	Hillsboro High	Qualified	State Scholarship
English	4 years	4 years	4 years
Math	3 years	Algebra I Geometry Algebra II	Algebra I Geometry Algebra II Trig/Adv. Math or Calculus.
Science	3 years	Physical Science Biology Chemistry or Physics	Biology Chemistry Physics
Social Science	3 years W. History US History American - Government	½ World History American History ½ Am Government 1 unit of the following: Sociology Current Issues International Issues	American History American Government 1 other Unit
Foreign Language	NONE	NONE	2 years
Computer Technology	Database Applications	Database Applications	NONE
Fine Arts	Chorus, Band or Art		

Students can only be enrolled in one P.E. class per semester.

5. Social Studies 3.0 credits
Includes American Government
U.S. History
World History
6. Database Applications..... 1.0 credit
7. Consumer Education..... 1.0 credit
8. Fine Arts..... 1.0 credit
9. Electives..... 9.0 credits

Total Graduation Credits 26.0

UNITS OF CREDIT

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

HONOR ROLL

Hillsboro High School will announce a semester academic honor roll. Two levels of honor roll are recognized. High Honors lists those students who have achieved a GPA of 3.7 (or higher) for the grading period. Honors list those students who have achieved a 3.2 GPA.

INTERACTIVE TELEVISION CLASSROOM

Each student who enrolls in an ITV class will be required to sign an enrollment contract. For more information concerning the ITV classroom, please see the counselor or principal.

LEARNING SUPPORT

Students will be assigned an LS room from 12:35 p.m. to 1:03 p.m. each Tuesday and Thursday. Students will have the opportunity to move to other rooms for academic assistance when extra help is needed for any subject. Students are to be seated when the bell rings. Students who leave their assigned LS room to go to another teacher's room must sign-out, carry a signed agenda and must return to their LS room before the period ends. Groups of students who attend a meeting for a school-sponsored activity such as H-Club, Stucco, FFA, etc. will stay in those meeting rooms until the LS period ends.

LIBRARY

Wiebe Media Center provides media services for students grades 6-12. The center is open from 7:30 a.m. to 6:00 p.m. No food or drink is allowed in the media center. Dress and behavior appropriate for the school day is applicable to after school hours (i.e. not wearing hats, no cell phones, electronic music). Games, e-mailing, chat rooms, and inappropriate material on computers are not allowed. A copier is supplied for school-related work. The charge for personal copies (non-school related) is \$.10 per copy.

Passes:

1. While classes are in session or during LS, all students have access to the library with a pass or signed agenda by their teacher.
2. All students wishing to use library resources or computers in the lab during L.S. must have a signed pass by the librarian before 12:35 p.m. on that day. Students may go to the library during LS without prior permission for the purpose of checking books in or out if the LS teacher notifies the library.

Checkout:

1. All media center materials are checked out for a period of two weeks.
2. Newspapers are not to be removed from their holders or from the media center.
3. Current magazines, which are kept on the racks, are not to be taken from the media center.

Fines:

1. Although no overdue fines are charged to students, a student is charged the cost of replacing materials that are damaged beyond repair or are not returned by the close of the school year.
2. General replacement cost for magazines is \$3.00.

PARENT-TEACHER CONFERENCES

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

WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school a withdrawal form must be signed by each instructor, the librarian, the guidance counselor, the secretary, and the principal. All fees must be paid, all school owned books returned, and the student's locker cleaned out before he/she is considered withdrawn. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

NATIONAL HONOR SOCIETY

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

STUDENT TESTING

Currently our school administers the following tests:

1. **PLAN-** The PLAN Test is designed to provide tenth-grade students with some of the information they will need to plan and prepare for future academic and career success. The PLAN Program consists of (1) a battery of four tests of educational development in the areas of writing skills, mathematics, reading, and science reasoning, (2) an interest inventory, (3) a study skills assessment, and (4) a questionnaire about students' educational and career plans, background information, and special educational needs.
2. **Kansas Assessment Tests-**The Kansas State Department of Education has specified that the Kansas Assessment Competency Tests be given. These tests are designed to measure the performance level expected of students in reading, writing, mathematics, social studies and science.
3. **PSAT-** (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)- A shortened version of the Scholastic Aptitude Test (SAT), the PSAT is designed for use as an individual guidance device, an instrument for predicting college performance and the qualifying test for juniors who wish to participate in the nationwide competition conducted by the National Merit Scholarship Corporation.
4. **MAP-** Testing is in the fall and spring for the purpose of identifying 9th and 10th grade students' areas of strength and skills that are in need of improvement in math, reading and language usage.
5. **ASVAB-** (Armed Services Vocational Aptitude Battery)- The ASVAB consists of ten short tests which cover the areas of general science, arithmetic reasoning, word knowledge, paragraph comprehension, numerical operations, coding speed, auto and shop information, mathematics knowledge, mechanical comprehension, and electronics information. The academic scores provide an indication of a student's aptitude for further formal education. The occupational scores provide information regarding a student's potential for performing in occupations in four broad career areas. Taking the test does not obligate the student to military service and there is no cost for the students.

6. **ACT-** American College Test- The ACT is a battery of four tests in the areas of English, math, reading, and science reasoning. Students will receive twelve scores on the enhanced ACT Assessment. Kansas universities and colleges, both public and private, require the ACT for admission. The ACT is used in order to be considered for the State of Kansas Scholarship. The student's ACT test scores are important to colleges because the scores suggest the student's readiness for college level work. Many colleges use the test scores along with other information on the ACT assessment report, as part of the admissions process.

High School Testing Code-171-350

ACT TEST DATES

September 10, 2011
October 22, 2011
December 10, 2011
February 11, 2012
April 14, 2012
June 9, 2012

REGISTRATION DEADLINE

August 12, 2011
September 16, 2011
November 4, 2011
January 13, 2012
March 9, 2012
May 4, 2012

TESTING-PERFORMANCE-BASED CREDITS

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

REPORTING GRADES

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

TRANSCRIPTS

All students entering Hillsboro High School are required to have an official transcript on file before the student is considered officially enrolled. If the student is transferring from another school a tentative enrollment will be put in place until an official transcript arrives for review (the tentative enrollment may be changed after reviewing the official transcript). An official Hillsboro High School transcript will be sent upon written request to the parents if the student is under 18 years of age, or upon written request by the student if 18 years of age or above.

TRANSPORTATION HANDBOOK

Each family of a student riding a bus to school will be furnished a copy of U.S.D. #410 STUDENT TRANSPORTATION HANDBOOK when enrolling in school.

VALEDICTORIAN AND SALUTATORIAN CRITERIA

Valedictorian/Salutatorian Course Requirements

Beginning with the class of 2009, in order to be eligible for valedictorian and salutatorian honors at Hillsboro High School a student must be enrolled in Hillsboro High School at the beginning of his/her senior year and complete eight credits in addition to the following course requirements. If requirements should change, criteria will be based on the required curriculum that was in effect at the start of the student's sophomore year.

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

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

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

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

Computer Technology: 1 unit required

SIX TRAITS OF AN EFFECTIVE READER

Conventions: Decodes the writing conventions of word recognition, punctuation and grammar. Decodes the organization conventions of the text that have been introduced. Identifies introduced genre. Reads fluently and with expression.

Comprehension: Uses pre-reading strategies to make prediction. Has purpose for reading: Identifies plot, main idea, conflicts, turning points, and resolution. Identifies major and minor characters, significant and supporting details. Retells and summarizes the text.

Context: Identifies time, setting, mood and tone. Reads between the lines for the social and cultural aspects of the text and the point of view of the text/author. Recognizes that the reader's point of view affects how the text is understood. Recognizes the "bigger picture" or text. Analyzes the text for clues and evidence that address identified gaps and ambiguities. Revises interpretations as more information is gained. Connects analysis to a larger context.

Synthesis: Compares and contrasts, lists and sorts. Integrates personal experiences and background knowledge. Puts information in order to explain and analyze the text. Seeks and compares multiple sources to analyze the text.

Evaluation: Expresses opinions and makes judgments about the text. Raises questions about the text. Distinguishes between fact and opinion. Makes judgments and opinions on evidence, not emotion.

Formatting Short Reports

Short reports are one or two page reports that do not require the length or documentation as a term or research paper. Short reports are formatted in the following manner:

1 inch margins

Title in initial caps

Indent paragraphs

Double space heading

Double space after title

Double space body

- **Double space after heading** 12 point font size
- **Times New Roman or similar font type**

If more than one page is required, the student's last name and page number should appear in the top right hand corner on page 2.

Six + 1 Traits of Strong Writing

Ideas are the heart of the message, the content of the piece, the main theme, together with all the ideas that enrich and develop that theme.

Organization is the internal structure of the piece, the thread of central meaning, the pattern, so long as it fits the central idea well.

Voice is the writer coming through the words, the sense that a real person is speaking to us and cares about the message.

Word Choice is the use of rich, colorful, precise language that communicates not just in a functional way, but in a way that moves and enlightens the reader.

Sentence Fluency is the rhythm and flow of the language, the sound of word patterns, the way in which the writing plays to the ear and not just to the eye.

Conventions are the mechanical correctness of the piece - spelling, grammar and usage, paragraphing, use of capitals, and punctuation.

Plus one more

Presentation is the format of the text, the ability of the reader to understand and connect with the message.

Analytic Writing Assessment Scoring Rubric

1. NOT YET: a bare beginning; writer not yet showing control
2. EMERGING: need for revision outweighs strengths; isolated moments hint at what the writer has in mind
3. DEVELOPING: strengths and need for revision are about equal; about half-way home
4. COMPETENT: on balance, the strengths outweigh the weaknesses; a small amount of revision is needed
5. STRONG: shows control and skill in this trait; many strengths present

EXTRA CURRICULAR ACTIVITIES

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

To practice in and/or participate in extra-curricular activities a student must be in attendance in all classes from 10:00 a.m. to 3:30 p.m. on days which the practice and/or activity takes place. Under special or unusual circumstances, the principal reserves the right to waive this policy for excused absences, thus permitting participation in the activity. **Students must check into the office before going to assigned class.**

Scholastic eligibility for participation in extra-curricular activities will be determined on a weekly basis. The standard adhered to will be that of USD 410 which states that a student must be receiving passing grades in a minimum of six subjects of unit weight at any one time. The weekly evaluation will be based on the accumulated grade average for the current semester. Coaches and/or sponsors will be notified by the athletic director before the end of school Monday of any student scholastically ineligible. Should a student be classified scholastically ineligible on any given week, he/she will not be able to participate in the competition scheduled for that week. No exceptions will be made. This does not eliminate the student from practice sessions during the week or from daily class sessions that involve the extra-curricular group.

TRANSPORTATION ACTIVITY POLICIES

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

1. The sponsor or coach shall be responsible for the students' actions, including canceling a student's activity bus privileges indefinitely for misconduct on the trip.
2. To be granted permission to not return on the school bus from an activity, a parent or guardian **1)** must speak directly with the sponsor/coach and provide them with a written request to withdraw the student from the return bus ride or **2)** present a note to the principal in advance of the scheduled trip.
3. Any student living along the planned activity route may be picked up or depart from the bus at his/her home, at the Lehigh City Building, or the Durham Park. Any other pick up or departure point along the planned route requires the parents of the student to be present.

Tobacco, Alcohol and Drug Violations

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

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

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

Drug Dog Searches

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

CENTRAL KANSAS LEAGUE

Hillsboro High School students are encouraged to attend high school activities and contests as spectators, if not participants. Students are required to comply with all school rules and regulations regardless of the location of the activity in which Hillsboro High School is participating. Students will be held responsible for high standards in regard to courtesy and respect for the opponents, coaches, and officials. Students not showing proper courtesy will be subject to suspension from attending school activities and other disciplinary consequences. Examples of discourteous and disrespectful behavior include, but are not limited, to the following: yelling derogatory statements, booing, and making disrespectful gestures to opposing players, coaches, or spectators, and the officials.

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

1. Waving of arms and jeering while an opponent is at the free throw line preparing to shoot a free throw.
2. Pointing a finger at an opposing player when he/she has committed a foul and chanting expressions such as "you...you...you..."
3. The chanting of "air ball...air ball...air ball..." when an opposing player doesn't draw iron on an attempted shot.

4. Obscene yells in response to an official's call which goes against your team.
5. Chanting "warm up the bus" when it is determined in your mind that you have won the game.

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

Schools involved in the Central Kansas League include:

Halstead	Kingman
Haven	Nickerson
Hesston	Pratt
Hillsboro	Smoky Valley
Lyons	Sterling

GENERAL ATTENDANCE GUIDELINES

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

TYPES OF ABSENCES

Three types of absences are listed below. Only truancy, an absence from school without parent permission, results in disciplinary action by the school. As described below Level II absences are with parent permission/authorization and are not a violation of the student discipline or attendance policy but are differentiated from Level I absences for the purpose of maintaining an accurate account of the student's attendance record.

Level I. Excused absence with parent permission or authorization.

An excused absence must meet one of the following criteria:

- * School sponsored trip.
- * An absence due to inclement weather/road conditions.
- * An absence for the general welfare of the student, including illness, dental, medical, court, etc.
- * An unforeseen event or emergency that demands immediate attention.

NOTE: Students NOT incapacitated by illness, but who miss school on a repeated basis while seeking medical attention may be asked to submit a doctor's note verifying appointments.

Level II. Absent with parent permission/authorization.

Level II absences are not considered reasonable or valid reasons for being absent from school. Level II absences are simply absences not covered by Level I. Examples include:

- * Hair appointments, car repairs, senior pictures, etc
- * Recreational trips such as skiing and hunting
- * Sleeping in (resting, tired, etc.)
- * Staying home to do school work
- * Doing errands in or out of town
- * Working as a laborer when no emergency exists

Level III. Truancy (“ditching or skipping”): Absence from school without parent permission or authorization.

PRE-ARRANGED ABSENCES

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

PROCEDURES TO FOLLOW WHEN ABSENT:

1. Parents/guardians are expected to notify the high school office each day that their student is absent.
2. When returning to school from an absence (one class or more) a note or a phone call from their parent/guardian stating the reason for the student’s absence is necessary. If no parental notification has been provided by the time the student returns to school, the student will return home until the parent can be contacted. In the event a parent/guardian declines to excuse the student’s absence, truancy will be assessed and a detention will be assigned. The high school office will be open at 7:45 a.m. Students returning to school following an absence must get an admit slip between 7:45 and 8:30 a.m. to re-enter school. Tardies will be given to students who are in the office getting admits when the bell rings.

LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES

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

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

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

Before a student is denied credit because of excessive absences, the student will be allowed an appeal for continued enrollment in the class. A successful appeal grants the student ten calendar days to raise his/her grade to passing and, while the appeal period is in effect, the student must attend all classes during the ten day period. A student is granted only ONE appeal each semester.

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

MAKE-UP POLICY FOR MISSED CLASSROOM WORK DUE TO ABSENCES (effective March, 2005)

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

HILLSBORO HIGH SCHOOL DISCIPLINE POLICIES

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

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

BEFORE AND AFTER SCHOOL DETENTIONS:

Detentions and in-school-suspensions (ISS) are provided to take the place of out-of-school suspension. Students will bring homework assignments and will be productively busy while in detention or ISS. Schoolwork provided by teachers to students in detention and ISS will be

treated as the highest priority. Unfinished work can result in zero credit. Misbehavior in detention will result in additional detention time to be served on a Saturday.

- a) Two-hour detentions can be broken into two one-hour detentions if the student makes this request.
- b) Detentions must be served within three school days following the assignment.
- c) One-hour detentions can be served Monday-Thursday from approximately 6:45-7:45 a.m. or 3:35-4:35 p.m.

SATURDAY DETENTION: Students who fail to serve assigned school day detentions within three days will be required to serve a Saturday detention using the following guidelines:

- a) Saturday detentions will be served the first Saturday following the elapsed three-day allowance or at a time otherwise set by the building administrator.
- b) Length of Saturday detentions:
 - 1) a missed one-hour detention will be served from 8:30-10:30 a.m.
 - 2) a missed two-hour detention will be served from 8:30 to 11:30 a.m.
 - 3) Students who fail to serve an assigned Saturday detention will be given
 - 1) an ISS or 2) two day out of school suspension beginning the first school day following the missed Saturday detention.

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

FAIRNESS ISSUES AND DUE PROCESS PROCEDURES

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

TARDY POLICY

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

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

BOOK TARDY POLICY: Students are required to have books and other required material in class when the bell rings. Students are responsible for these learning tools. If students are requested to return to their lockers for materials, they will be assessed a book tardy.

20 DAY TARDY: Students are allowed two (2) tardies to class and two book tardies each semester before serving a one-hour detention on the third and subsequent tardies. An exception to this policy, called a 20 Day Tardy, states that if a student goes 20 school days without a tardy, the next tardy will not count toward a detention, regardless of the number of previous tardies the student has accumulated

DEFINITION OF INFRACTIONS

1. **CHEATING/PLAGIARISM:** Using unauthorized material, information, documents, other students' work, or theft of information. Students may lose the grade on the assignment and/or the right to makeup the assignment.
2. **DEFIANCE/DISOBEDIENCE/REFUSING A REASONABLE REQUEST:** Resistance, insubordination and challenging the authority of school officials. Defiance may be verbal and/or symbolic.
3. **FORGERY:** Writing, altering, or signing documents/notes for the purpose of misleading school personnel.
4. **LYING, CONCEALING TRUTH, AND CREATING FALSEHOODS:** Attempting to conceal information from school officials or deliberately distorting facts in order to mislead or give a false impression.
5. **RECKLESS DRIVING:** Driving in such a manner as to endanger the safety, welfare, or property of others. Vehicles must not exceed of posted miles per hour on streets adjacent to the campus.
6. **IMPROPER PARKING:** Designated parking spaces are marked by white lines. Vehicles are not to be parked in spaces designated as no-parking, visitor parking, handicapped parking or on the north side of A Street.
- 6A. **No Parking in the fire lanes or entrances of the student parking lot.**

7A ITEMS NOT ALLOWED:

- A. skateboards during school hours or activities
- B. any item of a disruptive or destructive nature
- C. use of electronic music, head phones, or similar devices are not allowed in the building during school hours.
- D. Teachers will determine if food, soft drinks, etc. can be consumed in their rooms.

7B Cellular Phones will not be used for any purpose during class or L.S. Please see cell phone use for an expanded definition.

8A PUBLIC DISPLAY OF AFFECTION: Publicly demonstrating affection is acceptable within the limits of hand holding, arms around the waist or shoulders while standing side-by-side.

- 8B Indecent behavior, obscene behavior
- 8C Sexual misconduct

9. PROPER DRESS AND GROOMING: Dress and grooming must adhere to generally accepted standards of neatness and should not distract from the instructional aspect of the school. Activities sponsored by the school will also require students in attendance to dress in a manner that meets acceptable standards. Coaches and sponsors will deem what is appropriate personal appearance for student participants under their direction.

Shorts worn during the school day must meet the following requirements or they will be deemed inappropriate:

1. Two inches below finger tip length when arms are resting straight at student's side.
2. The waist band of the shorts must be worn above the student's buttocks.
3. Shorts must have hemmed waist band and legs.
4. Shorts worn for gym class will not be allowed.
5. No holes or frays in the fabric of the shorts.

Failure to meet all of these requirements will result in a dress code violation for the student. Twelve student violations of this dress code policy will result in the loss of student body's privilege to wear shorts for the remainder of the current school year.

(February 2011)

Accordingly, the following are deemed inappropriate:

- Bare feet
- Chains on clothing must be taunt (tight, not looping)
- Clothing with immodest or inappropriate slogans including inappropriate double connotations, or pictures of a profane, violent or sexual nature.
- Clothing advertising the use of substances illegal to minors or promoting establishments that sell alcohol.
- Shirts that do not cover the chest, shoulders and midriff areas at all times.
- Skirts and dresses worn during the school day may not be shorter than 2 inches above the kneecap when standing.
- Shirts without hemmed sleeves, hemmed necklines, or hemmed collars.
- Halter tops or tube tops or clothing that does not cover undergarments.
- Hats, caps, bandannas, or similar head attire worn in the building during school hours (exception: when required for safety or during announced special occasions).
- Sunglasses
- Girls and boys pants/slacks must be hemmed at the bottom. Torn pants or pants with holes will not be allowed, having clothing under torn clothes does not suffice. Clothing must not be torn or have holes.

10. **OBSCENITY-PROFANITY:** This policy prohibits the following:

- the use of vulgar and profane language or words used as a substitute for profane language.
- the display or possession of obscene material, including drawings and computer graphics.
- the use of offensive religious expression used out of context.

Teachers are allowed to establish guidelines for classroom language that prohibit other phrases or words of a harsh nature.

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

11 A Not allowed on campus or in personal possession:

Knives of any length, or other objects that have no educational value that could be dangerous to others.

11 B Firearm possessions shall result in expulsion from school for a period of one calendar year. The term firearm means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. No distinction is allowed for loaded or unloaded firearms. The superintendent may recommend this expulsion requirement be modified on a case-by-case basis under this policy.

11 C **Gun possession such as a BB gun, pellet gun, paintball gun, or any device that discharges a projectile by compressed air, gas, etc. will result in a long term suspension or expulsion. No distinction is allowed for loaded or unloaded guns as defined by this policy.**

11 D Destructive devices means an explosive, incendiary (fire starting device), gas bomb, grenade, rocket, or other device(s) having a propellant charge of more than four ounces and a missile having an explosive or incendiary charge of more than one-quarter ounce, or other device similar to any of these devices.

Firearms, guns, or destructive device as defined in this policy are not to be on campus at anytime, even if locked inside a vehicle.

12. **POSSESSION OF FIREWORKS:** The possession of fireworks of any variety is prohibited at school activities.

13. **HARASSMENT or HAZING:** This includes sexual harassment as defined by sexual advances, requests for sexual favors, words, actions or innuendoes of a sexual nature which are unwelcome by the person to whom the conduct is directed. Harassment also means bullying, and interfering with another's rights, privileges, and liberties. Harassment includes

intimidation, threats, humiliation, challenging students, banter, ridicule, criticism of others and name-calling.

14. FIGHTING: Hostile encounters between mutual combatants where physical contact may or may not occur, including provocative arguing, verbal disagreement, including fear by physical or verbal intimidation.

ASSAULT: A violent verbal attack so as to do or threaten violence to another is considered an assault.

BATTERY: Unlawful application of force to another person without justification, giving the person no opportunity to escape or attempt to resolve the disagreement.

15. FAILURE TO COMPLY WITH ROUTINE PROCEDURES AND RESPONSIBILITIES: After being requested and reminded to assist school personnel in routine but necessary responsibilities, the student continues to be uncooperative in such matters as returning overdue books, failure to get admits when returning from absences, and failure to bring excuses after an absence.

16. DESTRUCTION OR THEFT OF PROPERTY: The willful taking of personal or public money or property. Willfully destroying, defacing or otherwise damaging, in any way, property on the school premises.

17. DISRUPTION OF THE EDUCATIONAL PROCESS: Any attempt to disrupt, distract, or inhibit the instructional process including, but not limited to:

- A. Needlessly setting off fire alarms or tampering with fire alarms
- B. Discharging a fire extinguisher or tampering with fire equipment
- C. Bomb threats and false reporting
- D. Computer tampering

18. GAMBLING: Playing games for money or property; betting on uncertain outcomes.

19. ATTENDANCE:

Tardies:

19A-Just Late (failure to be present in the correct class when the bell rings).

19A2-Book Tardy (failure to bring required book, materials, etc.)

19B Unauthorized absences:

1. A student who leaves a class or leaves campus during the school day without authorization. Before leaving school students **MUST** first receive authorization from a parent/guardian and check out of school in the office.
2. When a teacher's permission to leave a class results in the student going to an unauthorized destination.

19C Truancy:

1. Ditching/skipping school without knowledge or consent of a parent/guardian.
2. Three (3) consecutive unexcused absences or any five unexcused absences in a semester for a student under the age of sixteen

20. MISCHIEVOUS BEHAVIOR: Behaviors such as pranks that negatively affect others or the operation of the school. Conduct that disregards the needs of others (i.e. littering with trash, nuisance noise, recklessly running in the halls).

21. POSSESSION, DISTRIBUTION, OR USE OF TOBACCO: Possession of any tobacco product on school property or at any school activity is prohibited.

22. POSSESSION, USE, BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL, DRUG PARAPHERNALIA: As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials.

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

SUSPENSION AND/OR EXPULSION

Kansas Statutes for the suspension and expulsion of pupil's state:

The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee(s), (i.e., Superintendent and/or Principal) to suspend or expel, any pupil or student guilty of 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 disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material infringement upon or invasion of the rights of others. A complete copy of the Kansas Statutes is on file in the Principal's office.

TEACHER AUTHORITY

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

NO	INFRACTION	FIRST OCCURRENCE	SECOND OCCURRENCE
1	Cheating/Plagiarism	Admin. Conference	Detention-one hour
2A	Defiance of Authority	Detention-one hour	Detention-two hours
2B	Verbal Defiance	Detention-one hour	Detention-two hours
2C	Symbolic defiance-doing something when asked not to.	Detention-one hour	Detention-two hours
2D	Defiance with all the above against school authorities	Up to five days OSS	Ten days OSS & possible long-term suspension
2E	Defiance plus physical assault or battery against school authorities	Ten days OSS & recommendation for long-term suspension or expulsion	Ten days OSS & recommendation for long-term suspension or expulsion
3A	Forgery of a signature on notes/excuses	Detention-one hour	Detention-two hours
3B	Altering school memorandum	Detention-one hour	Detention-two hours
3C	Altering school documents	Three days OSS	Five days OSS
4A	Lying, creating a falsehood	Admin. Conference	Detention-one hour
4B	Concealing information or misinforming school officials in order to deceive	Detention-one hour	Detention-two hours
5	Reckless driving that puts students or students' vehicles at risk.	Detention-one hour	Detention-two hours
6A	Illegal or improper parking	Admin. Conference	Detention-one hour
6B	Nuisance noise	Admin. Conference	Detention-one hour
7A	Contraband (A-D) description (See page 25)	Detention-one hour	Detention-one hour
7B	Cell Phone Use (page 8 and 25)	Detention-one hour	Detention-one hour
8A	Public display of affection during school or at extra-curricular activities	Admin. Conference	Detention-one hour
8B	Indecent behavior,	Minimum: Detention-two hours	Minimum- OSS for five days; Maximum: Long
8C	obscene behavior or sexual misconduct	Maximum: Five days OSS & parent contact	term suspension or expulsion
9	Dress and grooming	Student will be asked to change & Admin. Conf.	Detention: one hour
10A	Profanity	Detention-one hour	Detention-two hours

10B	Obscene Material		Detention-one hour	Detention-two hours
11A	Weapons: Possession (See page 26)		Detention-two hours & confiscation of weapon	Three days off-campus, confiscation, parent conference
11B	Firearm Possession (see page 26)		Expulsion for one year, confiscation of firearm, parent and police notification	
11C	Gun Possession (see page 26)		Five days OSS & confiscation, parent and police notification, long term suspension or expulsion	Ten days OSS followed by EXPULSION, police notification
11D	Destructive Device (see page 27)		Expulsion for one year, confiscation, police notification	
12A	Fireworks: possession		Detention-two hours & confiscation	Three days OSS & confiscation
12B	Use of fireworks or starting fires on school property		Two days ISS or OSS, parent contact/conference, police notification	Five days OSS, possible long term suspension
13A	Harassment & hazing: degrade, disgrace, ridicule, name-calling		Detention-two hour	One day ISS - 3rd up to ten days out-of-school suspension
13B	Intimidation		Detention-one hour	Detention-two hours
13C	Injurious hazing (i.e. initiations)		Up to three days OSS	Five days OSS
14A	Hostility, provoking, anger, arguing, intimidating behavior		Admin. Conference	Five days OSS
14B	Threat to fight		Detention-one hour	Detention-two hours
14C	Physical contact; Fighting		Up to three days ISS or OSS	Five days OSS
14D 14E	Assault or Battery		Five days OSS, police notification recommendation for long term suspension or expulsion	Long Term or suspension/expulsion
15	Failure to comply with routine procedures and responsibilities:		Admin. Conference	Detention-one hour
16A	Destruction: Value and degree of damage considered		Minimum: Detention-one or two hours: Maximum: three days ISS & restitution, police notification	3-5 days OSS, restitution, police
16B	Theft 1. Less than \$5.00 value 2. \$5.00-\$25.00 value		Detention-two hours Two days ISS or OSS	Five days OSS, restitution & Police notification

	3. Over \$25.00 value		Three days ISS or OSS	
17	Disruption to education process, Definition A-E (See page 28)		Up to five days OSS, police notification, recommendation for long-term suspension or expulsion	Ten days OSS and recommendation of long term suspension or expulsion
18	Gambling		Admin. Conference	Detention-one hour
19A	Attendance: Tardies		1st, 2nd, & 20 day tardy Admin Conference	Third occurrence Detention-one hour
19A	Materials and Books		1st, 2nd, & 20 day tardy, Admin. Conf.	3rd occurrence Detention-one hour
19B	Unauthorized absence from class or leaving school w/o checking out and w/o parent permission		Detention-one hour & parent contact	Detention-two hours & parent contact
19C	Truancy/Ditching		Detention-two hours & parent contact	Detention-two hours & parent contact
20	Mischievous Behavior		Admin. Conference	Detention-one hour
21 A	Tobacco possession		Two days ISS or OSS, confiscation	Three days OSS, confiscation
21B	Use of tobacco and/or distribution		Two days ISS or OSS, confiscation	Three days OSS & confiscation

	<p>ALCOHOL/DRUGS</p> <p>THIS POLICY IS REQUIRED BY THE 1989 AMENDMENTS TO THE DRUG FREE SCHOOLS AND COMMUNITIES ACT, P.L. 102</p>	<p><u>FIRST OCCURRENCE</u></p> <p>a. Five day off-campus suspension. b. Suspension from all student activities for a period of not LESS than one month.</p> <p>c. May be referred to proper legal authorities.</p> <p><u>SECOND OCCURENCE</u></p> <p>a. Ten day off-campus suspension and recommendation for</p> <p>Long-term.</p> <p>b. A student placed on long-term suspension may be re-admitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. If at any time the student fails to make satisfactory progress in the program, the suspension will be re-imposed.</p> <p>c. Suspension from participation in and attendance at all school activities for the year.</p> <p><u>THIRD OCCURRENCE</u></p> <p>a. Five day off-campus suspension and up to EXPULSION for the REMAINDER OF THE SCHOOL YEAR.</p> <p>b. Suspension from participation in and attendance at all school activities for the year.</p> <p>c. A student who is expelled from school under the terms of this policy may be re-admitted only if they enter a rehabilitation program.</p> <p>d. May be referred to proper legal authorities.</p>
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Communication is the key.



Contact school administrators and teachers by e-mail using the school's web site.

- Open our web page, www.use410.net
- Locate and click on [HHS Staff](#) listed in the column on the left side of the page.
- Find and click on [Contact us](#) in the column on the left side of the page.
- A screen will appear displaying the names of the buildings in the district. Click on [Hillsboro High School](#).
- Names of HHS administrators and teachers will appear on the screen. Select the **person** you wish to e-mail by clicking on their name.
- A **“New Message”** text box for that administrator/teacher will appear. Type in your message and send it.

2011-2012 CALENDAR	1
GENERAL INFORMATION	2
Board of Education	2
ADMINISTRATION	2
NONDISCRIMINATION STATEMENT	2
SCHOOL CLOSING INFORMATION	2
ACTIVITY MEETINGS DURING LS	3
ASBESTOS REPORT	3
BUILDING HOURS	3
CARE OF SCHOOL PROPERTY	3
FIRE DRILL PROCEDURES FOR	3
BREAKFAST PROGRAM	3
CHURCH NIGHT	3
COMPUTER USE	4
DANCE POLICIES	4
FOOD AND DRINK	5
FUND RAISERS	5
HALL CONDUCT	5
LEAVING THE SCHOOL GROUNDS	5
LOCKERS	5
LUNCH	6
MEDICATION AT SCHOOL	6
HEAD LICE	6
PERSONAL PROPERTY ITEMS	6
SAFETY DRILLS	6
STUDENT DIRECTORY INFORMATION	6
STUDENT INSURANCE	7
CELL PHONE USE	7
TEXTBOOKS	7
VISITOR PERMITS	7
VENDING MACHINES	7
ACADEMIC DETENTION	8
CLASS CHANGES	8
COLLEGE CREDIT	9
COLLEGE VISITATION DAYS	9
COURSE SELECTION	9
GRADING SCALE	10
GRADUATION REQUIREMENTS	11
UNITS OF CREDIT	11
HONOR ROLL	12
INTERACTIVE TELEVISION CLASSROOM	12
LEARNING SUPPORT	12
LIBRARY	12
PARENT-TEACHER CONFERENCES	12

WITHDRAWAL FROM SCHOOL	13
NATIONAL HONOR SOCIETY	13
STUDENT TESTING	13
TESTING-PERFORMANCE-BASED CREDITS.....	14
REPORTING GRADES	14
TRANSCRIPTS	14
TRANSPORTATION HANDBOOK.....	15
VALEDICTORIAN AND SALUTATORIAN CRITERIA.....	15
SIX TRAITS OF AN EFFECTIVE READER.....	15
Analytic Writing Assessment Scoring Rubric	16
EXTRA CURRICULAR ACTIVITIES	16
TRANSPORTATION ACTIVITY POLICIES	17
Tobacco, Alcohol and Drug Violations	17
MID-CENTRAL ACTIVITIES ASSOCIATION	18
GENERAL ATTENDANCE GUIDELINES	19
TYPES OF ABSENCES	19
PRE-ARRANGED ABSENCES.....	20
PROCEDURES TO FOLLOW WHEN ABSENT:	20
LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES.....	20
MAKE-UP POLICY FOR MISSED CLASSROOM WORK DUE TO ABSENCES	21
HILLSBORO HIGH SCHOOL DISCIPLINE POLICIES	21
SATURDAY DETENTION:	22
TARDY POLICY	22
DEFINITION OF INFRACTIONS	23
SUSPENSION AND/OR EXPULSION.....	27
TEACHER AUTHORITY	27