



Herington Middle School  
2017-2018  
Student Handbook

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Principal

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## **Our Mission**

*The mission of USD 487 is to build cutting edge educational excellence which supports all students and community to be responsible contributing citizens successful in tomorrow's world.*

## **Our Priorities**

- Make education the highest priority of the community*
- Maintain high student achievement*
- Empower teachers to be their educational best*
- Prepare Pre-K through 12th grade students for high lifetime goals*
- Build family, faculty, staff and student partnership*

## Daily Schedule

1st Hour - 8:15-9:06

2nd Hour - 9:09-10:00

3rd Hour - 10:03-10:54

4th Hour - 10:57-11:48

Lunch - 11:48-12:16

Seminar - 12:16-12:48

5th Hour - 12:51-1:42

6th Hour - 1:45-2:36

7th Hour - 2:39-3:30

## School Closing Announcements

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced over KJRL, KSAL, WIBW AM/FM, KABI, KJCK and KFRM radio stations, and WIBW, KTSB, KWCH, KSN and KAKE television stations. Reports in the morning will be between 6:00 and 7:30 a.m. An announcement will be made with the ALERT NOW system. Please do not call the superintendent, principal, or school. These lines must remain open for emergencies.

Should a severe storm develop and the superintendent of schools makes the decision to run the bus routes early, elementary and middle school students will be expected to follow the instructions given on the student data sheet filled out at enrollment unless the parent sends other instructions, in writing, with the student. Make sure your child knows what to do and where he/she is to go if school is dismissed early because of snow or other severe weather. It is not practical for students to telephone home if an emergency dismissal occurs.

## District Policies

“Our primary mission is with our children and youth, but we must all be students.”

### Animals and Plants in School

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals. Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom.

Teachers must be aware of federal and state laws regulating the handling of animals. (Cf.KSA 21-4310) If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety. All experiments using live animals must have prior approval of the principal.

If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility for notifying public authorities to have the animal impounded for observation. Principals will attempt to notify the parents.

Under no circumstances are animals to be transported on school buses.

### Bullying

**K.S.A. 72-8256 (a)(1)(A) The legal definition of bullying in Kansas requires bullying to be severe, persistent or pervasive.** Bullying behavior may either *involve any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member* on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event.

Although definitions of bullying vary, the United States Department of Education (USDE) states that bullying involves the following:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying is usually (but not always) involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying can come in many forms: *cyber bullying, physical bullying, relational bullying, and verbal bullying.*

#### 1. Cyber bullying

Cyber bullying means bullying by use of any electronic communication device through means including, but not limited to: e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

#### 2. Physical bullying

Physical bullying occurs when a person uses overt bodily acts to gain power over peers. Examples include, but not limited to: hitting, tripping, shoving, and slapping, punching, kicking, damaging or destroying personal property, hazing and/or biting.

### 3. Relational bullying

Relational bullying is the systematic diminishment of a targeted child's sense of self through the following that could lead to rejection and/or alienation. Examples include, but not limited to: ignoring, isolating, excluding, shunning (act of omission) and/or gossiping.

### 4. Verbal bullying

Verbal bullying occurs when someone uses language to gain power over his or her peers. Examples include, but not limited to: name calling, teasing, taunting, threatening, cruel criticism, belittling, personal defamation, racist slurs, sexually suggestive and/or abusive remarks, and extortion.

**For more information on bullying, please see**

<http://www.stopbullyingkansas.org/>

## **District Computer Policy**

The following is unacceptable student use of district computers:

1. destroy or abuse computer equipment or software
2. install or modify software on a district computer or violate another user's workspace
3. use broadcast messaging system (causes network technical difficulty)
4. use vulgarity or obscenity in any form
5. have food or drinks around the computers or in the lab
6. use unauthorized mail programs or chat rooms.

Minimum Disciplinary Actions for Policy Violation:

1<sup>st</sup> Infraction: Computer use only during a class and with supervised login for 1-3 weeks.

2<sup>nd</sup> Infraction: Computer use only during a class and with supervised login for 1-3 months

3<sup>rd</sup> Infraction: Computer use only during a class and with supervised login for a semester or permanently.

*Supervised login means the teacher will change student's password and only the teacher will be able to access students workspace so that the student can do assigned work.*

## **Emergency Safety Interventions**

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in the student handbook and available at every school office.

## Family Education Rights and Privacy Act (FERPA)

The *Family Education Rights and Privacy Act (FERPA)*, a Federal law, requires that Herington Unified School District #487, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Herington USD #487 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Herington USD #487 to include this type of information from your child's educational records in certain school publications. Examples include the following:

1. playbill, showing your student's role in a drama production
2. the annual yearbook
3. honor roll or other recognition lists
4. graduation program
5. sports activity sheets, such as for wrestling, showing weight and height of team members
6. Photographs or videos on school website or in yearbook

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA (Local Educational Authority) that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's educational records without your prior written consent, you must notify the school in writing within 10 (ten) days of enrolling your child. The school has designated the following information as directory information:

1. student's name
2. address
3. telephone listing
4. grade level
5. degrees, honors, and awards received
6. participation in officially recognized activities and sports, including display on the District website and all print, electronic and other appropriate media
7. Photos and/or videos of your child

## Homeless Rights

1. Students and parents who do not have a regular, fixed and adequate residence, need to be aware of federal and state guidelines that will insure their students receive appropriate services.
2. Students who are homeless are eligible for Title I services, if they demonstrate the same educational needs as the other students selected to participate.
3. Students who are homeless do not need to have standardized test scores to enter the Title I program. Teacher referral, criterion-referenced tests, reading or math placement assessments or other quick assessments may be used to determine academic need and placement into the Title Program.
4. Title I funds can be used to place tutors in homeless shelters, including shelters for victims of domestic violence, youth emergencies, unwed mothers and families and children. Preschool students may also be

- served.
5. Students enrolling for the first time in a Kansas school without proof of proper immunizations may sign a written statement that such tests or inoculations are in the process of being completed within 90 days. County health departments must provide appropriate inoculations to children whose families are unable to afford them.
  6. Students may receive records from previous districts even though they have failed to return or pay for school property. Parents or guardians may provide an affidavit that they are unable to return or to pay for school property lost or destroyed and receive their records.
  7. Students may have an interim individualized educational program developed if the current IEP is not available or more information is needed to determine appropriate placement. Any exceptional child who transfers from one local educational agency program to another shall be placed in the special education service program which appears to be most suited to the student's needs.
  8. If you have further questions about these guidelines please contact the district superintendent at 785-258-2263.

## **Internet Policy**

Herington USD #487 will provide access to the local computer network and Internet for the purpose of completion of classroom assignments, educational research and other district-approved activities. It is a privilege to have these extraordinary resources; therefore, all users must agree that they will comply with these policies. Users will be given access to the local network only after the agreement is returned and signed by the supervising teacher and student. **Internet access for students of Herington USD #487 will be allowed only after the Parental Permission and Student Network and Internet Agreement form is signed.**

1. The network and Internet are to be used only for educational purposes. This includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The system is not to be used for commercial purposes. This means users may not offer, provide, or purchase products or services through the system.
3. No personal contact information about yourself or other people is to be placed on the Internet.
4. Hot-mail, etc., and Chat Groups are strictly forbidden.
5. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to access their account. Under no condition should users provide their password to another person or use another individual's account. Users will be held accountable for the content of their workspace at all times.
6. The Internet or network will not be used to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people.
7. No attempt will be made to gain unauthorized access to any computer or system.
8. No modifications to machine setups will be made without the knowledge of the supervising teacher or system's administrator.
9. No software will be downloaded or installed to the user's workspace or local drives without the permission of a supervising teacher or system's administrator.
10. No deliberate attempts to disrupt the computer system or destroy data by introducing viruses or through any other means will be allowed. These activities are illegal and will be dealt with accordingly.
11. E-mail is a privilege granted to all students. Students are expected to use e-mail for educational purposes only. Any misuse of e-mail will result in suspension of e-mail privileges.
12. E-mail may only be checked before or after school, and during seminar or class with teacher's permission.
13. Students will be allowed to use local e-mail only (Novell GroupWise), unless a specific request is made for Internet mail by a teacher.
14. All e-mail should be academic in nature.
15. Any use of e-mail with offensive or social content shall result in loss of e-mail privileges.



## **Location of the District Policy Manual**

There is a complete set of Herington USD #487 Board Policies in the office, school library, City Library and on the Herington USD #487 website for your information and guidance.

## **Parent/Guardian Responsibilities**

Parents/Guardians of a Herington USD #487 student will be responsible in the following ways:

1. Attend orientation parent meeting and/or read, sign, and return written communications
2. Report to the office when entering the building
3. Follow procedures regarding checking students out
4. Monitor and assist the student with homework as needed
5. Encourage the student to enjoy education.

## **Substance Abuse/Alcohol/Tobacco**

When it is determined that a student is under the influence of drugs, alcohol, inhalants or any illicit substances, the following steps will be taken.

1. The student will be evaluated by the appropriate agency whenever possible to verify the condition and cause of behavior.
2. The student shall be suspended immediately from school until a conference has been held between the student, parents, and an administrator.
3. Consequences will be assigned per the schedule in this section under suspension/expulsion guidelines.
4. Law enforcement will be notified.

The use and/or possession of tobacco, tobacco paraphernalia, lighters, chewing or smoking is not permitted in the school building, on school grounds, on a school bus or at any school activity. All tobacco violations will be reported to local law enforcement.

Students who violate this policy will be treated as outlined below, or with more severity as determined by administration:

Possession:	1 day suspension (Out-of-School Suspension) Use,
1st offense:	3 days suspension (OSS)
Use, 2nd offense:	5 days suspension (OSS)
Use, 3rd offense:	5 days suspension pending Long Term Suspension/Expulsion.

## **Sexual Harassment Policy**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Contact the compliance officer, Superintendent of Herington USD #487, at 785-258-2263, 19 North Broadway, Herington, KS 67449.

## **Staff Authority**

It is the duty of all staff members of Herington USD #487 to maintain a positive, safe and effective learning environment. This responsibility extends to classrooms, halls, grounds and at all functions of the school. Students who refuse to comply (by words or actions) with the reasonable request of any staff member will be subject to immediate consequences that are detailed in the Student Conduct section of this handbook.

## **Substitute Teachers**

A substitute teacher carries all the authority a regular teacher would have. Students are expected to treat a substitute teacher with respect and courtesy. Any student who refuses to cooperate with any reasonable request by a substitute teacher will be subject to appropriate disciplinary action.

## **Suspension/Expulsion Policy**

**K.S.A. 72-8901. Grounds for suspension or expulsion; who may suspend or expel.** The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school; (includes walkout)
- C. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- D. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- E. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- F. 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 impingement upon or invasion of the rights of others.

## **Infractions**

Listed below, but not limited to, are acts of students that could result in suspension (including ISS, OSS) and/or expulsion upon first offense depending upon the severity of the infraction, or which may result Expulsion for repeated infractions:

1. Excessive tardiness
2. Open defiance of authority
3. Stealing and/or deprivation of property or acting as an accomplice in such action
4. Conduct that disrupts school activities and/or school mission
5. Destruction of school property
6. Failure to comply with reasonable request from staff, faculty or administrator
7. Fighting and/or provoking a fight
8. Intimidation/threats by word or deed
9. The use of profanity and/or vulgarity

10. Possession of lethal weapons
11. Repeated non-compliance with classroom/school/district rules
12. Disrespectful behavior toward any school member
13. Possession, consumption, intent to use, or intent to sell alcoholic beverages, narcotics, marijuana, addictive drugs, illicit drugs, deleterious substances, inhalants and related paraphernalia
14. Threat or use of lethal weapons
15. Vandalism
16. Physical or mental harassment and/or bullying of any type
17. Extortion of any type and/or amount
18. Possession, use, intent to use, consumption or sale of tobacco, tobacco paraphernalia, or lighter in any of its forms
19. Any felonious behavior

## **2. In-School Suspension (ISS)**

ISS is given as a consequence to a student who has made the decision to non-comply with classroom, school, or district rules on a continued and/or severe basis. A student in ISS is placed in a school suspension room. Teachers of students in ISS are notified of their suspended status and provide classroom assignments for the duration of the ISS. Students in ISS are governed by the ISS rules listed below:

1. Remain seated with head up at all times (no sleeping)
2. Work on assignments or read
3. Do not communicate with other students
4. No entertainment devices, food or drink

Disruptive behavior results in 3 days OSS. Vandalism and graffiti result in 3 days OSS. Failure to comply with ISS rules will result in OSS.

Students in ISS will eat their lunch in the ISS room. Failure to comply with ISS rules will result in a referral to the Principal and additional suspension determined by the severity of the situation. Students in ISS will receive academic credit for work completed and will not be counted as absent. It is the responsibility of the student to make any and all arrangements to complete schoolwork missed due to an ISS. When a student returns to class from an ISS, he or she is not allowed time to make-up assignments missed due to the ISS. These assignments must be presented for credit when they return to class. In-school suspensions are held from 8:15 a.m. to 3:30 p.m. All ISS actions will be entered on Skyward by the Principal.

## **3. Long-Term Suspension/Expulsion**

When a student is given long-term (11 days or over) suspension or expulsion, he/she will receive no academic credit for work missed. A written notice of long-term suspension/expulsion and the reason(s) thereof shall be given to the student involved, to parents or guardians and to the Board of Education within twenty-four (24) hours after the LTS/expulsion has been imposed. Any notice of proposal to LTS or to expel shall state the time, date and place that the student and representatives shall meet. To be readmitted to school, a student/parent conference may be required by the Principal.

## **4. Out-of-School Suspension (OSS)**

A student does not learn when he/she is not in school. An OSS is given only when a student's actions indicate that warnings, detentions and in-school suspensions are not changing a student's unacceptable behavior pattern or when the severity of the situation mandates serious consequences. Every attempt will be made to avoid an OSS. However, when a student's actions constitute a danger to others or infringe on the rights of other students to learn, the OSS option will be used. When a student is given an OSS, he/she may or may not earn academic credit for schoolwork missed due to that OSS. Credit for work is at the discretion of the principal.

Students serving an OSS will be considered unexcused absent and subject to all consequences of that designation. Days missed due to an OSS will count toward that student's semester absence count. A written notification of all OSS will be completed by the Principal, mailed to the parents and filed in the student's discipline folder. A copy of all OSS must be sent to the Board office within twenty-four (24) hours after the OSS has been imposed. All OSS notices will state time, date, reason(s) and length of the OSS. In addition, the principal will verbally (in person or by telephone) contact parents or the emergency contact person listed on the student's enrollment form in all cases where an OSS has been imposed. All OSS actions will be entered on Skyward by the principal.

## **Title II, VI, IX**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1974; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Herington USD #487, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Herington USD #487 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by Herington USD #487.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Superintendent of Schools  
19 North Broadway  
Herington, KS 67449  
(785) 258-2263  
Title IX Coordinator - Section 504 Coordinator

Title IX complaints can also be filed with Office for Civil Rights.

Regional Office for Civil Rights  
324 East 11th Street  
Kansas City, MO 64106

All students attending Herington USD #487 may participate in education programs and activities, including but not limited to health, physical education, music, vocational and technical education, regardless of race, color, national origin, age, handicap, or gender.

## **Tornado/Fire/Emergency Policy**

Herington USD #487 will conduct fire and tornado drills in accordance with state statute. Evacuation and safety procedures are posted as required by law.

## **Visitors Policy**

All visitors to the school buildings are to check in at the office and get a visitor's pass before proceeding to other parts of the buildings. Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make the proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and could be reported to the authorities and charged with trespassing. Loitering on school property is a violation of state law governing public schools.

Visitors' permits will be granted by the administration only to members of approved groups and to those with official business. This restriction does not apply to parents of students attending Herington USD #487 as they are encouraged and invited to visit the schools to become acquainted with the programs. If they contact the office, the proper arrangements will be made.

## **Weapons Policy**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

## **School Report Cards**

The State School Building Report Cards are available on the Kansas Department of Education Web site of <http://www.ksde.state.ks.us/Default.aspx?tabid=229>. At this site each school's Annual Yearly Progress is detailed.

## **Academic Policies**

“Maintain high individual student achievement”

Academic success is the main goal of Herington USD #487. Herington USD #487 has made a commitment that it will not allow any of its students to fail because there are no opportunities for them to learn or to receive help. Herington Middle School has developed programs that are designed to assist and reward all students.

**Academic Policy:** Any student in HHS whose grades are below 70% will be required to participate in the following program:

1. Progress reports are printed on Friday. Eligibility runs from 12:00 p.m. Sunday until 12:00 p.m. Sunday. A student who is reported ineligible needs to make arrangements with the classes and teachers in which they are ineligible. **When a student is ineligible he/she is not allowed to attend or participate in any school activity for the ineligible period.**

The student will be responsible for initiating contact with the teacher for assistance to raise his/her grades to a passing level. Teachers can help students during any of the following times and/or classes: Seminar, Homeroom, before school, and/or after school.

## **Academic Dishonesty**

All students at Herington Middle School are expected to do their own work. There is no tolerance for copying, plagiarism, or cheating in any academic class. Students who choose to be dishonest in their classes will lose their student in good standing status for the rest of the semester. Grades of the student will be lowered by 10% or a letter grade.

## **Academic Make-up/Credit Due to Absence**

It is the responsibility of students of USD 487 to make-up all work missed due to an excused absence, school-sanctioned activity, or KSHSAA sanctioned activity. Students in those cases are allowed to make up all academic work missed and receive a grade and full credit when the make-up work is completed. Students with excused absences, school sanctioned activities, or KSHSAA sanctioned activities, will be given one extra day to complete the

make-up work after the due date.

## **Assessments**

Students will be assessed throughout their academic career. Students will be expected to participate in assessments, unless excused in writing by the child's IEP as written on the renewal date. Additional information on assessments will be provided to students and parents throughout the year and will also be available on the district website.

## **Grade Cards and Progress Reports**

Grade cards will be sent home quarterly. Progress reports will periodically be sent home. These reports inform parents of the progress their child is making. Parents and/or students may access grades, behavior and attendance online by making prior arrangement for passwords with the Network Administrator at the board office.

## **On-Line Grades *Get on Track with Grades On-Line!***

Having access to grades enables you to view...

- Real-time student grades
- Real-time student attendance
- Student progress reports
- Student behavior
- Student grade cards following official posting

Any student/parent/guardian can obtain a login and password to the secure site. Contact, in person, the office of the school your child attends with photo identification in hand. Once you have been issued your Login ID and Password, click on the "Grades on Line" link on the district home page ([www.heringtonschools.org](http://www.heringtonschools.org)) to check grades/attendance. For more information, contact the District Computer Coordinator, or visit the district website at [www.heringtonschools.org](http://www.heringtonschools.org).

## **Parent-Teacher Conferences**

Parent-Teacher Conferences will be held in the first and third nine weeks. Specific dates are listed on the district calendar and on the district website. It is the expectation of the district that all parents attend. Parent-Teacher Conferences may also be requested at any time by the parent or the teacher.

## **Promotion/Retention**

In order for a student to be promoted from 8th grade to the 9th grade, he/she will be required to have accumulated at least 10 class credits while attending grades 6-8. One half of a credit is earned when a student receives a "D" or higher for the semester in a core class (Math, English, Science, Social Science).

The decision to retain a student will be discussed at least twice with the parent and the principal prior to the final decision. Also, it will be presented to the Student Improvement Team (SIT) for their assistance. Parents and teachers will work together to provide remediation for the student as much as possible. These actions and meetings will be documented. The wishes and concerns of the parent or legal guardian will be given proper consideration in this decision.

## **Incentives for Excellence:**

USD 487 wants every student to succeed, even excel. To reinforce this position the district offers several incentives for excellence:

## Attendance Award

A Perfect Attendance Certificate will be presented only to those students who are neither absent nor tardy during the entire school year. The only exception will be for students going to the Dickinson County Health Clinic for immunizations. Students attending the health clinic will be required to leave from school and return to school immediately.

## Loyal Attendance

Loyal Attendance Certificates may be awarded at the end of each school year. To be eligible students would have a combination of absences and tardies not to exceed four. (See definition of absent and tardy elsewhere in the handbook.)

## Academic Awards

Honor Roll will be posted each nine weeks. Students who have received "D's" or "F's" will not be eligible for placement on any honors list.

HMS Honor Rolls are as follows:

4.00	Straight A's
3.99-3.71	High Honors
3.70-3.40	Honors
3.9-3.00	Honorable Mention

(Letter grades are assigned the following numbers: A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00)

*Additional academic awards will be granted as follows:*

<b>Award</b>	<b>Criteria</b>
Academic Letter	6th, 7th, and 8th grade students who have attained at least High Honors for any 2 semesters in Middle School and a Bar for every semester after.
Academic Achievement Award	8th grade students with at least a 3.5 GPA for the year
KSHSAA Citizenship Award	The 8th grade boy and girl who show the highest degree of citizenship
Scholastic Achievement	The top 10% of the 8th grade class based on six semester grades
President's Award for Outstanding Academic Achievement	6th, 7th, and 8th grade students (two per grade) who give their best effort and show growth and improvement
Lance Lancaster Award	The 8th grade student selected by the staff who demonstrates exemplary honesty, loyalty, cooperation, dependability and cheerfulness

## **Building Procedures**

### **Backpack/Book Bag Use**

Backpacks and book bags must be put in your assigned locker at the beginning of the school day and must remain there until the end of the school day.

### **Balloons/Flowers/Student Deliveries**

If balloons or flowers are to be delivered at the school, they will be kept in the office until the end of the school day. Singing messages will not be permitted at school.

Backpacks or book bags must be put in your assigned locker at the beginning of the school day and must remain there until the end of the school day.

### **Change of Address**

If at any time during the school year a student has a change of address or telephone number, the change must be reported to the office.

### **Electronic Devices/Personal Items**

**Student radios, laser pointers, CD players, I-Pods, video games, MP3 players, digital cameras, TVs, etc. have no place at school during the instructional time. The school is not responsible for the loss of this equipment at any time. Misuse and/or inappropriate use of such equipment will be confiscated.**

Cell phones can be used before school (7:50 a.m.), after school (3:35 p.m.) and must be turned off and stored in the locker during school. . Consequences for violators/violations will consist of the phone being confiscated and turned in to the administrator.

First offense: Phone will be returned to student at the end of the day.

Second offense: Parents will be notified and will need the phone to be picked up by a parent. Phones will not be given to students.

Cell phones may be taken on school trips such as athletic events and field trips. The school is not responsible for lost or stolen items.

Also, skates, skateboards, water guns, toys, radios and other personal/nuisance items have no place at school. If students bring other items such as basketballs, footballs, etc., they are expected to share with other students. The school is not responsible for lost or stolen items.

### **Lunches**

All students have closed lunch periods, meaning that students must eat at school. Students may buy a school lunch, bring a lunch from home or have someone bring a lunch to them at school. Under no circumstances is a student to leave the building on the pretext of bringing back something for lunch. Also, if someone is bringing a student his or her lunch, it may not be delivered while the student is in class. Parents are always most welcome to pick up their children and take them out to eat within the time allotted for lunch. Students are not allowed to take their food or drink into the academic hallway areas.

Beverages and food items are not allowed in lockers unless they are part of the student's meal.

Students are advised that trained dogs may be brought onto school premises to identify student lockers that may contain illegal or illicit materials.

### **Physical Education**



Gym shoes are required for Physical Education (PE) class. These shoes need to be a type of tennis shoe. Gym shoes may be new or old, so long as the bottoms are clean and do not leave marks on the gym floor. These shoes will be used ONLY for PE class. Gym shoes will be kept in the classroom/ gym lockers and be put on before going to PE.

### **Student Visitors**

Students from other schools are allowed to visit district students and their classes if the visit serves an educational purpose and has the administrator's approval prior to the visit. The length of the visit is at the discretion of the administrator. Visitors are expected to follow district policies.

### **Student Council**

Student Council members are elected by the student body to represent the students of Herington Middle School. The student council officers are active in promoting school spirit, doing community service work and providing social activities for the students of Herington Middle School.

### **Transfer Students**

New students may begin school when all necessary arrangements and procedures are completed to the counselor's satisfaction. This allows the office time to prepare schedules, obtain records, and issue books and lockers. Each transfer student will be given a list of actions to be completed prior to actual enrollment. All transfer enrollments are tentative until records have been received and reviewed by school personnel.

### **Vending Machines**

The vending machines will be available for student use before and after school and during passing periods. Students are not to use vending machine during class time. Vending machines will be turned off during lunch period. The office is NOT obligated to make change for students wanting items from snack/drink machines.

### **Withdrawal from School**

A student planning to withdraw from school should report his/her intentions to the office and pick up a withdrawal slip. It is important that the student's record reflect withdrawal, textbooks checked in, equipment checked in and outstanding bills settled. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly completed with the school.

## **Student Services**

*"Build family, faculty, staff and student partnerships which support learning."*

### **Counseling/Guidance**

A counselor is available at each building level to assist students in the areas of educational, occupational, and emotional development. Counselors work with students in class settings, in small groups and on an individual basis. They are active members of the Student Improvement Team at their respective school.

### **Free and Reduced Lunch/Policy Application Information**

Free and reduced priced meals are offered at Herington USD #487. An application and directions will be handed out at enrollment. Applications are available throughout the year in the office. Parents who feel their children may be eligible for free or reduced priced meals may apply at any time.

### **Homework**

Students should get every assignment completed before class every day. In some cases, homework is completed during class time, so the teachers can be available to help the students. Some pupils will not have time to do all their schoolwork during school time. It will be necessary for the pupils to take lessons home whenever they cannot complete their work. Teachers are available before and after school to help students. Homework is the responsibility of the student and is to be turned in on time. (Teacher discretion will be used on a case-by-case basis to determine if late work will be accepted.)

## Insurance

Herington USD #487 does not provide personal medical insurance for students in regular class activities or in extracurricular activities. It is suggested that the individual student's parents make sure that their child is covered by medical insurance. Parents may purchase student insurance during enrollment.

The only medical insurance Herington USD #487 provides for students is a catastrophic injury policy. This policy covers only those students involved in Kansas State High School Activities Association (KSHSAA) sponsored high school and middle school activities. This policy only goes into effect with a catastrophic injury to a student where the school or its employees have been found to be negligent.

## Interscholastic/Extracurricular Activities

Our school offers girls' volleyball, boys' football, girls' and boys' basketball and track, cross country, boys' wrestling and scholars bowl. Extracurricular activities include Student Council, band, vocal, forensics, FCCLA, Drama Club, and spirit rallies.

All students in good standing are eligible to participate in school sponsored interscholastic and extracurricular activities.

Students participating in athletics must have a current physical on file in the office.

## Library/Media Center Usage/Fees

The Middle/High School Media Center welcomes students, staff, patrons, parents and community to use its resources. Students are expected to use these resources responsibly, to take care of them while in their possession and to use appropriate library etiquette. Individuals are welcome anytime, but unsupervised students will be returned to classrooms when not on task.

	Number of books	Length of period	Fines
HMS	2	2 weeks	No fines
Non-Student	2	1 week	.05 per day
*non-students cannot check out additional resources if previous materials are not returned			

Checkouts are renewable if not on the list of limited use. Students with overdue materials will be given/sent notices and will then have an additional two weeks to pay for the lost item(s). Check out for all students with overdue books will be restricted.

Restrictions and fines, due to lost or damaged resources, will carry over from year to year until obligations are met. The cost is replacement price, but if the item cannot be replaced, the student will be assessed an appropriate amount to help defray the cost of general resource maintenance and repair.

The library/media center accept books donated in the memory of loved ones, which will be marked with a special plate in the front of the book, providing information about who donated the book and whose memory it is honoring. Please contact the librarian(s) for additional information.

## **Lockers**

All students are assigned lockers at their enrollment. Those lockers remain the property of Herington USD #487 and the students shall have joint control and custody of any locker assigned to that student. Periodic general inspection of lockers may be conducted by principals for any reason at any time, without notice, without student consent, and without a search warrant. Students are solely responsible for the content of locker(s) assigned to them.

Locker combinations are recorded in the office for student and/or parent convenience. Herington USD #487 cannot be held responsible for contents of student lockers that have been rigged to stay unlocked or whose combination has been given to other parties. Students may not place their own locks on school lockers. Students are responsible for the upkeep of their locker and can be charged for damages to that locker.

## **Lost and Found**

A lost and found is maintained in each building. Students who find articles should turn them in at the office. Students and parents are asked to check the lost and found for missing articles. Unclaimed items will be disposed of after a reasonable length of time.

## **Military Liaison Services**

USD 487 has a Ft. Riley School Liaison Officer assigned to the school to support military families in the public school setting. The military liaison officer's role is to: represent, inform, and assist command on school-related issues, assist military families with school issues; provide information, make referrals, educate families, and offer personal support; interface, educate and coordinate with local school districts, promote partnerships in education to create links between the military and schools; and support military family transitions upon arrival to and departure from Fort Riley. The school's liaison office can be reached at 785-239-9885.

## **Special Education**

Special Education is provided through the implementation of state and federal guidelines for exceptional students. These are students whose unique needs in specific areas cannot be met within the regular education program. The exceptional student also has the guarantee that he/she will receive the most complete education possible in terms of individual needs and abilities and that this takes place in the least restrictive environment. The use of intervention through special services or classroom programs is initiated only after careful weighing of the advantages and disadvantages in light of the student's particular needs.

Cooperative interaction between the student's family and the school is very important in meeting these needs. Please contact the classroom teacher or the principal to find out more about the program and the process for qualifying for services.

Speech-language services are available for students who qualify. Students may be recommended for speech-language screening at any time by any of the school staff members. Further evaluation or placement requires parental permission and involvement.

There is a continuum of speech-language services, ranging from consulting with the classroom teacher or working with the student in the classroom to working in small groups in the speech room. The type and level of service is based on the need of the child. Please contact the classroom teacher or the principal to find out more about the program and the process for qualifying for services.

Academic Enrichment services are available through the Gifted Education Program. These services are

currently provided through Central Kansas Cooperative in Education from Salina. If you feel your child is in need of academic challenge beyond what can be reasonably provided in the regular classroom, please contact the classroom teacher or the principal to find out more about the program and the process for qualifying for services.

### **Student Improvement Team**

There is a Student Improvement Team (SIT) at Herington Middle School. The goal of the SIT is to expand the use of various resources and expertise in the schools and communities to address individual student needs. The district has a SIT coordinator who oversees the SIT process throughout the district. Team members consist of the administrator, counselor, teachers, staff members, parents/guardians and outside resources when requested. Students may be referred to the student improvement team by teachers, staff members, administration and parents/guardians.

The student improvement teams advise and recommend interventions and strategies to assist students in reaching their academic potential. Furthermore, the student improvement teams may address classroom modifications, student behaviors and parental involvement needed in order to help the student experience success. If interventions and modifications attempted are not successful, then the student improvement teams may refer a student for special services if needed.

### **Student Purchases**

Students may come in to the office before school or after school to purchase lunch tickets, get change or pay bills.

### **Textbook/Workbook Fee Payment Information**

Textbooks are provided by the school on a rental basis. The charges for textbook rental and workbook fees are set by the Board of Education.

Fees for textbooks, workbooks, etc., are payable in the office at the time of enrollment. All students enrolling during the fall semester will be required to pay full textbook and workbook rental fees. Students enrolling during the spring semester will be required to pay one-half of the rental fees.

Students withdrawing from school during the fall semester will be refunded one half of the rental fees. Students withdrawing during the second semester will not receive a refund.

Students are responsible for the books they are assigned, and they must pay for unnecessary marking, damage, or loss of the book.

## **Health and Safety**

*"...creating positive, safe, nurturing, learning environments and experiences..."*

### **Illness/Injury during School**

If a student feels they have some type of health problem, they may visit the school nurse. School personnel may take the student's temperature. Parents may be called to come to the school to pick up their child in cases of illness, and/or fever when there are no other symptoms.

#### Guidelines to Return to School After a Mild Illness

1. A student with a temperature of 100.4F or above is sent home even when there are no other symptoms. 2. Student needs to remain home until temperature has been normal for 24 hours without any

fever-reducing medication.

3. If a student has had a communicable disease other than a cold, the student should be cleared by his/her doctor before returning to school.

School personnel will administer only simple first aid to students who are injured at school. In the case that further diagnosis or treatment is needed, school personnel will refer the matter to the student's parents or in case of emergency 911 will be called.

### **Immunization/Health Records**

Any pupil entering school for the first time in the State of Kansas shall, prior to admission, present to the appropriate school authority's certification from a licensed physician that the student has received or is in the process of receiving immunization against:

1. Diphtheria
2. Hepatitis B
3. Measles (rubella)
4. Mumps
5. Pertussis (whooping cough)
6. Poliomyelitis
7. Rubella (German measles)
8. Tetanus
9. Varicella (chickenpox) – unless proof of prior varicella disease is provided. This proof shall be verified by one of the following:
  - A. The signed statement of a physician indicating the child's date of this illness;
  - B. The signed statement of a parent indicating the child's date of this illness; or laboratory evidence of varicella immunity.

Students who have **NOT** been notified on or before May 15 of the law regarding immunizations and immunizations are not up to date, example: Td (tetanus-diphtheria-pertussis) at Grade 7 or student entering school for the first time at kindergarten or first grade level, will be allowed sixty (60) days after the start of school attendance to complete the immunization program. If after sixty (60) days the immunization program for a student is not complete, said student will be denied further school attendance until the immunization program is certified as being completed, or in the process of completing the requirements, by a licensed physician or health department.

Exemption to this policy will be permitted for those students who present a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such test and immunization program. Exemption will be allowed by a written notice from a licensed physician that immunization of a child would be harmful to the child's physical health.

As required by current law, all students up to the age of nine (9) years who have not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the building principal the results of a health assessment. The assessment shall have been conducted within 12 months of school entry.

As an alternative to the health assessment required by Kansas statute, a pupil shall present the following:

1. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments, or
2. A written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

### **Medication Administration**

The medication policy is written in compliance with Herington USD #487 Medication Policy. That district policy states that schools in the district cannot provide students with any medication. Schools in Herington USD #487 are not required to become custodians of any medications except as required by the written order of a licensed medical person.

The medication policy goes on to state that all medication on district property is to be maintained and inventoried in a locked container under the supervision of the building administrator's designee. Over-the-counter (OTC) medicines are not to be maintained on any school premises, including athletic areas and student lockers, unless a prescription is provided along with written parental permission to administer. District policy also states that the administration of all authorized medication shall be logged by the administrator's designee or the school nurse in the school's medical diary, which shall be properly maintained and filed. That record should include student identification, date prescribed, name of medication, time and date administered and the signature of the administering person. In keeping with district policy, the rules of the Medication Policy are as follows:

- All student medication, including OTC medicines, must be filed and maintained at all times in the building office and under the supervision of the building administrator's designee or school nurse.
- Students may not at any time store or have in their possession any type of medication including OTC medicines, unless so prescribed by a physician – example: asthma inhaler, EpiPen, etc...
- No medication, including OTC medicines, may be administered at school or at activities it sponsors without a prescription from a licensed medical person and the written parental permission to do so. The building designee or school nurse will file and maintain all such authorizations and prescriptions.
- All authorized administration of medication at school is to be logged in the school Medical Diary.
- Students who violate the Medication Policy will be subject to the following disciplinary actions (all such actions after the 1st offense will count against the semester discipline count):

1st offense – Warning

2nd offense – 1-3 school detentions

3rd offense – 1-2 days suspension

4th offense – 3-5 days suspension

5th offense – 5 days suspension, possible long-term suspension.

### **Parasites and Communicable Diseases in the School**

When school personnel discover that a student is present with or displays evidence of a transmittable parasite or disease, e.g. head lice, bed bugs or scabies, the student shall be immediately removed from the classroom, evaluated by the school nurse, and upon confirmation of the condition, the parents shall be contacted. The parent shall be provided with information about the condition, the steps that must be taken to address the condition for the student and, as necessary, in the home. The parent shall also be provided with written information identifying the steps which must be taken for the child to be eligible to re-enter the classroom. Parents are responsible for acting positively and quickly, within no more than 48 hours, to resolve the condition and/or for a medical doctor to address it. Required action may include such steps as requiring that students wear clean clothes and take additional clean clothes to school in a sealed plastic bag, as well as sealing other school materials in plastic bags. Students returning to school will be checked by the school nurse (or an appropriately trained representative) before being allowed to re-enter their classroom.

Immediately upon identifying a student with such a condition, the school nurse shall immediately notify the principal of what has been found. The school district shall have in place standard protocol/s for cleaning, treating as necessary and minimizing the likelihood of parasite spread, contagion or disease transmission address in the school. The principal shall insure the implementation and completion of the school's protocol by the next school day.

The student's teacher, school nurse, principal and all school personnel are responsible for insuring that any such situation is managed professionally, confidentially, in a manner that does not stigmatize the identified student, and that, while addressing the situation, to the extent possible minimizes interference with the student's education.

## Attendance

*"Make education the highest priority of the community"*

### Attendance Award

A Perfect Attendance Certificate will be presented only to those students who are neither absent nor tardy during the entire school year. The only exception will be for students going to the Dickinson County Health Clinic for immunizations. Students attending the health clinic will be required to leave from school and return to school immediately.

Loyal Attendance Certificates may be awarded at the end of each school year. To be eligible students would have a combination of absences and tardies not to exceed four. (See definition of absent and tardy elsewhere in the handbook.)

### Attendance Policy

"Regular school attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory school attendance statutes (KSA 72-1111). The Kansas Compulsory School Attendance Law makes parents responsible for requiring a child under their control or charge who is between seven (7) years and under eighteen (18) years and has not attained a high school diploma or a general educational development (GED) credential, be regularly enrolled in and attend school on a continuous basis."

#### Parents and students are expected to:

- a) **Enroll** – Enroll at the assigned school in a timely manner.
- b) **Attend** – A student is required to attend school every day. Not only is this one of the most important keys to getting an education and becoming a productive citizen, but it is also the law!
- c) **Phone** – For **each and every absence**, the school office must be notified (i.e. written or oral) or your child will be recorded as an unexcused absence.  
**PLEASE NOTE:** Students accumulating **more than seven (7) days** will be considered to have excessive absences and will be required to provide a doctor's note for all future absences OR be recorded as an unexcused absent.
- d) **Withdrawal** - A parent planning to withdraw their child from school should report his/her intentions to the office immediately. It is important that the student's record reflect withdrawal date, textbook/library books checked in, computer/equipment checked in and any outstanding food services settled. The school reserves the right to withhold paperwork until withdrawal arrangements are properly completed with the school. Parents that fail to properly withdraw their child will have their absences reported as unexcused until such time as the office is notified of the withdrawal.

**STUDENTS ARE ALLOWED ONLY 14 DAYS OF EXCUSED/UNEXCUSED ABSENCES PER YEAR, BEFORE THEY ARE CONSIDERED TO HAVE EXCESSIVE ABSENCES.**

Since absences will affect a student's success in school, the following information is included in our USD #487 attendance policies:

- A. Excessive Absences: occurs when a student reaches the cumulative total of fourteen absences per school year. At this point, parents will be required to provide a doctor's note for future absences OR be recorded

as an unexcused absent.

- B. Letters will be sent home after absence number ten (10) notifying parents that the school is concerned about their student's total number of absences. 10
- C. Beginning with the fourteenth (14th) absence, a student must present a doctor's note or gain the approval of the principal or the absence will automatically be considered unexcused. The principal or designee will determine when an absence is unexcused.
- D. Prompt and prior notification (written or oral) of each and every absence to the school office is the best way for parents to ensure that the absence of their student is classified as excused.
- E. Truancy Efforts: Administration has the duty to enforce state statutes regarding the compulsory education and truancy of its students. A student will be considered truant after three consecutive unexcused absences, five unexcused absences in a semester, or seven unexcused absences in a school year. The student will then be reported to the Department of Children and Families (DCF) if under the age of thirteen (13) and/or the County Attorney if over the age of thirteen (13) but less than eighteen (18).

**The following explains the differences between Academic work when the absence is for a day of sickness, doctor's appointment versus a school activity**

**Academic Make-Up**

It is the responsibility of students of USD #487 to make-up all work missed due to an excused absence or tardy (sickness/doctor appointment). Students in any of these cases are allowed to make up all academic work missed and receive full credit when the make-up work is completed. Students will be given one extra day to complete the make-up work after the due date of which the work was assigned and due.

Students who are absent must have their parent or guardian provide to the principal, or principal's designee, a valid reason for the absence by 10:00 a.m. the day they return to school. Teachers will be notified if a student was excused or unexcused.

**Advance Notice of School Activity – Student Responsibility**

Advance make-up work may be given by teachers to students who need to be gone. Prior notice of planned absence (any school activity) is to be given to the classroom teacher to arrange for completion of missed work. Students are responsible to complete an "Advance Notice Assignments" form prior to leaving for school activity. If the form is not completed, student will not be allowed to attend activity. Please consider this a ticket to board the activity bus.

**Advance Notice of Absence**

Advance make-up work may be given by teachers to students who need to be gone. Prior notice of planned absence is to be given to the classroom teacher to arrange for completion of missed work and to the principal to get approval for planned absence (example: vacation). Parents are to contact the office to receive administrator's approval of absence to be regarded as an excused absence. Class work is to be made up prior to leaving.

**Definition of Excused Absences**

Excused absences are defined by having an exception to your child's daily compulsory school attendance. All parents of Herington students have the right to seek an excused absence for their child for reasons they deem appropriate and/or justified. USD #487 finds the following exceptions as a valid excuse for an absence:

- a) Student illness



- b) Death or critical illness in the family
  - c) Dental, medical or optical appointments, with doctor's note on file in school office d)
- Other absences that have approval of the principal.

The principal may also take into consideration the following criteria to determine whether or not an absence will be recorded as excused:

- a) The student's academic standing
- b) The parent's involvement in the education of the student
- c) The family value of the activity
- d) The educational value of the activity
- e) The number of excused absences already granted to the student.

## **Definition of Unexcused Absences**

Students who are absent without a valid excuse will have an unexcused absence and will count toward the student's unexcused absence and truancy counts. Parents are expected to notify the school office on each and every absence. Examples of unexcused absences include:

- a) Students lacking a valid parental excuse for their absence (written or oral).
  - b) Students arriving at school after 10:00 a.m. and without a prior parental excuse. c)
- Students who have failed to follow the absence notification policy.
- d) Any absence due to OSS (Out of School Suspension) will be classified and counted as unexcused, but will not count toward the truancy count.
  - e) Students leaving school grounds without permission, receiving no notification from parents, or acquiring a 14th absence not accompanied by a doctor's note or otherwise excused.

All absences classified as unexcused are entitled to a due process hearing with the principal. Attendance decisions may be appealed to the superintendent.

## Student Conduct

*"...support all of our students to become responsible citizens and lifelong learners, successful in today's world."*

<b>The Rail Way</b>								
Expectations	Classroom	Hallway	Common Areas	Restroom	Cafeteria	Digital Citizenship	Transportation	Events
<b>Be Safe</b>	Show self-control Use classroom materials and equipment appropriately	Show self-control Avoid blocking hallways Follow instructions given for drills and emergencies Keep hand, feet, and property to self	Show self-control Follow instructions given for drills and emergencies	Show self-control Use appropriate handwashing procedures Follow instructions given for drills and emergencies	Show self-control Follow instructions given for drills and emergencies Clean your area after eating	Demonstrate online safety Practice cyber security Keep personal information confidential	Show self-control Follow instructions given for drills and emergencies Enter/exit following safety procedures	Enter and exit in an orderly manner Cooperate with administration and staff
<b>Be Respectful</b>	Problem-solve peacefully Cooperate and help others Have empathy and show compassion for others Respect school property	Problem-solve peacefully Use appropriate ways to show affection to others Use Voice Level 2 Conversation	Problem-solve peacefully Use appropriate ways to show affection to others Use Voice Level 2 Conversation Respect school property	Respect school property Allow others privacy Keep surfaces and walls free of graffiti Use Voice Level 2 Conversation	Use good manners Be inclusive of others at the lunch tables Use Voice Level 2 Conversation Respect school property	Use proper netiquette Respect school property	Problem-solve peacefully Show empathy and compassion for others Use Voice Level 2 Conversation Respect school property	Demonstrate positive school spirit and show appreciation Have empathy and show compassion for others Use appropriate voice level according to event Respect school property
<b>Be Responsible</b>	Complete quality work on time Ask for help when needed Follow classroom procedures & instructions Report all bullying and unsafe behavior	Use your locker and keep it locked Report all bullying and unsafe behavior	Report all bullying and unsafe behavior	Report any unsafe situation Clean up after yourself Report all bullying and unsafe behavior	Follow cafeteria procedures Manage your time Report all bullying and unsafe behavior	Demonstrate appropriate care and use of materials and equipment Report and take action against cyber bullying	Clean up after yourself Arrive on time Report all bullying and unsafe behavior	Clean up after yourself Report all bullying and unsafe behavior

## **Rail Way Tickets**

- Are handed to students who are demonstrating the expectations (SAFE, RESPECTFUL, RESPONSIBLE)
- Tickets are always paired with positive, specific feedback so that the student is clear on what behavior they demonstrated
- Teachers provide specific details such as “I noticed you moved responsibly through the hallway by walking with purpose.” Avoid vague comments like “Good job”.
- Teachers will recognize positive student behavior, give them a ticket.
- There is no limit to how many tickets you can hand out
- Any adult can hand out a ticket, just make sure your name is filled in and the behavior is checked.

Tickets can be used for:

- Purchasing items in the Railer’s Market student store (located in the concession stand).
- Tickets from the store will be entered in raffle drawings held each week, month, and semester. Each drawing will be done during an assembly.
- Teacher chosen rewards/privileges within the classroom

## **Academic Dishonesty**

All students at Herington Middle School are expected to do their own work. There is no tolerance for copying, plagiarism, or cheating in any academic class. Students who choose to be dishonest in their classes will lose their student in good standing status for the rest of the semester. Grades of the student will be lowered by 10% or a letter grade.

## **Bus Policy**

### **Route Buses and Activity Buses**

1. Students must be seated and remain seated while the bus is in motion.
2. Shouting and excessive yelling will not be tolerated.
3. Students shall not cause physical or verbal abuse to another student, to the bus driver, or to school sponsors riding as supervisors.
4. Students shall not extend their heads, hands, arms or legs from open windows.
5. Use or possession of alcoholic beverages is prohibited.
6. The use of tobacco by any student or patron, when students are being transported, is expressly prohibited.
7. The throwing or tossing of any object on a school bus is strictly prohibited.
8. Students shall obey the bus driver’s and/or sponsor’s request for appropriate behavior.
9. There shall not be more than three (3) persons to a seat.
10. Students riding activity buses must return to their point of origin by the same means of transportation that took them to the activity. The only exception to this rule will be determined by students’ parents and the building principal and/or activity sponsor.
11. While away from school on school sponsored outings or trips, students will be subject to the same rules (this handbook) for student conduct as when in school.
12. Under no circumstances are animals to be transported on school buses.
13. When possible, elementary students are asked to sit near the front of the bus. Seats may be assigned if necessary.
14. Willful violation of published rules may result in the student being denied permission to ride buses for any school purpose.

## **Consequences for Referrals**

Bus referrals will be written by the bus driver and delivered to the building principal by the transportation director. The first time the principal receives a referral, the principal will visit with the student and explain what will happen if second, third and fourth referrals are made. The second referral results in the loss of the privilege of riding any bus for one week. The third referral results in the loss of the privilege of riding the bus for two weeks. The fourth referral results in the loss of the privilege for the rest of the semester or school year. Students who receive a fourth referral the last 2 weeks of any semester may be required to serve the suspension the following semester. Parents will be asked to conference with the principal pending this determination. The principal reserves the right to extend the punishment into the next semester or, in the case of grievous offense, skip any warning and immediately impose loss of bus privileges.

## **Activity Transportation**

As a rule, students shall ride school provided transportation to and from the activity site. Students may ride home with their own parents/guardians if approval is given by the sponsor to the parents/guardians at the site or if prior arrangements are made with the principal. Students are not permitted to ride to/from activity sites with boyfriends, girlfriends, other students, etc. Should an emergency or unusual circumstance occur, it should be reported to and arrangements made with the principal.

## **Classroom, Office, and Academic Detentions**

Every teacher is required to complete and have approved a fair, clear and complete set of classroom expectations. Every student is to have received a copy of the classroom expectations for all of their classes on the first full day of those classes. Classroom teachers and/or their designee give classroom detentions to students who fail to comply with classroom expectations. Classroom detentions are served with the teacher and are subject to reasonable detention scheduling requirements of that teacher. Failure to serve classroom detentions could result in doubling of detentions to be served with the teacher. A third failure to serve classroom detentions could result in ISS.

Office detentions are given as consequences for failure to comply with all school expectations, or when a student is referred to the principal for continued refusal to comply with specific classroom expectations. Office detentions are to be served thirty minutes before school or after school. If a student must miss a detention, administrator approval is required. Failure to serve a detention will result in an automatic one day ISS.

## **School Detention Rules**

1. Students not in the school detention room by starting time will not get credit for that detention and the time to serve the detention will not be extended.
2. No food, candy, pop, radios, etc. are to be brought into the detention room.
3. No sleeping.
4. No talking except to the supervisor.
5. Students are required to bring in schoolwork and remain on-task the entire time.
6. Any lack of cooperation, rudeness, or violation of these rules will result in removal from the detention session.

Academic Detentions can be given to students for incomplete daily class work due to absences, tardies, and insufficient time on task in the classroom. These tardies will be served with the classroom teacher at a time designated by the teacher. Failure to serve these detentions could result in doubling the detention and will still be served with that teacher. Failure to follow these guidelines could result in meetings with parents, loss of elective classes and/or ISS.

## **Disciplinary Warnings**

Disciplinary warnings can be given at the classroom or school level by staff, faculty or administration. They can be verbal or written. They are designed to give the student ample opportunity to correct a poor decision. If written, they will be included in the student's discipline folder and a copy mailed to parents.

## **Disciplinary Consequences (in order of severity)**

1. Warning (verbal or written)
2. Detention (academic, classroom or school)
3. In-school academic suspension (ISS)
4. Out-of-school suspension (OSS)
5. Long-term suspension (LTS)
6. Expulsion

## **Leaving the Building**

After the student has reported to school, permission to leave the building while school is in session will not be granted by the principal or his/her designee without a signed note from the student's parents/guardians. On rare occasions a phone call will suffice, for example, illness, emergency, etc. Before leaving the building, the student must sign out at the office. Leaving school grounds without permission of the building principal and/or designee is considered grounds for disciplinary action. If the student returns to school on the same day, he/she must sign in at the office. Students will be required to make up the time, minute for minute, for running these personal errands. Time will be made up with assigned staff member. Examples of running errands are: going home to get items, books, clothes, etc.

## **Leaving School Grounds**

After a student has reported to school, that student may not leave the building without first reporting to the office and receiving permission to do so. Permission for a student to leave the building will be granted only in the following situations:

1. Prior to leaving the building, a student with permission to do so must check out in the office and check back in upon return
2. Oral permission (in person or by telephone) from parent, guardian or person listed as emergency contact person on the enrollment forms
3. Written or oral faculty member request.
4. Prior written or oral parental request made to and verified by the school attendance secretary.  
Failure to follow the complete policy will result in an unexcused absence and all consequences associated with that designation.

## **Public Displays of Affection (PDA)**

Proper relationships are expected at all times at school, on school property, and at any school-sponsored activity. Physical contact that exceeds HAND HOLDING will result in disciplinary action. Repeat offenders will suffer disciplinary consequences.

## **Substance Abuse/Alcohol/Tobacco**

When it is determined that a student is under the influence of drugs, alcohol, inhalants or any illicit substances, the following steps will be taken.

1. The student will be evaluated by the appropriate agency whenever possible to verify the condition and cause of behavior.
2. The student shall be suspended immediately from school until a conference has been held between the student, parents, and an administrator.
3. Consequences will be assigned per the schedule in this section under suspension/expulsion guidelines.
4. Law enforcement will be notified.

The use and/or possession of tobacco, tobacco paraphernalia, lighters, chewing or smoking is not permitted in the school building, on school grounds, on a school bus or at any school activity. All tobacco violations will be reported to local law enforcement.

Students who violate this policy will be treated as outlined below, or with more severity as determined by administration:

Possession:	1 day suspension (Out-of-School Suspension) Use,
1st offense:	3 days suspension (OSS)
Use, 2nd offense:	5 days suspension (OSS)
Use, 3rd offense:	5 days suspension pending Long Term Suspension/Expulsion.

### **Tardies**

Students will be counted tardy if they are not in class per classroom rules when the class begins. Any student tardy to his/her first class of the day must report to the office and get a pass to that class. If any student is more than 15 minutes late to any class, he/she is considered absent (unexcused). Students may also receive a tardy if they leave school/class for non-school related activities. All tardies will be assigned consequences per the Tardy Consequence Schedule listed below.

All tardies must be entered in Skyward and will count toward the student's semester discipline count. Consequence Schedule per class:

1 <sup>st</sup>	warning
2 <sup>nd</sup>	warning
3 <sup>rd</sup>	1 classroom detention (30 min.)
4 <sup>th</sup>	2 classroom detentions (30 min. each)
5 <sup>th</sup>	1 day ISS
6 <sup>th</sup>	2 days ISS

**Any tardies beyond 6 will be ISS.**  
**Any tardy after the 8th will be 2 days of OSS**

Students failing to serve classroom detentions for tardies will be referred to the principal. The principal will double all classroom detentions. Failure to serve detentions for the principal will result in 1 day of ISS. This ISS does not cancel an ISS for a 5th tardy.

A student can be admitted to class without penalty with a "Pass to Class" written by another teacher.

### **Telephone Usage**

Student use of the telephone will be limited as much as possible. Office personnel reserve the right to restrict phone privileges. Students will not be called out of class to take telephone calls, except in case of emergency. Messages from parents/guardians will be delivered to students during classroom breaks.

Before leaving for school in the morning, students should make arrangements for after school activities, permission to go home with other students and rides home.

## **Weapons and Destructive Devices**

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

1. any item being used as a weapon or destructive device
2. any facsimile of a weapon
3. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
4. the frame or receiver of any weapon described in the preceding example
5. any firearm muffler or firearm silencer
6. any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device
7. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter
8. any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
9. any bludgeon, sand club, metal knuckles or throwing star
10. any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

## **Penalties for Possession**

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see Board Policy). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee. Students violating this policy shall be referred to the appropriate law enforcement agencies; if the student is a juvenile they shall be referred to Social and Rehabilitation Services or the Juvenile Justice Authority.

## **Reporting Criminal Possession of a Firearm by a Student**

It is a crime for any person to possess a firearm at school, on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

## **Dress Code**

**The purpose of this code is to provide a positive and comfortable environment in which to learn and relate to one’s peers.**

- Clothing shall not show bare skin in the chest, midsection, or buttock areas. Shoulders shall have covering at least the width of 3 fingers. Examples of inappropriate clothes are spaghetti strap tops, fishnet shirts, sheer see-through tops, halter tops, tube tops, and blouses that expose a bare midriff and/or show cleavage. Pants or shorts that result in undergarments showing are inappropriate. Pants and shorts will be worn at the waistline with no sagging. Shirts and tops must overlap so bare skin is not exposed. Spaghetti strap tops can be worn with a blouse/shirt either over or under the top. **Shorts and skirts should not be higher than mid- thigh.**
- The dress code will be followed when participating in school-sponsored events.
- Clothing must be worn in the manner for which it was designed. Clothing designed as undergarments is not to be worn as outer garments. Undergarments should not be seen at any time.
- Pajama type pants are not to be worn to school.
- Clothing with obscene, suggestive, profane, illegal or distasteful language and/or artwork is not acceptable and includes (but not limited to) clothing with alcohol, drugs and/or tobacco products, or racially or sexually suggestive clothing.
- Footwear must be worn at all times in school or at school sponsored activities. Sandals, tennis and other types of shoes are acceptable for school wear.
- Coats/jackets are not to be worn in the school building during the school day. All coats/jackets need to be stored in lockers during the day.
- All hats/headgear shall be removed as soon as students enter the building at the beginning of the day. Students may store their headgear in their lockers and shall not carry such gear around school.
- No colored or dark glasses may be worn during regular school hours without a doctor's prescription on file in the office. Students may store such eyewear in their lockers but may not carry such gear around school after initial placement in their lockers.
- Any clothing determined by the principal or his/her designee to be inappropriate is not allowed.
- Any extracurricular and/or voluntary-participation school group may require a more stringent dress code and those students wishing to participate in those groups will be expected to comply with that dress code.

Consequences for clothing violations are as follows:

- 1st – Warning, with a change in attire
- 2nd – Detention, with a change in attire
- 3rd – In-School Suspension.

**The administration reserves the right to modify the dress code throughout the year. Administration will have the final say when dealing with dress code issues.**

### **Eligibility**

The academics of Herington students are important and must be treated with high priority. When a student is ineligible he/she will not be allowed to attend or participate in any school activity. This includes all games, activities, and dances. We hope the student takes this time to work on attaining a passing grade.

This includes all dances. We hope the student takes this time to work on attaining a passing grade. A student is ineligible when:

- A. Any grade of "F" is reported on a weekly basis
- B. Any In School Suspension (ISS) or an Out of School Suspension (OSS) is awarded.

The ineligibility list will be reported to the Principal/AD by Friday 10:00 a.m. each week. The period of ineligibility will start the following Sunday (12:00 a.m.), and run through the week and expire on Sunday (12:00 p.m.). A grace period of one (1) week at the start of each quarter/semester needs to pass before the first ineligible list of each quarter/semester will be compiled.



It is the responsibility of ineligible students to initiate, schedule and keep appointments with teachers as they raise their grade(s) to a passing level. If the class grade results only from long-term projects or infrequent homework assignments, the student will be given other opportunities to improve his or her grade.

## **Activities/Athletics Section**

### **Activity Participation**

Participation in interschool activities, including prom, dances, class/club trips, etc. is an important part of school life. In order for any student to be eligible to participate in any activity of the Herington Middle School, that student must have been in attendance 4 HOURS or the morning half of the school day PRIOR to the departure of the activity. Exceptions: School sponsored activities and/or doctor and dentist appointments that are arranged in advance with the principal's office. Students must also be eligible as listed in the Academic Policy.

### **Athletic Award**

School athletic letter awards are presented to those students who participate in athletic activities and meet the following requirements.

#### **Football – Basketball – Wrestling – Track – Volleyball:**

All letter awards will be explained by each sport's coach and also in the team rules. Letters presented to athletes are contingent upon the player's good standing during the entire school year.

### **Fund Raising**

Each organization/club may initiate only one major fundraiser per year with prior approval and scheduling of the school administrator. Fund raisers are allowed so that students may obtain the money necessary for club activities and trips. Fund raisers often involve the students selling a product with a percentage of the sale remaining for the club. Unless the product being sold was produced locally, community members shall always be allowed to donate directly to the club instead of buying the product being sold. To the extent a club member has an individual fund raising goal, one-half of any direct donations shall count for the club member and the remaining half shall count for all members of the club.

Students participating in a fund raiser will be solely responsible for all merchandise given to them at all times. The student MUST return either the merchandise or payments received, including donations, without exception or fail. Students are cautioned to be extremely careful with any cash they receive because they will still be responsible for it, even though it is lost, stolen, or otherwise misplaced. A student's academic records can be placed on hold for failure to comply with these procedures.

### **NCAA Athletic Eligibility**

Copies are available in the counselor's office.

### **School Dance Policy**

Herington Middle School dances are open to Herington Middle School students (except those students prohibited from attending by other restrictions stated elsewhere in the handbook) and registered/administratively approved guests only. Students may register guests the week prior to the dance. Guests of Herington Middle School must be in good standing at the school they attend and must be of middle school age. Herington Middle School students will be responsible for their guests. All Herington Middle School students and guests will observe the published

guidelines/policies of Herington Middle School. All school rules will be in effect. Administrative approval will be given when the principal signs the registration form. All guests must have prior approval. Out of school students will not be admitted at the door.

**Students must be in attendance at school all day on the day of the dance.** Once in, always in and once out, always out. Do not plan to return to the dance once you have left. The doors will be closed and be locked 30 minutes after the published starting time. Students arriving after this time will not be admitted unless prior arrangements have been made with the administration. The group hosting the dance must have chaperones (who are employed by USD #487) to sponsor/chaperone the dance. These sponsors/chaperones must be secured at least five (5) days before the dance.

### **School Eligibility**

**All letter awards will be explained by each sport's coach and also in the team rules. Letters presented to athletes are contingent upon the player's good standing during the entire school year.**

Each organization/club may initiate only one major fundraiser per year with prior approval and scheduling of the school administrator. Fund raisers are allowed so that students may obtain the money necessary for club activities and trips. Fund raisers often involve the students selling a product with a percentage of the sale remaining for the club. Unless the product being sold was produced locally, community members shall always be allowed to donate directly to the club instead of buying the product being sold. To the extent a club member has an individual fund raising goal, one-half of any direct donations shall count for the club member and the remaining half shall count for all members of the club.

Students participating in a fund raiser will be solely responsible for all merchandise given to them at all times. The student MUST return either the merchandise or payments received, including donations, without exception or fail. Students are cautioned to be extremely careful with any cash they receive because they will still be responsible for it, even though it is lost, stolen, or otherwise misplaced. A student's academic records can be placed on hold for failure to comply with these procedures.

Copies are available in the counselor's office.

## **Selective Extracurricular Programs**

### **Sportsmanship**

You are to do just that - - - **cheer for your team and not against the other team** as outlined in Rule 52 of the KSHSAA. We never get a second chance to make a good first impression. Let us strive to insure that Herington Middle School's sportsmanship is noticeable.

### **State Eligibility**

KSHSAA rules state that a student is ineligible to compete in school-sponsored athletic activities if that student did not pass a minimum of five (5) classes the preceding semester of school. If a student fails to pass five classes in a semester, he/she will be ineligible for the entire next semester. There is no appeal process for this state ineligibility on a semester basis.

### **Student Assemblies**

From time to time throughout the school year assemblies will be scheduled for the student body. They may be pep assemblies, entertainment assemblies or information assemblies. It is at these assemblies that our school image is portrayed to the public. When anyone comes to the front of the audience to speak or perform, he/she should have complete silence. This, and respect, should be extended throughout the entire

assembly. It would be very rewarding to have our visitor's give us credit for having the "BEST" student body.

### **Training Rules for all Participating in HMS Activities Programs**

- 1) All school activities/clubs/organizations and extra-curricular activities sponsored by Herington High School are covered by this policy.
- 2) In an effort to develop consistency and uniformity within our activities program, the following substance abuse policy will be enforced. We feel it is a privilege to participate in the HHS activities program. Student participants are expected to show self-discipline and control over and above the student body conduct.
- 3) During the season of practice and competition, regardless of quantity or intent, a student participant at HHS shall not participate in the following:
  - a. Use, distribute or possess a beverage that contains alcohol
  - b. Use, distribute or possess any tobacco product
  - c. Use, distribute or possess marijuana in any form or derivative
  - d. Use, distribute, or possess an illegal/illicit controlled substance of any type
- 4) Use, distribute or possess any bodybuilding enhancement substances regardless of their legality. Violations. If any student participant at HHS violates this rule and that violation is substantiated verbally and/or in writing by any law enforcement official, Herington USD #487 faculty members or Herington USD #487 school administrators, the following consequences will result in all such cases.
  - a) First Violation: The offending student (as reported by law enforcement, faculty member or administrator) will lose total competition/participation (excluding practice) eligibility in that activity for the next twenty-five percent (25%) of varsity competitions/performances during the time span and for that activity (25% varsity competitions/performances minimum regardless of JV/Freshman status). Any OSS time served does not count toward the 25% suspension.
  - b) Second Violation: The offending student will lose all eligibility in all activities sponsored by HHS for the remainder of the school year. In order to be reinstated for remaining activities that school year, the offending student must successfully complete a chemical dependency program approved in advance by administration (principal, counselor and activities director), directly related to the cause of his/her suspension and at the expense of the individual and/or family. A student participant who gets both violations in the same activity season will not be eligible for reinstatement during that same season. Upon successful completion of the approved program, the student will be allowed to return to all activities with zero violations against his/her record. Satisfactory completion of an approved program will be determined by the same administrative team. A second violation makes a student ineligible to letter in that activity regardless of reinstatement status.
- 5) Personal Conduct. All HHS student participants will be expected to conduct themselves in a manner that is above reproach, in and out of school, and as a member of their activity. Violators of this expectation will be subject to discipline deemed necessary by the principal and the head sponsor/coach of that activity.
- 6) The right is reserved for any HHS sponsor/coach to make additions to the above rules at the beginning of the season for that particular activity as long as school-wide fairness, uniformity and consistency are maintained at all times. Any such additions must be approved in advance with the principal prior to implementation.
- 7) Once a student has attended practice for one activity, he or she cannot change sports without written permission from both coaches/sponsors.
- 8) The entire sponsor/coaching staff will meet as needed to review and revise these rules.
- 9) A student must be in attendance 4 HOURS before an organized practice or event departure on that school day. If you are not in school, you may not practice/perform that evening.
- 10) Any student who is arrested on any felony charge and/or a criminal charge of any type that involves

school district personnel, facilities, activities or programs will become fully and immediately ineligible to participate in any non-academic activity at HHS until such time that his or her case is fully adjudicated. Activity eligibility status will be addressed on an individual case basis by the activity/athletic faculty sponsors and administration following

### **Wednesday Night Practices**

Herington Middle School practices may not go past 6:00 p.m. on Wednesday nights. Any and all HMS student athletes wishing to be dismissed for church services are allowed to do so without restrictions and/or penalties of any type. Coaches will try to cover all new items prior to church service departure.

### **Inclement Weather/No School Practices**

Activity practices WILL NOT be held if school is not in session. The only exceptions to this are the dates over breaks set by KSHSAA, and no school dates already designated on the district calendar. Coaches, who wish to hold a practice, must have permission from administration and/or the A.D. These practices WILL NOT be mandatory, and participants who choose not to attend WILL NOT be punished as individuals. The team will not be punished if individuals are not in attendance.

## Signature Page

All students of Herington USD #487 are required to review this handbook and adhere to these policies. Parents/guardians are also expected to read this handbook and be aware of the policies it contains.

After thoroughly reviewing this handbook, print and sign your names below and return this page to any Herington USD #487 building.

**We have reviewed the handbook and agree to follow the policies and guidelines.**

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Parent Signature

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Student Signature