

HORTON HIGH SCHOOL

Home of the Chargers

Colors: Royal Blue & Bright White

Student Name _____

Mentor: _____

Schedule:

1st Semester

2nd Semester

Period:

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

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Song-Horton High School

*Blue and White our banner we are holding high.
Hopes and dreams fond mem'ries will never die.
And down through ages endless in eternity.
Our Alma Mater we will always be true to thee.
Classes stand by honor they are unified.
Mighty Chargers stand faithful side by side.
Through loyalty comes victory
And Chargers proud are we,
Victory and Chargers we are proud to be.*

Sung to the tune of: “Notre Dame Victory March”

Mission Statement-Horton High School

The mission of Horton High School is to provide opportunities for each student to become a lifelong learner and a positive, productive citizen.

Mission Statement- USD 430 District

The South Brown County School District exists to provide a safe, challenging environment to prepare all students as independent, lifelong learners and positive, productive citizens.

USD #430 Curriculum/Standards

Horton High School follows the approved core curriculum as set forth by the State of Kansas for teachers to use in aligning classroom instruction and assessment to Kansas’ academic standards.

Statement of Non-Discrimination

South Brown County USD 430 shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall be properly reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance office.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student continuing to engage in discriminatory conduct shall be disciplined in accordance with the school discipline plan.

**Notice to Parents and Students of Rights Under the Family
Educational Rights and Privacy Act**

Under the Family Educational Rights and Privacy Act (FERPA), the parent/guardian of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to you within 45 days after the receipt of the request by said custodian.
2. The school district has adopted policies in implementing this act. Copies of these policies may be obtained at 522 Central, Horton, KS or by contacting the building principal or superintendent.
3. The parents' rights of access shall include:
 - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children.
 - b. The right to inspect and review the contents of those records.
 - c. The right to obtain copies and review records, which may be at the expense of the parent or the eligible student, but not exceed the actual cost to the school district of reproducing such copies.
 - d. The right to a response from the district to reasonable requests for explanations and interpretation of those records.
 - e. The right to an opportunity for a hearing to challenge the content of those records.
 - f. The right to inspect and review any material or document in the education records or the specific information obtained in that material.
 - g. The right to a hearing to challenge the content of your children's educational records to insure records are not inaccurate, misleading, inappropriate or in violation of the privacy of the student; and to insert into the record a written explanation respecting the content of the record.
4. Before any school records will be released to third parties other than school officials in other educational institutions in which your child has enrolled or intends to enroll, you must give your written consent to said release. This written consent must be presented to the custodian of records before he/she will release them. The written consent must include the following:
 - a. The specific records to be released.
 - b. The reason for such release.
 - c. The name of the party/agency to which records will be released.
 - d. Notification to you that you may receive a copy of the student's records to be released, if you desire a copy.
5. The right to obtain copies of your child's student records.

6. The right to notification of transfer of your child's records and the right to challenge the content of the records to be transferred.
7. The right to have the school district make a reasonable effort to notify you of the subpoena of your child's educational records prior to the district's compliance with the subpoena.
8. The right to have the school district make a reasonable effort to notify you of a judicial order by the custodian of the education records requiring the custodian to turn over your child's educational records to the court prior to compliance.
9. The right to file a written complaint with the Department of Education (FERPA 10101) of alleged violations of this Act by the school district.
10. The school district has designated the following information as directory information:
 - a. The student's name, address, telephone number, date of birth.
 - b. The student's major field of study and class designation (i.e. 1st grade, 10th grade)
 - c. The student's participation in officially recognized activities and sports.
 - d. The weight and height of members of athletic teams.
 - e. Dates of attendance.
 - f. Degrees and awards received.
 - g. The most recent previous school district attended by the student
 - h. Name, address and telephone number of parents/guardians.
 - i. This information is considered public information, which may be released by the school district without your prior consent. You have ten days from the date of the student's enrollment to inform the school district that any or all of the directory information should not be released without your prior consent. Should you desire that directory information not be released, so state your wishes in writing and deliver to the USD 430 Board of Education Office at 522 Central, Horton, KS 66439.
11. The custodian of records will maintain a log of persons, agencies, or organizations that have access to educational records. This log will indicate the legitimate educational or other interest that each person, agency or organization had in seeking the student's records. The log will be available only to a parent or legal guardian of the student and the custodian of records.
12. When your child becomes eighteen (18) years of age, all rights formerly accorded to you as parent of the student become the sole rights of the student, and you will no longer have the right of access to the child's records.

Superintendent, USD #430

Date

Absences/Attendance/Tardies

Regular attendance is crucial to being successful as a student. **Students with numerous absences not only suffer academically but also violate the compulsory attendance law. Students are responsible** for checking with teachers and making up any work missed while absent. Parents are expected to call or send a note explaining the reason for the absence. Students are excused for sickness, doctor appointments, funerals, etc. Absences or tardies related to jobs held outside of school are not excused. Absences may be excused/unexcused at the discretion of the principal. The school will call each morning to check on students who are absent and parents/guardians have not called. Parents and students should make an effort to make appointments before or after school when possible. Students will not be allowed to leave school once they arrive, unless their parents/guardians call and talk to the office, or bring a note indicating they have an appointment and need to be released early.

Students who have been absent five (5) excused or unexcused days (not counting school sponsored activities) during each semester, will be issued a written notice to the parent requiring them to present a note from the doctor or court with each subsequent absence, or the absence will be considered unexcused. Students are considered in violation of the Kansas Compulsory Attendance Law if they have three consecutive unexcused absences, five unexcused absences in a semester, or seven in a school year. The principal is required to report these violations to the County Attorney.

Students who are sixteen or seventeen years old and wish to sign out of school must bring their parent/guardian to school to meet with the principal for a conference and sign a Compulsory Attendance Disclaimer. Student-initiated calls that bypass the office or nurse will be considered unexcused and the student will be warned that repeated incidents will be considered grounds for disciplinary action according to the approved handbook.

It is expected that students are in class and ready to learn at the bell for each period of the day. Students must come to the office to sign in if they are tardy 1st period. Teachers will record tardies for any periods after 1st hour. Continual tardiness to class can result in lessening of grades for that particular class

Accessibility

Students with physical handicaps or severe medical conditions will receive accommodations necessary for them to complete their education at Horton High School. Persons in need of special arrangements should contact the principal. Arrangements will be made for students to ride the elevator if there is a physical problem preventing them from using the stairs. Teachers and/or students will be assigned to assist those students who need help exiting the building during fire and tornado drills/ emergencies.

Activities – HHS

Horton High School offers a variety of activities for students including athletics, music groups, drama, clubs, and other student organizations.

Some activities available to students at HHS include:

Art	Golf
Band/Pep Band	(KAY) Kansas Association of
Basketball, Boys and Girls	Youth
CEO Club	(NHS) National Honor Society
Cheerleading	(NASA) Native American Student
Cross Country, Boys and Girls	Awareness
Drama Club	Power Lifting
Dance Team	Scholars' Bowl
(FBLA) Future Business Leaders of America	School Plays/Musical
(FCCLA) Family Career & Community Leaders of America	Skills USA (VICA)
(FCA) Fellowship of Christian Athletes	Student Council
Forensics	Track, Boys and Girls
Football	Vocal Music
(FFA) Future Farmers of America	Volleyball
	Yearbook

Students are expected to join athletic teams at the start of the practice season. Dual participation is allowed for various activities with consent of all coach/sponsors and the proper form filled out and filed with the activity director and principal. A student will not be allowed to drop one sport/activity and join another without the written approval of each head coach or sponsor, the activities director and principal.

Class Activities

Each grade level will organize various class activities through the year. Students will participate in the activities of the class that correlate with their academic classification. Second semester transfer students must meet the same standards for participation. **Students in the third year of high school but do not have enough credits to be classified as a junior may not participate in junior activities, including prom.** Students who are not eligible for graduation may not participate in the senior trip.

Admission –School

Students entering Horton High School for the first time are subject to the rules and regulations for any student entering any public school in the state of Kansas including birth certificate and immunization records.

Students who have been home schooled or attended a school not accredited by the Kansas State Board of Education or similar agency from another state may be tested to determine a trial grade-level placement. The test administrator, guidance counselor, principal and other school personnel will make the initial grade placement after consulting with the parents/guardians of the student. Past experience, successful performance and testing results will be considered in the final placement decision.

Horton High School reserves the right to refuse admission to any student suspended or expelled from any other school and the right to refuse admission, readmission, and attendance privileges to convicted felons.

Any student under the age of 18 and not living with a parent, or declared emancipated, seeking admission to Horton High School, must provide the following documentation.

1. Legal declaration of guardianship given to another adult by the parent.
2. Proof of financial support by the parent or guardian.

Alcohol, Drugs, and Tobacco

Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia; the improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances is not allowed on any school property or at any school sponsored activity or event. (K.S.A. 72-53 107). Drug dogs may be brought in, occasionally, for a building walk-through to assure student safety.

Expectations for School Sponsored Activities

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco, or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to be free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that will include all of the following:

- Parent notification;
- Immediate notification of law enforcement
- Suspension or expulsion; and/or;
- Exclusion from future extracurricular activities.

Animals at School/Pets

Students are not allowed to bring animals/insect farms to school without prior permission from the supervising teacher and building principal. No animal mascots or pets will be allowed at school or at any school activity. Pets, insect farms, insects, or animals of any kind may not be transported on buses.

Assemblies

Various school assemblies will be planned throughout the year. These are usually held in the auditorium or gym. Students are expected to attend the assemblies as if they were in classes. Students will sit with their classroom or grade level group, whichever has been assigned for the assembly.

Authority of Teachers/Staff

Students are expected to comply with requests of **ANY ADULT STAFF MEMBER** anywhere in the building, on school grounds, or at any school sponsored event, including those held at other sites. Students who refuse to follow directions and/or are rude and disrespectful will be referred to the office. **SUBSTITUTE TEACHERS** are considered an important member of the staff and have the same authority as full-time teachers. Students are expected to cooperate and respect them as they would their regular teacher.

Problems/Sequence for Correcting School-Related Issues (*Due Process*)

1. Contact teacher or coach directly involved with the issue.
2. If the issue cannot be resolved, contact the building principal or Assistant Principal/Activities Director if applicable.
3. If the issue is not resolved, contact the superintendent.
4. If the issue is still not resolved, contact the USD 430 Board of Education.

Behavior Expectations/Rules

Acceptable school/classroom behavior is expected from all students. Teachers are encouraged to handle student discipline; however, when they feel an office referral is required, the student will be sent to the office. In addition, a zero tolerance policy will be observed for serious behavioral infractions, including fighting, intimidation, harassment of any form, and bullying. Infractions for the previous will result in accumulation of points as per the discipline point plan.

The following rules will be observed:

1. Be in class on time with appropriate materials, assignments, etc.
2. Follow directions **OF ALL STAFF MEMBERS** anywhere on school grounds and at any school activity.
3. Respect yourself, other students, teachers, staff members, and all other adults in a position of authority.
4. Use appropriate language (use of profanity may result in a referral)

Behavior Expectations/Rules Cont'd

5. Toys, games, laser-lights, electronic devices (cameras, MP₃ players, video games) should not be brought to school. **If such items are out during school time, they will be confiscated and kept in the office until school is dismissed.** Subsequent violations could result in a referral and a parent/guardian will be required to pick up the confiscated item. Portable digital notebooks, tablets, and smartphones will be allowed at school for *educational purposes* only. They will not be used for games or other non-educational Internet applications. See cell phone section for specific policy.
6. Practice good health habits – no cigarettes, alcohol, illegal drugs on school grounds or at any school activity.
7. Dress appropriately – (see section titled Dress Code).

Book Rental

Book rental fees will be assessed at the time of enrollment. Families wishing to apply to have their textbook fees waived can pick up the application at enrollment. Students will be assigned books required for their particular classes. At the end of each term, the student is to return the book to the same instructor. Normal use is expected, but if a book is lost, defaced, destroyed or damaged, the student will be required to reimburse the district for the book.

Bookbags and Backpacks

All bookbags or backpacks must be small enough to fit in lockers. They are not allowed in classrooms and cannot be stored on the floor near lockers.

Building and Property—HHS

We are proud of our building and grounds. Please take care of them. Students are expected to care for the school building and materials as if they were their own. Trash should be thrown in the provided trashcans.

Damage to school property will result in the student making restitution and may be reported to law enforcement.

Posters, signs or any other items of information that need to be placed out for students to see has to be approved and initialed by the principal who will also determine the best placement in the building for the information.

Adhesive tape is not to be used to hang posters or signs on painted walls or other painted surfaces in the school. Any unauthorized signs, posters, or other items placed in hallways without permission will be taken down.

Bus Rules and Regulations

Students riding buses to the high school should enter the school upon exiting the buses in the morning and may not leave school grounds before boarding the bus in the afternoon. Students may get on and off the bus at the North side of the high school. The morning bus supervisor will determine if

Bus Rules and Regulations Cont'd

students go inside or stay outside (either all will go in or all will stay out). Students are to obey the supervisor's instructions. Failure to do so will result in the student receiving an office referral.

All passengers will behave appropriately and safely while riding on a school bus. Behavior, which prevents drivers from doing their job or preventing other passengers from having safe transportation, will not be tolerated. The following regulations are applicable to all passengers transported on regular and activity routes. The bus driver is responsible for maintaining a safe, disciplined bus on regular routes and the activity sponsor or coach is charged with the same responsibility for having a disciplined bus on activity trips.

Passengers who do not observe the rules of bus conduct to the satisfaction of the driver/sponsor/coach may be denied the privilege of bus transportation. The driver/sponsor shall advise the passenger of the misconduct and ask the passenger to modify his/her behavior. If the passenger does not respond, the driver/sponsor may issue a Bus Conduct Report. A bus conduct report may be issued immediately if the violation is severe enough. Short term or permanent suspension from riding the school bus may be necessary if the student does not comply with conduct rules.

1. The driver is in charge of the passengers on regular bus routes. Coaches and sponsors will be in charge of passengers to and from activities.
2. The passenger may select a seat with boys sitting on one side of the bus and girls sitting on the other side. The driver has the authority to assign seats on a temporary or permanent basis as necessary. Boys will sit on one side of the bus and girls will sit on the other side.
3. Passengers must be on time and driver must make every attempt to have a regular schedule.
4. Passengers must not stand in the roadway or street while waiting for bus.
5. Unnecessary conversation between the driver and passengers is discouraged. Passengers shall not talk in a loud voice or otherwise distract the driver's attention
6. Passengers must not litter, write on, or damage the bus in any way.
7. Passengers must keep all body parts and all objects inside the bus.
8. Passengers must stay in their seats and facing front while the bus is in motion. No standing or changing seats. No laying across seats.
9. When leaving the bus, passengers must observe the directions of the driver and if the road must be crossed, the passenger shall cross in front of the bus after making sure the roadway is clear.
10. Passengers are responsible for the seat space they occupy. Seat covers shall not be defaced or cut. The driver will inspect the bus for damage.
11. The aisles, windows and emergency exits will be kept clear.
12. Passengers will not use profanity.
13. Passengers will not make rude gestures.
14. Passengers will keep their hands, feet, and objects to themselves.
15. Animals or insects are not allowed on the bus.
16. No food/beverages on bus (unless prior written approval by principal for activities). No food or drink can be consumed while the bus is in motion.

Bus Rules and Regulations cont'd

17. Bus drivers are not responsible for articles left on the bus. Check with the school for lost articles.
18. No weapons are allowed on the bus.
19. **For Route Busses:** Cell phones, CD/MP3 players and/or headsets, personal electronic game systems, cameras, tape recorders, toys, etc. are not allowed on the bus.
For Activity Transportation: On Activity trips, music players may be used, but passengers are limited to use of only one (1) earpiece.
20. Book bags, equipment and musical instruments will be kept in the seat with the passenger if possible.
21. **Due to safety concerns on after school or late routes, if a student is locked out of the house, the driver will take the student to the Horton Police Dept. to be picked up by the parent/guardian.**
22. No large objects or other potentially hazardous objects will be transported on the school bus that might cause an obstruction to the bus driver's vision throughout the school bus. Examples of these objects are large classroom or vocational projects, large balloon arrangements, etc. The parents and student will need to find other ways to transport these objects from school to home.
23. Three cameras, front/back and in the middle, are located on each bus to record all activities while bus is in use.
24. One side of the bus will exit at a time. (Sides rotate during the year.)
25. Passengers will exit seat by seat. This will provide extra control.
26. Seats may be assigned by the driver/coach/sponsor.
27. Bus tapes may be reviewed when necessary to investigate incidents.
28. Drivers are encouraged to write disciplinary bus referrals if warranted.
29. All rules will be enforced to insure bus safety.

A Bus Conduct Report will be issued for violation of rules.

Bus Conduct Rules Consequences:

Bus Conduct Reports will result in an office referral and will be subject to consequences as found in the approved student handbook.

1. The first bus conduct report is a warning. It must be signed by the parent/guardian and returned to the driver or school. If the signed bus conduct report is not returned, the parent/guardian will be notified by the school and the student may face disciplinary action.
2. The second bus conduct report will bring a 3-day suspension from riding the bus and will result in an office referral. The conduct report must be signed by the parent/guardian and returned to the driver or school. There may be a meeting with the parent/guardian, driver, principal and transportation director.
3. The third bus conduct report will result in a 5-day suspension from riding the bus and will result in an office referral. The conduct report must be signed by the parent/guardian and returned to the driver or school. There may be a meeting with the parent, driver, principal and transportation director.

4. The fourth bus conduct report will result in suspension from riding the bus up to the remainder of the school year. A hearing with the principal, transportation director, driver, parents/guardians, student and superintendent may be held.

Referring to passenger behavior on the bus: If the driver saw it, it happened. During the suspension period, it is the responsibility of the parent/guardian to arrange/provide transportation for the student. Absences during the suspension period will be unexcused if the reason is a transportation issue.

Severe Clause:

When it is the opinion of the driver that the passenger is in physical danger or causing physical danger to other passengers or the driver, the severe clause may be directly put in place. The severe clause supersedes the above four bus conduct rules.

1. The driver will call for assistance using the radio.
2. The bus will be parked in a safe place.
3. The passenger will be removed from the bus.
4. The passenger will be taken to his/her destination by another means of transportation.
5. The bus riding privilege will be suspended for a period to be determined, not less than ten (10) school days.

Cell Phone/Music Device

Non-educational cell phone, *iPad*, *digital notebook* or music device use is prohibited by HHS students any time during the school day except for the daily lunch period in the commons/ lunchroom. Students may use cell phones between the buildings during the lunch period when weather permits outside dining.

- Ear buds may not be used at any time *on campus* with cell phones, *digital notebooks* or music devices.
- Upon lunch release to 5th period, all cell phone use must cease before entering main building.
- Music devices, Ipods or MP₃ players are not allowed during school and will follow the same consequences as cell phones.
- ***Students are required to check in all digital devices (to include cell phones, digital notebooks, laptops, ect.) to a spot designated by the classroom teacher each class period. The teacher will determine the time and extent to which students will be able to use any digital devices in the classroom. Failure to turn in devices will result in forfeit of any use during the class time.***

Phones/music devices will be confiscated by staff for obvious possession/use other than the time stated above. The following consequences will be enforced for any confiscated phones/music devices:

- 1st time: parent/guardian has to come to school and pick the phone up. A \$2.00 fine is charged and will have to be paid before the phone/device will be released.
- Any subsequent offenses will also involve a parent/guardian picking the phone up and an increase in fines by another \$2.00, (i.e. \$4.00). The student will also be assigned consequences and points as outlined in the discipline plan. (see page 18).
- Any harassment or bullying incidents via cell phone will be subject to school consequences as well as law enforcement involvement.

Cheating/Plagiarism

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

Classification of Students

Students are classified according to the number of credits earned while attending high school. The list of classification requirements follows:

- Freshmen: 0-6.5 credits
- Sophomores: 6.75-13 credits
- Juniors: 13.25-19.75 credits
- Seniors: 20.00 credits at the beginning of the fourth school year and are enrolled in courses, which will permit graduation.

Students must have achieved class status before they can participate in a particular class activity. **Students must have been classified a junior the entire year to participate in Prom.**

College Admission

To qualify for admission to any of the six Kansas Regents Universities, students must meet one of the following requirements:

- Complete the pre-college curriculum with at least a 2.0 Grade Point Average on a 4.0 scale
- Achieve an ACT score of 21 or above
- Rank in the top third of your high school's graduating class.

Pre-College Curriculum

The following course outline indicates HHS courses meeting the requirements of the Kansas Regents Universities. Courses listed in italics are encouraged, but not required. Note: (one unit = one year)

English – (4) Four units required. At least one unit of English must be taken each year of high school. ½ unit may be speech.

Natural Science – (3) Three units required. Students must take three units from the following courses, one of which must be Chemistry, Biology, Biology II, Earth/Space Science, or Physics. Applied/technical courses cannot be substituted for the requirement of chemistry or physics.

Math – (3) Three units required. Students must take one unit each of Algebra I, Algebra II and Geometry. Completion of any of three required mathematics courses prior to entering high school satisfies the requirement for that course. Completion of Principals of Algebra I & II can be substituted for Algebra I. *Students are recommended to take a math course each year of high school.*

Social Sciences – (3) Three units required. Students must complete one unit of U.S. History and at least ½ unit of U.S. Government. Students are also required to complete at least a ½ unit in courses in the areas World History, World Geography or International Relations. Other courses in Psychology, Civics, Economics, Sociology, or Social Problems may be used to complete the requirement.

College Visits

Seniors are allowed two college visits, and juniors one visit each year. These visits must be arranged through the high school counselor, **or the absence will be considered unexcused.** Students are encouraged to schedule additional visits when school is not in session (in-services, weekends, etc.).

E-Mail/Computer System Usage

Every student is given a computer network account at the start of each school year. Students are allowed to use the Internet and the programs on the computer network at HHS. Students must receive instruction, pass a written test, and return the written parental permission slip/Acceptable Use Form to the librarian before access to the Internet is granted.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail, computer application or information on the district computers or computer systems is subject to monitoring by staff and/or administration. The school retains the right to duplicate any information created by students

in the computer system or on any individual computer. A comprehensive filtering system is used to monitor and track all wireless and wired devices connected to the Internet through the district system. Any inappropriate use is identified by the login and a notice sent to the proper administrator with details about the rules violation. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Concurrent Credit

Some advanced and upper level classes are available for concurrent credit through Highland Community College. The courses available are determined each year based upon enrollment and curriculum considerations.

Students may choose to take a class for concurrent credit through HCC or not. The student is responsible for the tuition fees to HCC.

A student may attend college as part of his/her school day if the following conditions are met:

1. Senior Status with a cumulative grade point average of at least 2.75.
2. Must attend Horton H.S. ½ day, either in morning or afternoon.
3. Has completed all related prerequisite courses offered at HHS.
4. No history of chronic or major discipline during the junior year.
5. Absent no more than five days a semester during the junior year.
6. Approved and monitored by HHS counselor and principal

Students will remain eligible for involvement in extracurricular activities with approval from the coach or sponsor, providing that they meet all other eligibility criteria.

Conferences

Parent/Student/Teacher Conferences will be scheduled after the 9th week of the 1st semester and the 6th week of the 2nd semester. Parents/Guardians who would like additional conferences with a teacher at other times should make arrangements for a time and date. Teachers, counselors, or the principal may also request that parents come in any time there is a student concern.

Pre-Enrollment for the following school year will be completed online during the spring. Parents/guardians may access this form at the HHS website student/parent portal.

Counselor—Guidance

The Horton High School guidance counselor is available to assist students with a variety of needs. The counselor has an office in the office complex on second floor. See the counselor if:

- You have a problem you need to talk about with someone in confidence.
- Feel you are a victim of injustice and want help.
- Want to discuss test scores or need help in keeping your grades up.
- Want to register for the ACT

- Want an admission application or a college or technical school catalog.
- Want a scholarship application or information.
- Want to apply for financial aid for college.
- Need a reference.
- Want information on a particular trade or career.
- Have a problem with your schedule in the first few days of a semester.

Dances/Parties

School parties and dances are held in the high school building unless special permission is requested to travel to a special area. Dances or parties held on school nights will conclude by 11:00 p.m. Those scheduled on weekends will end by midnight. **NO ONE WILL BE PERMITTED INTO THE DANCE AFTER IT HAS BEEN IN PROGRESS ONE HOUR UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PRINCIPAL.** Students may bring outside dates to special functions when the principal has granted permission. Outside guests must be signed up by noon on the last day of the school week. Guests must be at least high school age. The date may be required to present a picture ID, and must be in good standing in their school and community.

Students and guests must have achieved at least junior status at the beginning of the 2016-2017 school year to be eligible to attend Prom. Any student not meeting the junior work and fundraising requirements will not be allowed to attend prom. Students leaving the dance before its conclusion are not permitted to return.

Discipline Plan—HHS

Definition of Discipline: A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior. Students are expected to be responsible for their own learning and to behave in a positive manner appropriate for the workplace. Students who take responsibility for doing their assigned work and meeting the school's behavioral expectations will maintain the privileges of all school activities. Students violating those expectations will be dealt with on an individual basis. Any inappropriate acts considered to be against the law (weapons, fighting, assault, battery, tobacco, alcohol, drugs, theft, etc.) will be reported to the Horton Police Department or Brown County Sheriff's Department, in addition to disciplinary actions taken by the administration. Parents will be notified when these acts are reported. Consequences for classroom behavior will be the responsibility of the individual teacher. However, if a student continues to misbehave, after teacher intervention, the student will be referred to the office. Consequences for behavioral referrals may be lunch detention, after-school detention, in-school suspension, or out-of-school suspension depending on the severity of the infraction and the number of previous infractions. A report of the referral and consequence will be mailed to the parent/guardian. Possible consequences are described next.

After-School Detentions are usually assigned for Wednesdays after school from 3:30-4:00pm or 3:30-4:30pm. Students are expected to bring course work or a book to read while serving detention. Students may make **prior** arrangements with the principal to serve detentions before school or other afternoons after school in the office. Parents/guardians are responsible for providing transportation from the school to home. Students who fail to serve their assigned detentions will be assigned In-School Suspension and will continue the ISS until the detention is made up. The student also will be considered ineligible for all activities until the detention is served.

In-School Suspension (ISS) is assigned by the principal for more serious offenses or in cases where the student has repeatedly been sent to the office or has skipped after-school detentions. The student will spend the day in the office and be expected to complete all assigned schoolwork for the day. ***Students will not have access to any technology during the ISS periods and will be required to leave all cell phones, tablets, etc. with the office staff during this time.*** A student will be considered ineligible for the duration of the In-School Suspension Day. Note: A parent may opt to have their child serve an OSS in lieu of ISS.

Out-of-School Suspension (OSS) will be assigned for severe infractions or cases where a student has reached the number of points indicated in the section below. Students are expected to complete schoolwork during the OSS period. Students who are out-of-school suspended are not to be on any USD 430 grounds, or at any school activity, during the duration of the suspension.

Expulsion or long-term suspension is considered for those students who are seen as a threat to themselves or others, students who are a disruption to the educational process, or students who show an inability to follow school policy. Grounds for expulsion are in accordance with KSA 72-8901. Students who have reached the fifteen-point limit may be considered for expulsion for any of these reasons. Students who are expelled or long-term suspended are not to be on school grounds during the time expelled or suspended.

Behavioral Referral/Record Keeping

Each behavioral referral will be given a point rating. These points will be accumulated and totaled with each referral. The number of points is based on the severity of the infraction. A list of infractions and the respective points follows. This list is designed to assist with consistency in administering the consequences for disciplinary infractions; however, the severity of the offense will be individually evaluated and administered at the discretion of the administration. Discipline consequences from bus conduct reports will be based on severity of the violation.

Point System

1 point (30-60 minute detention)

Bus Conduct Report	Cafeteria violation (1 st)
Cell Phone Use/Possession (2 nd)	Continually not following directions
Dress Code Violation	Failure to serve class detention
Hall Violation (loud/disruptive)	Inappropriate behavior
Parking Violation (1 st)	Profanity (not directed at a person)

2 Points (60 minute detention or ISS depending on circumstances.)

Bus Conduct Report (2 nd)	Cell Phone Use/Possession (3 rd +)
Damage to school property	Defiance of Authority
Disruptive in class	Fail to serve office detention
Leaving class without permission	Misuse of planner
Cheating/ Plagiarism (1 st)	Parking Violation (2 nd)
Profanity in class (oral or written)	Public Display of Affection
Refuse a reasonable request/arguing	Skipping one period/extreme tardy
Theft—minor incident	Unaccountable for whereabouts

3 Points (1-3 days ISS or OSS depending on the circumstances)

Cheating/Plagiarism (2 nd)	Computer network violation
Conflict with another student	Harassment (sexual/racial)/Bullying
Hazing/Intimidation	Inciting a fight (disruptive behavior)
Leaving campus without permission	Pornography possession
Profanity directed to staff	Pushing/shoving/kicking/tripping
Rude/disrespectful to staff	Skip school w/o parent knowledge
Tobacco possession/use (1 st)	Willful deception/Lying

5 points (1-5 days OSS)

Harassment (sexual/racial)/Bullying (2 nd +)	
Hazing (2 nd +)	Minor physical altercation
Theft	Threats/intimidation/bullying
Tobacco (2 nd +)	Vandalism

8 points (5 days OSS) and law enforcement is contacted

Fighting (<i>Assault/Battery</i>)	Threat/intimidation (2 nd +)
Violent threat (1 st)	Violent act against students or staff

Automatic 5-10 days OSS with recommendation for long-term suspension or expulsion and law enforcement will be contacted

Alcohol	Bomb Threat	Criminal Statutes
Death Threat	False Alarms	Fighting (2 nd)
Illegal Drugs	Starting a fire	Violent threat (2 nd)
	Weapons Possession/Use	

A student receiving **eight points** will be assigned a minimum of one-day out-of school suspension and referred to the Horton High School Student Improvement Team (SIT), to determine possible interventions. A conference may be held with the student and parent/guardian to write a behavioral intervention plan for the student.

If a student reaches **twelve points** he/she will be assigned three days out-of-school suspension and a meeting may be held with the parent/guardian and SIT to discuss alternatives. The superintendent will be notified of the student's accumulation of points in writing.

At the point a student reaches **fifteen points** the student will be assigned five days out-of-school suspension with recommendation for a long-term suspension for the remainder of the semester. A long-term suspension hearing shall be held with the superintendent or designated official. The students' records will be cleared (except for the most severe infractions) for a fresh start at the beginning of the next semester.

Dismissal Destination

Parents and/or guardians are to submit a signed and dated note to their child's school office **by 2:30PM** of the day they are requesting a change in their child's dismissal destination: by bus, pick up and/or walking. Phone calls requesting a change in dismissal destination will be accepted on an "Emergency Basis Only". All parents will receive an "Emergency Code Number" for their child during enrollment. This emergency code number must be given to office personnel if dismissal destination is to be allowed by USD #430. These emergency request phone calls must be made by 3:00 p.m. This policy is based on the safety of children in USD #430.

Student Code Number

Each student in USD#430 has been assigned a student code number during enrollment. These code numbers are used to help prevent unauthorized people from picking up children/students at our schools. You **MUST** use this student code number when you allow someone other than yourself to pick up your child/student from school. If you are new to our district, we may ask you for the student code number if you pick up your own child/student. Thank you for your support on using this number. We do not want the wrong person picking up your child/student.

Dress Code/Student Dress

Students at HHS are expected to dress in a manner that is appropriate and non-distracting to the school environment. Students will not be allowed to wear clothing which would lead school personnel to reasonably believe that it is gang related by written comments, emblems, design, etc.; disrupts or interferes with the school environment or activities; presents a physical safety hazard to themselves or others; or creates an atmosphere which others would feel pressure, intimidation or threat of violence.

The following dress code will be followed when at school or attending school related activities:

1. Hats, head coverings, sunglasses, or similar items are not to be worn in the building at any time.

2. No spaghetti, thin strap tank tops (including low-cut under the arms, front or back) or dresses may be worn without an accompanying concealing garment. **Any strap less than 2 inches wide is considered a spaghetti strap.** Underwear must not be visible.
3. Short shorts or skirts are not acceptable. The short or skirt must be as long as the end of the fingertips with arms hanging and shoulders relaxed.
4. Wearing see-through, backless, halter-type, or revealing clothing is not allowed.
5. All clothing and accessories that advertise alcohol or tobacco products, illegal drugs or sexual related messages or pictures are not to be worn at school.
6. Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments (No sagging).
7. Shirts, sweaters, blouses must meet the top of the pants or skirts. No “midriffs” are allowed.
8. Students may not wear chains, pliers/holsters or similar items from their clothing. Chains that are worn as jewelry must be appropriate and non disruptive to the school/classroom.
9. Students may not use ink pens, magic markers, color sprays, etc. to mark or write on themselves or others.
10. Students must wear shoes at all times.
11. Heavy, “outdoor-wear” coats must be kept in lockers and are not allowed in the classroom.
12. Apparel that can be construed as gang-related will not be tolerated.

Students in violation of the dress code policy will be asked to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. Repeated infractions will result in further disciplinary action by the principal.

Eligibility Policy- Horton High School

Horton High School students are encouraged to be involved in extra-curricular activities. This, however, is a privilege, that comes second to academic achievement. HHS teachers are committed to helping each student reach their academic potential, but the teachers expect students to take responsibility for completing assigned class work. A confidential list of students who are failing one or more courses will be generated from the office every other Friday. Mentor Teachers will have access to this list and work with those students to move toward a non-failing grade.

A student may be ineligible due to behavioral infractions, office obligations, and for excessive unexcused absences (five in a semester). These students will need to meet with the principal and will be eligible after completing two weeks with no unexcused absences. Further unexcused absences will lead to reassignment to ineligibility. Participation in extra-curricular activities will be allowed immediately when fees/library/office obligations have been met.

Students who are enrolled in a class, which has required performances, will be allowed to perform to meet the class requirements.

Eligibility Requirements—KSHSAA

Horton High School students must meet all eligibility requirements of the Kansas State High School Activities Association in order to participate in all interscholastic activities. Students must meet the following prerequisites:

- Passed five subjects of unit weight the previous semester
- Enrolled in five subjects of unit weight during the current semester
- In good standing at school – students who are in-school or out-of-school suspended or on probationary status are not in good standing.
- Have a signed physical form on file at school– Physical forms are available from the school. A student will not be allowed to practice or play in a game until the form is on file. The cost of this physical is to be paid by the student.

Students must realize that deliberate misbehavior, destruction of property, or unexcused absences can cause them to lose their good standing, and as a result, their eligibility to participate in interscholastic activities.

Emergency Procedures

In case of an emergency, school personnel will make every effort to protect students and insure safety. In general, civil defense authorities discourage parents coming to the school building during an emergency to get their child because of the confusion that can occur. Likewise, patrons should try not to telephone the school, as the telephone needs to be available for official use.

Emergency Procedures for students with Special Needs

Students with special needs assigned to a para-educator attending regular classrooms will follow the exit procedures of that particular classroom. The para-educator will see that the student exits the building according to the prescribed plan. The resource room instructor will designate a meeting place. Procedures for these students will be included on their Individual Educational Plan (IEP). These procedures will also be made available in the high school office. Classroom teachers are responsible for the students with special needs in their classroom that do not have an assigned para-educator.

Students with mobility needs shall have access in compliance with the American Disabilities Act (ADA) requirements.

- The classroom teacher of the individual student shall be the person responsible for the safe exit.
- Temporarily impaired students attending class will be the responsibility of the classroom teacher.
- After exiting the building from the nearest first floor exit, the students with mobility impairments are to report to the south parking lot (designated meeting place) of the main building.

- The designated meeting place for students on the main (second) floor shall be in front of the main building at the curb.
- The multi-purpose building's exit for students with mobility impairments will be the west doors. These students will meet with the main-building students in the south parking lot.

Faculty and support personnel shall be informed of the students with mobility needs at faculty meetings or by e-mail, as changes occur. All personnel will receive a copy of the procedures. Students with mobility impairments place a heightened responsibility and awareness for the classroom teacher.

Enrollment/Class Changes

Classes will begin on Wednesday, August 17, 2016 at 8:00 a.m. Students initiating a change in schedule must do so before 3:30 p.m. Friday, August 26, 2016. The schedule of classes is set up based upon student pre-enrollment in the spring. Class changes for the spring semester must be made before the end of the fall semester. Class changes will be allowed only as necessary under the following circumstances:

1. To meet graduation requirements.
 2. Student is academically misplaced (must be recommended by teacher/counselor/parent and approved by the principal).
 3. Extenuating circumstances determined by the counselor, and principal.
- Class changes made at the end of the first semester will be allowed if any of the above criteria are met.

A second semester class change may also be approved if the following conditions are met:

1. Student provides an acceptable rationale for entering a new class.
2. Both teachers involved, the parent/guardian, the counselor, and the principal obtain approval. Any of these individuals may exercise veto power over the change.

Changes made after the cutoff date will be made only on approval by the counselor and principal with the loss of credit.

Finals and Opt-Out

Finals will be scheduled in blocked times for the last 2 days of each semester. Students may opt out of finals if they meet the following requirements:

1. 24 total periods or less (3 days) absent in the semester, not counting school-sponsored activities. This includes excused and unexcused periods and there will be no exceptions for eligibility.
2. 2 or less behavior points for the semester.
3. ***10 or less total tardies for the semester***
4. 85% or better for the course before the final is scheduled.

Students who meet the requirements do not have to attend classes during the final time for that course. A limited open campus format will be used during the finals schedule and parents have the option to have students stay on school grounds during finals days.

Fire, Tornado, Crisis Drills

Fire drills will be practiced each month school is in session. The signal for a fire drill will be intermittent blasts from the fire horns along with blinking strobes. Maps are located in each room showing procedures for exiting the building and designated meeting areas assigned outside.

Tornado drills are held twice in the spring and are signaled by an office announcement. Students will be instructed to move to the designated shelter areas during this time. Maps are located in each room showing shelter areas. Crisis drills will be practiced as deemed necessary. Students and staff will be instructed to follow a particular set of directions by office announcement, depending on the crisis situation for the drill.

Gifted Test Out Policy

A student qualifying for gifted services may have the opportunity to test out of a required course from time to time. This must be included on the student's Individual Educational Plan (IEP). The IEP team is responsible for notifying the school counselor who will make the necessary arrangements with the course instructor for the testing to be completed as well as the needed score. These plans should be made during the spring semester and arrangements made to do the testing prior to the start of the next school year.

Grading System

Letter grades will be issued for most classes each quarter and at the end of each semester. As per board policy, the following percentages will designate the letter grade:

Letter Grade	Percentage	Interpretation
A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59 or below	Failing

Some courses such as teacher aides, teacher assistants, work release, etc. are given a Pass/Fail grade. Any grade which is based on a modification or adaptation of the regular objectives and/or expectations of all students in the course shall be so designated as "modified/adapted curriculum" and be signified with an (*) next to the letter grade.

Incomplete Grades

There may be occasions a teacher deems it appropriate to assign an "incomplete" for a course on the report card. The teacher will meet with the student to work out an arrangement for completing the necessary course work. Incomplete work must be completed and turned in to the teacher early in the next quarter, or the grade will be changed to an F.

Late Work

It is the student's responsibility for completing and turning in all homework when due. Teachers will make known the due date when an assignment is given, so that the date may be written in the student's planner. Students are expected to turn in completed assignments as determined by the instructor.

Failure to personally turn in assigned work when due will result in the student receiving 20% reduction for each day the assignment is not turned in. Students who have an unexcused absence will receive no credit for any assignments during the absence. Students with excused absences will receive 2 full school days of make-up time for each day/class absent.

No credit will be given for outstanding assignments if they have already been returned to the students or after the corresponding unit test has been taken.

If assignments are not turned in after the completion of make-up time, a 20% reduction per day will be given. Extended illnesses of 1 week or more will result in the teacher assigning a reasonable deadline for completion of make-up work without penalty. If assigned make-up work is turned in after this deadline, the student will receive no credit.

Graduation: Early

Horton High School acknowledges there may be circumstances in which some students seek graduation from high school at an earlier date than their designated class. Before a student can be evaluated for early high school graduation, the principal must receive a completed application form and graduation plan from the student by April 15th of the student's junior year. This application will address how and why the student needs to graduate early in order to pursue educational or military goals. These forms will be available from the counselor and must be completed before the deadline so that school and State verifications of credit can be determined. Early graduation will be considered no earlier than the end of the seventh (7th) semester of high school. The counselor and principal will verify eligibility and then send the application to the USD 430 Board of Education for approval/denial.

Graduation Exercises

To participate in graduation exercises, a student must have successfully completed the graduation requirements set by the State of Kansas and USD 430 Boards of Education. Students under suspension or expulsion will not be allowed to participate in the graduation ceremony at HHS.

Graduation Requirements

A student shall be eligible for graduation at Horton High School upon the completion of the following sixteen required units, twelve elective units and attendance for eight semesters enrolled in grades nine through twelve (unless using early graduation option). Students may not be allowed to enroll in a class if they have failed the prerequisite course.

Graduation Requirements cont'd

- **Four units of English** – Students will not be allowed to enroll in an English class if they have failed the prerequisite class.
- **Three units of Social Studies** – These shall include one unit of American History, one unit of American Government, and one Social Science elective. The unit of American Government shall include the study of the United States Constitution.
- **Three units of Natural Sciences** – These shall include one (1) unit of Physical Science and one (1) unit of a laboratory course.
- **Three units of Mathematics**
- **One unit of Physical Dimensions** – This Physical Education requirement may be waived when a licensed physician states a student is mentally or physically incapable of participating in a regular or modified physical education program or with a written statement filed by the parent/guardian stating this requirement is contrary to the religious teachings of the student.
- **One unit of Business Essentials**
- **One unit of Fine Arts** – (Music, Art)

Hallway Behavior

Students should maintain orderly behavior between classes and during lunch-time. Horseplay, loud talking or running will not be tolerated. Students should remain in the classroom during class time with few exceptions. Students leaving during class time for legitimate reasons must have teacher permission and signature on the proper hall pass page in their own planner.

Harassment—Sexual

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 district is strictly prohibited. Sexual harassment is any non-verbal, verbal or physical behavior, which is of a sexual nature considered to be uncomfortable and unwanted. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor or other certified staff member. Actions will be taken to see that the harassment is stopped. If the matter is not resolved satisfactorily, the student may initiate a complaint under the district's discrimination complaint procedure. It shall be a violation of policy for any employee to sexually harass a student, for a

Harassment – Sexual Cont’d

student to harass an employee or another student, or for any employee to discourage a student from filing a complaint or fail to investigate or refer for investigation, any complaint lodged under the provisions of the policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or staff member when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with the individual's academic or professional performance or creating and intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demeaning sexual involvement accompanied by implied or explicit threats concerning a student's grade, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, a parent/guardian conference will be held and appropriate action will be taken against the individual. The filing of a complaint, or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment, or assignments. Confidentiality will be maintained throughout the complaint procedure.

Hazing/Threats/Harassment/Intimidation/Bullying/Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

The parents or guardians of the threatened student through proper law enforcement channels shall deal with all threats or intimidation occurring off school grounds.

Honor Roll

The following Honor Rolls will be generated for each semester. Students must be enrolled in at least five courses to be eligible for the honor rolls.

“A” Honor Roll – all A's for the semester

“A/B” Honor Roll – combination of all A's and B's

Honors Program

In order to be eligible for academic honors (GPA-RIC) at Horton High School a student must have attended HHS for at least four semesters. Courses completed at other schools are not considered for honor points. Juniors and Seniors enrolled in upper level courses in the areas of math, science, foreign language, and gifted are given an additional grade point for grades of A or B (A=5, B=4) and the grade point average is calculated using these higher grade point values. This “Honors” grade point average is only used for determining the HHS Valedictorian and Salutatorian for the graduating class. The following is a list of “Honors” courses at HHS.

Chemistry II	Gifted classes taken for college credit
College English	Human Anatomy & Physiology
College Algebra	Physics
College Astronomy	Pre-Calculus
College Geology	Social Problems
College U.S. Government	Spanish III/IV
General Sociology	Statistics/Trigonometry

Hours and Grounds

The school day is defined as 8:00a.m. to 3:25 p.m. The main building is open to students at 7:45 a.m. Students arriving before 7:45 will report straight to the HHS Commons through the East doors unless they have made arrangements to work with a teacher/tutor in their room before classes begin. Students are expected to stay on the school grounds once they arrive. Students will not be allowed to leave without parent/guardian or emergency contact notification except in unusual circumstances approved by the principal. Students not waiting for a bus or staying for an activity are expected to be out of the building and leave school grounds by 3:30 p.m. Bus students will wait on the north sidewalk in front of the main building, and will not be allowed to ride the bus if they leave the campus. Students are not allowed to loiter in the parking lots or on the west side of the school. For security reasons, all building doors are locked and access is limited to monitored doors that must be unlocked by the office staff or through key codes. Doors are only unlocked during defined passing periods and during extra-curricular events. Students must use the call-buttons found on the door monitors to access the building anytime other than defined passing periods.

Immunization Policy

All students enrolled in USD 430 must provide proof of the required immunizations. This includes the necessary booster shots. Students new to the district must have proof of immunization **within two weeks** of their enrollment. Failure to do so may result in the student being asked to stay home until the records are received.

Insurance—Student

Starting with the 2001-2002 school year, USD 430 decided **TO NOT** purchase Accident insurance to cover all student injuries incurred by children at school. USD 430 encourages all families to have accident coverage on their children prior to participation in any sports or school-sponsored activity.

Students involved in KSHSAA Activities

The state of Kansas enforces guidelines, which state that all who participate in Kansas State High School Activity Association activities must be covered by insurance through KSHSAA. Therefore USD 430 athletes are covered by insurance through KSHSAA for injuries costing **OVER \$10,000**. Injuries costing less than this will be the responsibility of the parent/guardian.

The parents/guardians whose students are not involved in KSHSAA activities may secure accident insurance to cover injuries incurred at school in the following manner.

1. Student Assurance Services, Inc.

Purchase accident insurance through Student Assurance Services, Inc. This is an agency USD 430 has contacted. They have agreed to offer a very affordable plan that families may purchase.

2. Health Wave

Gain insurance through the State of Kansas “Children’s Insurance Plan”: called Health Wave. This plan is handled through SRS. Brochures will be available at enrollment with detailed information on what is covered and how to apply.

3. Own Insurance Policy

Secure Insurance coverage through the parent’s present insurance policy. Parents would need to contact their own insurance agent.

Brochures covering these plans and other options will be available at enrollment with detailed information on what is covered and the costs of the premium. If you have an insurance plan with a **HIGH DEDUCTIBLE** or **LIMITED BENEFITS**, or if you have **NO INSURANCE FOR YOUR CHILD**, we **ENCOURAGE** you to review the student insurance program that is available on a voluntary basis.

Library Use and Services

The HHS Library Media Center is available to students from 7:45 a.m.-3:45 p.m. The purpose of the library is to provide students with the resources to enhance academic and personal growth efforts. To provide orderly service in the library it is necessary to have the following regulations.

- ❖ No material should be taken from the library unless it is properly checked out from the circulation desk.

- ❖ All books, except reference books, are to be checked out for 3-week periods and may be renewed for an additional 2 weeks. Reference books are not to be taken from the library without permission.
- ❖ Students are expected to maintain a quiet learning environment and will be asked to leave if this standard is not met.
- ❖ During reading/activity period, students need to obtain prior approval from the librarian before they may visit the library or labs.
- ❖ Students may visit the library during class time with a ~~signed planner~~ **note from the classroom teacher.**
- ❖ Students must sign in when they come into the library.
- ❖ Students may set up a time with the librarian to come in before or after regular hours.
- ❖ Fines for overdue books are not assessed. However, if a book is not returned within a reasonable length of time, the book will be considered lost by the student. If a student loses or damages a book, a charge will be assessed according to the type, age, condition and replacement cost of the book.

Lockers

Lockers are property of Horton High School and assigned to students by the office. Students are expected to use only their assigned locker. Lockers should not be changed without approval from the office. Bookbags, backpacks, beverages and other possessions should remain in lockers during the school day. Any inappropriate material taped on or inside a locker will be removed and disciplinary action taken. School administration reserves the right to search a student locker at any time. ***As per fire marshal mandates, all lockers must remain closed*** and band instruments and/or athletic bags cannot be stored in the hallway or beside lockers. Students are responsible for finding suitable storage for instruments or bags. Contact the office for approved storage areas. Money or other valuables should not be left in unlocked lockers, in the dressing room or anywhere in the building. If locks are placed on lockers, a key or combination must be given to the office. If no key or combination is on file at the office, the administration reserves the right to cut off the lock if needed.

Lost and Found

The school is not responsible for lost items. Students may check the lost and found box in the office for items they are missing. Students are required to turn in any item found that doesn't belong to them to the teacher or office.

Lunch/Breakfast Program

Breakfast and lunch programs are currently available at school. A half pint of milk is furnished as part of each meal. If your student desires more than one carton of milk with his/her breakfast or hot lunch, or wants milk with his/her sack lunch, the student may purchase milk at mealtime.

The school breakfast, lunch, and milk programs are on a **cash basis operation**. Students are expected to pay in advance for meals. Students will need to make a minimum purchase equivalent to ten meals, in advance, if they plan to participate in the lunch/breakfast program. Parents/guardians are able to access their students account balance through the parent portal on the HHS website. Daily purchases of a single meal are discouraged, excluding special occasions such as visitors, etc. Meals can be purchased each morning prior to school or at the end of the day in the school office. Students are requested to not purchase meals in the daily serving line. **Students will not be allowed to charge meals.** If, a financial situation prohibits paying for meals, free/reduced meal information is provided at enrollment and at the office for those wanting to apply.

Lunchtime should be a time to relax and visit with friends. However, it is important students follow some simple rules to make the lunch go smoothly:

- Line up in an orderly fashion
- Maintain an appropriate voice level
- No banging on tables or benches, throwing food, horseplay, etc.
- Use only your own lunch card
- Leave the commons only when released by the lunch supervisor

Making Up School Work

Students are responsible for obtaining work missed while they are absent. Upon return to school, they are expected to see the teachers of the classes they missed to get assignments. Teachers will work with students to assist in getting work completed. Students will be given two days to complete work missed for each day of excused absence. Extensions may be given at the discretion of the teacher. Homework sheets will only be distributed to teachers **if and when the student is/will be absent more than two days.**

Highland Community College Technical Center (HCCTC)

Horton High School students may attend HCCTC free of charge and must meet the following criteria.

1. Junior or Senior Status and on track to graduate with their class.
2. Must maintain a minimum GPA of 2.5.
3. No more than five absences per semester during the previous year (excused or unexcused). Administration has the final determination concerning attendance.
4. Successful completion of prerequisite courses in the specified area prior to attending HCCVC.
5. No history of major or chronic discipline.
6. Student must meet the minimum scores on Work Keys, Asset or ACT as assigned by the technical program.
7. Must attend HCCTC in the morning and high school classes in the afternoon.
8. Students must ride in transportation provided by the district to and from HCCTC.

Failure to abide by the agreement may result in the loss of the privilege of attending HCCTC. If it becomes necessary for the student to be transported to or from HCCTC by means other than district approved transportation, prior communication and approval with school administration must be made. Students attending HCCTC will be eligible to participate in extra curricular activities.

Medical Homebound Instruction

In the event a student, for medical reasons, is unable to attend school, arrangements can be made for the district to provide a homebound teacher to work with the student. An application must be completed and returned to the school counselor including verification from the doctor of diagnosis and estimated time necessary.

Nurse/Medication Administration

A school nurse is available to assist with health concerns as needed. Please feel free to contact the school nurse with concerns. Minor first aid can be obtained from the school nurse or through the office.

It is the opinion of the State Board of Health, the State Dept. of Education, the Kansas School Health Advisory Council and the board that the public school should never provide students with medication. Unauthorized administration of un-prescribed medications shall not be practiced by any school personnel including school nurses.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with the parents in the administration of medication; but the medical person authorized to prescribe medication must send a written order to the building administrator who may administer or supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in the administration of medication and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical practitioner.

The medication shall be examined by the school nurse administering the medication to determine in his/her judgment that it appears to be in the original container, to be properly labeled and to be properly authorized by a written order of a licensed medical practitioner.

Guidelines for medication administration in USD #430 will be distributed during enrollment as a separate handout.

Out of District Students

Out-of-District students wishing to enroll in USD 430 must be approved by the building and district administration. Students may not be long-term suspended or expelled from any other school and must sign a contract outlining criteria for continued enrollment in USD 430 schools. Violation of the contract will result in the student being non-enrolled in the district.

Participation in School Sponsored Activities

A student must be in attendance ALL DAY to participate in a school sponsored activity in the evening. Exceptions may be made for doctor appointments (with a note from the doctor), funeral, court, or school sponsored trip. Students who check out of school before the end of the day are not to return to campus until the following day unless approved to do so by the administration.

Students participating in HHS activities or events outside of Horton are expected to ride the bus with the group or team. In general, students are only released to their parents to ride home from away events. If the student needs to ride home with another adult relative or family friend, prior written notice to the principal and coach must be submitted and approved. Parents or other approved adults must sign with the coach/sponsor to take the student home with them.

Part-Time Student Program

The HHS Part-Time Program applies only to seniors who are on schedule to graduate in eight (8) semesters. This program is generally designed for students who would like to work or take college classes during the school day. **It is highly recommended that students going on to college not participate in this option.** No special course(s) will be scheduled or arranged to enable students to participate in the Part-Time Student Program.

The following criteria and activity limitations govern those who participate:

1. The student must be in a position to graduate without complications.
2. The student must file an application and panel questionnaire with the principal by the second Friday of November to be considered.
3. The student will then go before a teacher panel to explain why they would like to participate in the part-time program. The panel will either approve or deny the request. Students have due process rights to appeal a denial to the principal if they choose.
4. The Part-Time Enrollment Contract must be signed by the student and his/her parent/guardian and approved by the teacher panel, the counselor and principal before the last day of the fall semester of the student's senior year.
5. The student must continue to attend and to pass all classes in which they are enrolled during the course of the second semester.
6. Part-Time student status can be reviewed by the counselor or administration at any time during the semester. At that time, the contract can be voided by the district if it deemed that full-time attendance is necessary.
7. This contract will only be available for afternoon classes
8. Students who are on a part-time contract will not be considered for valedictorian or salutatorian status.

9. The student must be enrolled in a minimum of five (5) periods of credit weight at the high school to participate in extracurricular activities.

Pep Rallies

Pep rallies may be planned by the cheerleaders and scheduled with the principal. These will be held on game days during activity period of the school day. The purpose of the pep rallies is to generate enthusiasm for school competition and to promote school spirit.

Progress Reports/Report Cards

Progress report sheets will be posted online three times each semester and can be accessed through the online portal. Progress report sheets can also be printed upon parent request. Semester report cards will be mailed to parents. Parents may access their child's grades and attendance anytime through the Internet portal found on the school website. This allows parents to be informed of their child's progress and serves as a checkpoint so remediation can be made as needed. Parents are urged to call or meet with their child's teachers anytime throughout the year as concerns arise.

School Closings

In the event of school cancellation due to inclement weather, information will be available on the following radio and TV stations:

Radio:

KAIR 93.7 FM
KMZA 92.1 FM
KNZA 103.9 FM
KTPK 106.9 FM
WIBW 580 AM
94 Country

TV:

WIBW TV Channel 13
KSNT TV Channel 27
KTKA Channel 49.

If school is cancelled during the school day, all activities will be canceled for the remainder of the day.

Special Student Status

Students with unusual circumstances may seek approval with the principal to alter their school day in order to accommodate special needs. These circumstances might include but would not be limited to a married student, a student with a child, or an emancipated student.

These students shall be permitted to participate in extracurricular activities such as athletics, student council, forensics, plays, clubs and other activities in which the student represents the school as long as they meet the eligibility requirements.

Sportsmanship

Activities are an important aspect of the total educational process in the American school. They provide an arena for participants to grow, excel, understand, and value the concepts of sportsmanship and teamwork. Activities give coaches and school staff an opportunity to teach and model sportsmanship, build school pride, and increase student/community involvement. This involvement results in improved academic performance. Parents and other community members are important support for our students, and are looked upon by the students as models of sportsmanship. Horton High School will abide by and enforce the following KSHSAA sportsmanship guidelines.

1. Be courteous to all (participants, coaches, officials, staff, and fans).
2. Know the rules, abide by and respect officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, team and school.

Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Student Improvement Team

This team consists of Horton High School faculty whose role is to assist in finding resources and developing strategies for students who are having difficulty academically or behaviorally. Teachers, parents, the principal, grade level advisors, or the student may make referrals to the team. The team works with the student, his/her teachers and parents/guardians to find ways to assist with whatever difficulties they are experiencing. For more information about the SIT group or to refer a student call the high school office.

Telephone Numbers—District

USD#430 Board of Education Office	(785) 486-2611
Horton High School	(785) 486-2151
Everest Middle School	(785) 548-7536
Horton Elementary School	(785) 469-2616
Transportation	(785) 486-2439
Brown Co. Special Educ. Coop. #615	(785) 742-7108

Telephone Usage

School phones are considered business phones and should not be used unnecessarily by students. Students may use the phone in the classroom with permission of the teacher. Teachers have the right to question the reason, and deny the use at that time. **Students will not be called to the phone during class.** A message will be taken and given to the student between classes.

If a parent is on the phone with a student, and wants the student to leave school, the parent must call back to the office and let the office know the

student is to leave. No long distance calls are to be made from the school telephone by students without permission of the office and are to be made collect or with a calling card.

Testing

Standardized assessments are part of the overall testing program of the district. The Kansas Assessments are required to be given and specific to subject areas. Identified groups of students will be scheduled to take assessments in the areas of Social Studies, Reading, Writing, Math and Science as required by the state. The school also implements other formative measurement programs, which monitor student progress and achievement based on the curriculum taught. These other measures assess progress in math, science, language arts and social studies. Parents and students will be notified in the USD 430 newsletter of testing dates and times.

Students, grade K-12, may be referred by the teacher, principal, or parent for testing and screening in determining eligibility for special education programs. This testing is performed by the Brown Co. Special Education Cooperative.

Traffic/Vehicle Use

Any students with a valid driver's license may drive to school. This is a privilege not a right. Students should drive safely and carefully at all times. Automobiles are to be parked and left until the student is dismissed to go home. Parking for students is provided north of the main building, east of the Commons or on the street. Students are not to be in the parking lot or automobiles during the school day or during lunch. Students are **not** to park in areas with diagonal stripes, on or over parking stall lines, in handicapped spaces, on the grass, between buildings, and south of the main building. Violations of parking rules will result in referral and consequences as stated in the discipline section of the handbook.

Valedictorian/Salutatorian

Each year a Valedictorian is selected from the senior class at the end of the second semester. The following criteria is used to select the Valedictorian:

1. The student that has received all A's on his/her transcript shall be Valedictorian. If a student has a higher cumulative (grades 9-12) grade point average (GPA) using the Honors GPA than the student with all A's, the student shall be named Co-Valedictorian.
2. If no student receives all A's, the student with the highest cumulative (9-12) GPA using the "Honors" GPA (see section above) shall be named Valedictorian.
3. If there is a tie between three or more students, there will be Multi-Valedictorians.
4. Cumulative (9-12) grade point averages will be rounded to the nearest hundredth (i.e. 3.965 to 3.97)

Each year a Salutatorian will be selected from the Senior Class at the end of the second semester. The student with the highest GPA after the

Valedictorian using the “Honors” GPA system described previously will be the Salutatorian. The grade point average will be rounded to the nearest hundredth.

Visitors—Guests

Visitors are required to report to the HHS office upon entering the building to sign in and obtain a visitors pass. Parents are encouraged to visit school at any time. We ask that you contact the office or individual teacher to make an appointment to conference with a teacher. Students who wish to bring a guest with them to school may do so with the following conditions.

- Student requesting to bring the guest must not be on the ineligible list.
- Request must be made at least 24 hours in advance.
- Guest must be a high school student from another school district.
- Guest must not be missing classes at their school (should be scheduled on vacation, in-service, or teacher workdays)
- Guest may be asked to spend time in the library at the request of some teachers who may ask they not attend their class for some reason.
- Guest must check into the office when they arrive, and follow all school and classroom rules while visiting HHS.

Weapons

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at any school function or event. This policy includes any weapon, item being used as a weapon, destructive device, or any facsimile of a weapon, when said facsimile is used in a threatening or menacing way.

Laser pens, knives (of any size) and other objects that could cause injury to others are not allowed at school or at any school event.

Possession of a firearm shall result in expulsion from school for a period of one calendar year or 186 school days. The superintendent may modify this on a case-by-case basis under the provisions of the board policy. As used in this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to and may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means 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 one-quarter of an ounce, mine, or other device similar to any of these devices.

Withdrawal/Transfer from School

Students withdrawing from school or transferring to another school must check out through the school office. The student will be required to check in all textbooks, library books, and be cleared of any financial obligations.

Students who are sixteen or seventeen years old and wish to sign out of school must bring their parents to school to meet with the principal for a conference and sign a Compulsory Attendance Disclaimer.

A student receiving special education services must also contact his/her special education teacher for checkout procedures.

Work Release/Work Study/Apprenticeship Experience

Students may apply for work release/work study/apprenticeship in lieu of elective classes for a career-related on-the-job community experience, but must meet the following criteria.

1. Senior Status
2. Student must be in good standing
3. The job or experience must be related to their future career goals and stated on the application.
4. The job or experience provides an opportunity for learning not available at HHS.
5. The application must be approved by HHS counselor and principal.
6. Completes the necessary monitoring requirements; eg. Proof of attendance at job site, pay stub or time card, and quarterly rubric filled out by the cooperating employer.
7. Students must adhere to all rules and requirements as stated by the cooperating employer.
8. If an application is denied, the student and parent may chose to follow due process at the next level.

This policy does not apply to students living on farms who wish to go home and work. Students may not be employed or supervised by parents or close relatives. Students will remain eligible for involvement in extra curricular activities as long as they meet the KSHAA and HHS eligibility requirements.