

McPherson High School

Home of the Bullpups

801 E. First

McPherson, KS 67460

620-241-9500

Fax: 620-241-9506

www.mcpherson.com/418/

School Safety Hotline: 877-626-8203

Activities & Athletics: 620-241-9510

Career & Technical Education: 620-241-9530

Activities/CTE Fax: 620-241-1309

Guidance: 620-241-9520

McPherson Alternative School (MAC): 620-241-9507

Bret McClendon, Principal

Shane Backhus, Assistant Principal - Activities & Athletics

Greg Smith, Assistant Principal

THE DATES IN THIS PLANNER ARE BASED ON THE MOST ACCURATE INFORMATION AVAILABLE AT THE TIME IT WAS PUBLISHED. CHECK SCHOOL POSTINGS FOR CHANGES DURING THE YEAR.

THIS PLANNER MUST BE USED FOR ACTIVITY/SEMINAR & HALL PASSES.
IF LOST, THE STUDENT WILL BE EXPECTED TO REPLACE IT AT A COST OF \$5.00

The mission of McPherson High School is to challenge students to acquire the academic and decision-making skills necessary to become productive citizens and lifelong learners in a diverse society.

The School Day

The school office is open from 7:30 a.m., until 4:00 p.m.

Hour 1	8:15 - 9:08
Hour 2	9:13 - 10:06
Hour 3	10:11 - 11:04
Hour 4 *	11:09 - 12:02
	11:39 - 12:32
Hour 5	12:37 - 1:30
Hour 6	1:35 - 2:28
Hour 7	2:33 - 3:26

* First lunch period is 11:04 -11:34

Second lunch period is 12:02 -12:32

Advisory Period Schedule

Hour 1	8:15 - 9:01
Hour 2	9:06 - 9:52
Hour 3	9:57 - 10:43
Advisory Period	10:48 - 11:32
Hour 4 **	11:37 - 12:23
	12:07 - 12:53
Hour 5	12:58 - 1:44
Hour 6	1:49 - 2:35
Hour 7	2:40 - 3:26

** First lunch period is 11:32-12:02

Second lunch period is 12:23-12:53

Students need to have a membership card to attend a club or group meeting. Those students not attending club meetings need to use the time as a study hall or for sustained silent reading. Students must also have their agenda to be able to go to another class during the activity or seminar period. Only students with passes signed by the library staff prior to seminar period will be allowed to use the library.

McPherson High School Song

Hail McPherson High School ~ Hats off to you

Bullpups we're with you ~ Loyal and true

Cheerful and happy ~ Always we'll be

Here's to the school we love ~ Here's a cheer for thee

USD 418 Administration and Board of Education

Berg, Brad	Board of Education
Johnson, Jeff	Board of Education
Kleinsorge, Damon	Board of Education
Krier, Terry	Board of Education
Mohn, Gordon	Director of Special Education
Nippert, Pat	Board of Education
Ruder, Chris	Director of Business
Tolle, Bob	Board of Education
Viola, Donna	Board of Education
Watson, Randy	Superintendent

McPherson High School Personnel

Ackerman, Jill	Speech/Language Pathologist
Allen, Chris	Mathematics
Allen, Connie	Para
Armour, Gary	Mathematics
Brake, Chad	Special Education
Brown, Dean	Agriculture
Buchta, Cory	Debate, Forensics, Language Arts
Corcoran, Patrick	Social Science
Crist, Kevin	Special Education
Cullen, Michele	Secretary/Career & Tech Ed

Diepenbrock, Julie	Family and Consumer Science
Doile, Christy	Science
Ehrlich, Sylvia	Language Arts
Ellet, Tim	Mathematics
Faupel, Kristi	Para
Goerzen, David	Science
Halinski, Herb	Special Education
Hall, Stacy	Art, Photography
Harlin, Chet	Special Education
Harlin, Emilea	Language Arts
Harms, Cherri	Para
Meinen, Raelene	Secretary/Guidance
Harvey, Winsome	Hearing Impaired Instructor
Hawkinson, Kathy	Para
Hill, Bill	Para
Holm, Ron	Head Custodian
Hopkins, Kyle	Instrumental Music
Janzen, Victoria	Spanish
Jirgens, Matt	Social Science
Johnson, Chris	Assistant Band Director
Johnson, Lois	Business, P.E.
Kahle, Russell	Orchestra
Kerr, Joan	Para
Kloepfner, Vicky	Special Education
Krug, Neva	Spanish
Latimer, Kent	Vocal Music
Latta, Betty	Para
Lough, Jeff	School Psychologist
Lujano, John	Social Science
Malm, Cheryl	Mathematics
Margres, Jennifer	Art
Marion, Cindy	Drama, Language Arts
Marshall, Diane	Library/Media Specialist
Mathis, Carolyn	Secretary/Registrar
Meats, Karen	MAC Instructor
Meinen, RaeLene	Bookkeeper
Munsey, Jim	Special Education
Nakai, Sheri	Gifted Instructor
Newton, Susan	ESL
Nixon, Gentry	Language Arts
Nye, Kent	Guidance Counselor
Parsons, Bill	Para
Pavlovich, Jace	Social Science
Peck, Gordon	Physical Education

Peters, John	Vocational Transition Coordinator
Powell, Karen	Para
Radatz, Jane	Nurse
Reed, Rick	Social Science
Reith, Mike	Mathematics
Sawatzky, Arlene	Secretary/Activities & Athletics
Seidl, Judy	Science
Steffes, Gena	Para
Stone, Marla	Science, Special Education
Strathman, Chris	.Accounting, & Business
Strausz, Paul	Automotive
Stucky, Amber	Food Service
Stucky, Cody	Special Education
Stucky, Molly	Para
Stufflebean, Ali	Physical Education
Thalheim, Cheryl	Guidance Counselor
Toews, Alice	Science
Tyler, Alex	Help Room
Vernon, Jeanie	Para
Voth, Charla	Para
Williams, Kim	Para
Willits, Don	Drafting
Young, Sheila	Secretary/Attendance
Young, Tom	P.E.

Calendar

First Day of School (Freshmen & New Students only)	August 17
First Day of School (Sophomores, Juniors & Seniors)	August 18
Labor Day (no school)	September 6
Inservice--No School K-12	September 13
12:30 p.m. Dismissal - 1/2 Day Teacher Work day	October 1
12:30 p.m. Dismissal -1/2 Day Inservice Day	October 21
No School (Teacher Work day)	October 22
Parent-Teacher Conferences (5:30 -8:30 p.m.)	October 26
No School	October 29
Thanksgiving Break	November 24 - 26
End of First Semester	December 21
Winter Break	December 22 -December 31
Teacher Workday (no school)	January 3
Back to School	January 4
Extended Learning Session	January 8
Collaboration Day--No School K-12	January 17
1/2 Inservice Day--12:30 p.m. Dismissal	February 10
In-Service/Workday (No School)	February 11
Parent-Teacher Conferences (5:30 - 8:00)	February 14
No School	February 18

Spring Break.	March 21 - 25
Good Friday	April 22
Collaboration Day--No School K-12	April 25
12:30 p.m. Dismissal - 1/2 day Workday (pm)	May 12
All Schools Day (no school)	May 13
Government Extended Learning Session	May 15
Graduation	May 21
End of Second Semester ~ Last Day of School (11:30 dismissal)	May 26
Teacher 1/2 Workday	May 26
Extended Learning Session	June 4

Purpose of the Handbook

This handbook is provided to give students and parents information about the organization and operation of MHS. You are welcome to visit with the administration about the rules and policies of the high school. Students are responsible for meeting the policies and expectations stated in this handbook. The administration reserves the right to make discretionary decisions on unique situations or events not covered in the student handbook.

Nondiscrimination Statement

McPherson USD 418, McPherson, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment of employment in its programs and activities. Questions regarding the above should be directed to the Associate Superintendent, 514 N. Main, McPherson, Kansas, (620) 241-9400.

Principal's Message

Welcome! It's a great time to be a Bullpup. Many new and exciting changes are happening at MHS. The building's emphasis on Citizenship, College and Career readiness, a re-focused Advisory Period and a different approach to testing and accountability make McPherson High School one of the most unique schools in the state of Kansas.

Unfortunately, regardless of what your teachers, your parents or I want, a student can gain nothing unless he/she decides to take action. To use an old phrase "the ball is in your court." You can put forth the effort or academic excellence and prowess on the court, field and stage, or you can choose not to. If you look around the building you can see the choices your predecessors have made. They chose excellence. I hope you do as well.

It is an exciting time one I hope you enjoy and take advantage of. Good Luck!

Bret McClendon

Board of Education

The board of education has adopted this behavior policy and handbook. This was done to support the academic and behavior standards in school. The board of education takes the view that a student attends school for the primary purpose of gaining knowledge and skills and further, that students are expected to work to the limit of their individual abilities.

The board of education believes that while education is a right of American youth, it is not an absolute right. Since you have to be eligible to attend school and since you must act in certain ways and take certain courses of study, it is a limited right or a privilege. The privilege of attending school is dependent upon your continued performance of the duties and responsibilities required of you.

These duties and responsibilities are:

- Obey the rules and regulations of McPherson USD 418.

- Take the required course of study.
- Respect the authority of the administration and staff.

Every student who has a sincere desire to remain in school, to study, and to profit by the educational experiences provided, will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success. Therefore, this student behavior policy is not a threat to any student who carries out their responsibilities as defined above. To carry out these responsibilities is quite easy to conduct yourself as a lady or gentleman, be courteous and respect the rights of others, respect and cooperate with your teacher, and prepare your lessons.

Kansas Board of Regents and Regents Universities Qualified Admissions

Each Kansas resident who has graduated from an accredited Kansas high school and who is seeking admission to a state educational institution shall be admitted if the applicant for admission has achieved at least one of the following:

- a) The applicant has completed the pre-college curriculum prescribed by the board of regents with a minimum grade point average of 2.0 on a 4.0 scale or has been recognized by the board of regents as having attained a functionally equivalent level of education; or
- b) The applicant has a composite American College Testing program (ACT) score of not less than 21 points; or
- c) The applicant ranks in the top 1/3 of the applicant's high school class upon the completion of seven or eight semesters.

Student Information Policy

The McPherson USD 418 Board of Education, McPherson, Kansas, designates the following student information categories as directory information to become public records (i.e. honor rolls, team rosters, student directory, yearbooks):

1. Name, address and telephone number.
2. Parent(s) or guardian.
3. Date and place of birth.
4. Picture and yearbook information.
5. Dates of attendance or grade placement.
6. The most recent educational agency or institution attended by the student.
7. Major field of study.
8. Honors and awards received.
9. Weight, height, and participation in and eligibility for officially recognized activities and sports.

Transcripts issued by the registrar include nationally normed test scores such as ACT, PSAT, SAT and PLAN.

Under the Family Educational Rights and Privacy Act of 1974 and the Elementary and Secondary Education Act, which includes the No Child Left Behind provisions, parents or guardians of students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children. Practices followed in McPherson USD 418 allow for certain student record information to be released for publication. These practices include the publication of student names with their favorable accomplishments, such as honor rolls and awards. In addition, military recruiters have the right to request a listing of student directory information that includes name, address and phone number. Parents who do not want to have any of the above information released should give written notice to the principal, on or before August 28, 2009.

Grievance Policy

Any student may file a complaint with the principal against any school employee or any school rule and regulation. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to the who, what, where and when of the complaint. Any complaint not filed within said 20

day period shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed with the clerk of the board. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal.

Emergency Information

The emergency information sheet indicating the persons to notify in case of an emergency and/or need for medical attention, and granting permission to seek care from the designated physician, are kept on file in the school office and the activities office. These are to be filled out at the beginning of each school year.

Care of School Property

The McPherson community has provided us with one of the finest facilities and some of the best equipment available to enhance the educational opportunities for all of you. We ask that you share in the community pride by taking care of your books, classroom equipment and furniture, and by keeping the school grounds free of litter. Students will be held financially responsible for any damages to school property caused by their reckless, careless or negligent acts. Ours is a school to be proud of, and with proper care, it is one that will serve for many more years. **Please help by doing your part!**

A School Pride Fund of \$1000 will be set aside by the board of education to promote pride in the facilities of McPherson High School. The fund will be made available to the MHS Student Government, to use at their discretion, less the amount of any vandalism costs that occur during the school year to the high school facility. If the guilty party is determined, no deductions from the fund will take place for that specific incident.

Attendance

Attendance Policy: STUDENTS ARE EXPECTED TO BE PRESENT AND PUNCTUAL FOR ALL CLASSES THROUGHOUT THE YEAR. Attendance is the RESPONSIBILITY of the student and/or parent.

Absences: A parent or guardian shall notify school officials any time a student is going to be absent. If the absence is an extended one (more than two days), the parent/guardian should notify school officials when the student is expected to return to school. **Students have twenty-four hours upon their return to verify that an absence is excused unless arrangements have been made with the attendance secretary/administrator. If a student is absent from class more than 15 minutes, it is an absence unless the student is excused by a staff member.**

An excused absence is defined as:

- a) Illness verified by the parent or legal guardian.
- b) Medical or legal appointment verified by parent or legal guardian.
- c) Family crisis.
- d) Planned absence when the parent or guardian requests it, and prior arrangements have been made with the school (example: college visit).

These arrangements are to be made BEFORE the day of the absence. Make-up work is the student's responsibility. For extended, excused absences, about which a student's parent/guardian has made contact with the school prior to the absence, a student should make up the work to be missed before he/she is absent. For excused absences, such as illness, students are given one day for each day absent to make up work unless alternate arrangements are made with the teacher. For school-related absences, work is to be turned in before the student leaves for the day.

If a student needs to be excused during the school day, the parent/guardian should notify the school concerning the reason and time the student is to be dismissed. The student should pick up their Leave Building Permit slip from the office prior to the class period they need to be dismissed from. The student should present the slip to their instructor, to verify the time they are to be dismissed from class, and then bring the slip to the office prior to departure. **Students leaving and/or returning during the school day must check out and/or in through the office. The check out requirement at the time of departure applies even if a student has picked up a Leave**

Building Permit earlier in the day. If a student becomes ill during the day, he/she is to report to the office and an attempt will be made to contact the student's parent/guardian before he/she is released. Students are not to leave until given permission by the office. Failure to follow these attendance procedures will result in the student's absence being unexcused, even if a parent calls to excuse the absence. If a student has left school for lunch and for some reason is not returning, the parent/guardian of student should notify the school at that time. If the student calls in, he/she must have a parent/guardian call to excuse the absence.

Only parents, guardians, or school officials may excuse student absences. School officials will attempt daily to contact parents/ guardians when a student is absent for a significant part of the school day. For purposes of attendance, a significant part of the day is three or more class periods.

Students having an unexcused absence shall not be admitted to class without an admit slip from the office. Students who are unable to provide a valid excuse for an absence shall be considered as unexcused. School officials shall determine valid excuses for absence from school. Disciplinary measures for unexcused absences will be assigned by the administration.

As a method of maintaining communication with students and parents/guardians, students who accumulate ten absences for one or more class periods during one semester will be contacted by school officials. Parents/guardians and/or eighteen year-old students will be contacted by mail. The letter will include the dates of the absences and a copy of the attendance policy. The letter will request a conference by phone or in person. Attendance registers will be sent with all progress reports.

Students who are eighteen years of age may request that they be responsible for their attendance, with parental approval. In such instances, the school will notify the parent/guardian of this change in notification requirements. *An eighteen year-old student is not subject to the compulsory attendance statute and may be dropped from the active roll if not in regular school attendance.*

Attendance Violation: Any absence that is unexcused due to skipping, an unacceptable reason or not following school policy/procedures for attendance. The attendance violation stages **apply for the entire academic year** and do not start over at the end of the fall semester. All absences must be excused or a student will earn disciplinary assignments according to the attendance violation stages stated below.

ATTENDANCE VIOLATION STAGES & DISCIPLINARY ASSIGNMENTS

- Stage One: First attendance violation, assigned make-up time: or one day ISS, Administrative decision.
- Stage Two: Second attendance violation, assigned two days of In-School Suspension.
- Stage Three: Third attendance violation, assigned two days of Out-of-School Suspension.
- Stage Four: Fourth attendance violation, assigned three days of Out-of-School Suspension.
- Stage Five: Fifth attendance violation, assigned five days of Out-of-School Suspension and scheduled for a hearing to consider extended-term suspension or expulsion.

Tardies: Students who arrive at a class after the bell begins to ring will be considered tardy. Students returning late during the lunch hour will receive unexcused tardies. All other tardies will be handled at the classroom teacher's discretion. If a student is tardy longer than 15 minutes, it is recorded as an absence. **Three unexcused tardies equals an unexcused absence. This is effective on the day of the third unexcused tardy. This absence will not be counted as part of the number computed for the semester total.**

Truancy: Each principal is designated as a school attendance officer with the authority to report cases of truancy to the Office of the County Attorney. A student is truant if:

1. The child is subject to the compulsory attendance law (**ages 7-17**) but is not enrolled in a public or nonpublic school, or,
2. The child is subject to the compulsory attendance law and is enrolled in school, but is inexcusably absent for either three consecutive days or five days in a semester, or **seven**

total days during the academic year. (K.S.A. 72-113)

3. A 16 or 17 year-old student may be exempt from the compulsory attendance requirement if one of the following criteria is met:
 - a) The student is regularly enrolled in a program recognized by the local board of education as an approved alternative educational program.
 - b) The student and parent attend a final counseling session at the school and both sign a disclaimer, provided by the school acknowledging the ramifications of terminating the student's educational program. Alternative educational options available to the student will be reviewed during the final counseling session.

Student Management and Discipline Explanations

Code of Conduct: All students are expected to conduct themselves as ladies and gentlemen at all times. Good discipline is essential to the operation of an effective educational system. Although discipline is not offered as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency in an individual. It is the key to good conduct and proper consideration of other people.

Self-discipline is the most efficient way of obtaining the proper atmosphere toward rules, regulations, and responsibilities. A fundamental belief at MHS is that teachers have the right to teach and students have the right to learn. Any student who infringes on these fundamental rights will be subject to appropriate corrective action.

Conferences: Student management problems and concerns may be addressed through conferences with teachers, parents, counselors, or administrators. The student may then be given the opportunity to correct his/her behavior and continue his/her education.

Detention: Detentions may be issued for misbehavior or unexcused tardies. Detentions will be served at the teacher's discretion. Any student who fails to report for a detention will receive an additional detention. **A second failure to report for a detention will result in an office referral.**

Inappropriate Behavior: In an effort to promote and ensure a safe, effective educational operation, the following will not be allowed at MHS. This list is not intended to be all inclusive:

- Harassment,
- Hazing/Initiations,
- Throwing snowballs,
- Possession or shooting of fireworks,
- Possession of knives/pocket knives,
- Disruption of the learning environment,
- Sitting on tables or desks,
- Running in halls,
- Eating or drinking in any areas other than the activity center without administrative approval,
- Offensive language,
- Sexual misconduct.

As a general guide, a display of affection between the students is limited to hand holding only. Kissing and intimate embracing are inappropriate.

In-School Suspension: For disciplinary purposes, students may be assigned to ISS. In addition to behaviors listed or implied in Suspension and Expulsion, an administrator may assign a student to ISS for other violations of the code of conduct or repeated unexcused absences from school.

Failure to meet work or conduct expectations while assigned to ISS, will result in an immediate Out-of-School Suspension for open defiance.

Law Enforcement Reporting: McPherson USD 418 and MHS are required under the

provisions of the Kansas School Safety and Security Act to report to local law enforcement an act committed at school, on school property, or at a school supervised activity which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons.

Suspension and Expulsion: In accordance with K.S.A. 72-8901-8906, the board of education authorizes the principals, assistant principals, and the assistant superintendent to suspend or expel any pupil or student guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the board of education.
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
3. 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 any school supervised activity.
4. Conduct which, if the student is an adult, constitutes the commission of a misdemeanor or felony or, if the student is a juvenile, would constitute the commission of a misdemeanor or felony if the student were an adult.
5. 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.
6. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
7. Possession of a weapon at school, on school property or at a school sponsored event.

Short Term Out-of-School Suspension (OSS): If a student earns a short term OSS the following regulations apply:

1. The student must not be in a school building, at any school-sponsored activity (home or away), or on the property of McPherson USD #418 while suspended from school.
2. When a student returns to school after a period of suspension or for a hearing, the student should first report to the principal's office.
3. An OSS will be classified as an unexcused absence.

The student's parent/guardian will be provided notice of the disciplinary assignment. The OSS period will be no longer than ten school days and a parental conference may be required prior to the student's readmission to school.

Suspension Limitations: If a student earns a second OSS during an academic year, the student will be placed on probation. The parent and student will be notified of the probationary status at the time of the second OSS. If the student is suspended (OSS) for a third time, he/she will be reviewed for an extended-term suspension or expulsion hearing. Flagrant violations may result in a student being recommended for an expulsion hearing at any time.

Things You Need to Know

Academic Integrity: Students are responsible for doing their own academic work. Any student caught cheating may be referred for disciplinary action. This may include classroom penalties and/or suspension dependent upon the severity and/or frequency. The disciplinary progression for academic dishonesty applies throughout the student's academic career. The teacher and/or administration will initiate parent contact for any incident of academic dishonesty.

Before & After School Test Retakes: Students needing to retake tests in accordance with classroom performance accountability policies should make every attempt to complete the test with their primary instructor. On Friday's and the last school day before a vacation

or extended weekend the testing program will only be held in the morning.

Book Rental: Students rent textbooks through the school district. Additional fees may be charged for specific courses. Students renting the textbooks will be responsible for paying the replacement cost of any lost, stolen, or damaged books. Free books are available for qualifying students. For more information, please check with the school principal. Students may purchase their textbooks if they so choose. Each student will receive the HighLife newspaper.

Book fees will be refunded on a prorated basis, up until the last four weeks of the school year, if a student leaves school for the year.

Church Night: Wednesday evenings are customarily reserved for church activities in the McPherson community, therefore school activities, under MHS jurisdiction, will not be scheduled on Wednesday evenings.

Class Rank

Class rank will be determined by a formula that is designed to reward a student for performance in the local curriculum, standardized test score (ACT) and for taking the Kansas Board of Regents (KBOR) recommended curriculum. The formula is as follows:

Weighted GPA + [ACT score x .1] + KBOR curriculum (1 or 0) = Total Class Ranking Score

Example: Weighted GPA (4.0) + ACT [28 x .1 = 2.8] + 1(completion of KBOR curriculum) = 7.8
(Total Class Rank Score)

The Weighted GPA & ACT scores will be calculated based on the best score on record at the end of the seventh semester to determine the graduation class Valedictorian and Salutatorian. The rank will be recalculated after eight semesters to determine the final class rank. The KBOR value will be one point for completing the recommended curriculum or zero if the student does not complete the curriculum and will also be determined at the end of the seventh semester. If the student were enrolled in coursework during the eighth semester to complete the KBOR requirements, then they would get the point for meeting this criterion.

The KBOR point will be based on completion of the Qualified Admissions curriculum. This curriculum is included in the MHS Curriculum Guide document posted on the USD 418 website within the MHS link or available upon request from the school guidance office.

Communication Devices & Electronic Equipment: Students are not to use cell phones, text message or access the internet from nonschool personal communication device at any location in the building when class is in session.

MHS discourages students from bringing personal communication, gaming, or music devices to school. However, given that some people can study better while listening to music, such devices can be used, with headphones. A teacher has the right to determine when and whether or not such devices are permitted in their classroom.

If at any time the music disturbs others or is found to be inappropriate in content, then the privilege of listening to music will be revoked for that student. Students and parents should note that personal communication, gaming, or music devices are occasionally lost or stolen and MHS is not responsible for such loss. **The student brings such items to school at their own risk and the administration will not invest time in investigating the loss or theft of this type of equipment.**

One additional point that is a non-negotiable item – Students may **never** use any devices of this type during instruction or testing, unless specifically approved by the instructor.

Community/Classroom Experience Permit: When it is necessary for students to leave the building for class related activities during a class session, the teacher will issue a Community/Classroom Experience Permit. The teacher must have a consent form on file, signed by the parent or person acting as a parent, authorizing the student to engage in community experiences relating to the curriculum of the course. The Community/Classroom Experience Permit must be presented to the teacher when the student returns to campus.

Computer and Other Technology Use:

McPherson High School Computer Use Policy

Technology has become an integral part of our everyday lives. The board and administration strive to provide a balanced technology program to ensure that employees and students have the following opportunities:

- To participate in a technology literacy program
- To gain an understanding of the applications of technology in today's society
- To gain an understanding of the social implications of technology applications to society
- To develop basic skills in general technology use in home and work-related settings
- To develop skills in the use of technology as instructional tools
- To develop programs and materials to assist the district in providing excellence in education
- To develop vocational skills which can lead to further training or employment opportunities in the field

The purpose of providing internet and electronic mail access to students and staff is to promote resource sharing, innovation, and communication. McPherson USD 418 recognizes that with the use of technology comes the possibility that users may access material that is not considered to be of educational value in the school setting. However, McPherson USD 418 firmly believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

The internet provides a connection to millions of computers worldwide. The internet can be used to access information that promotes learning and supports the educational objectives of McPherson USD 418. The district requires legal, ethical, and appropriate use of the network/internet. Transmission of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secret. Use of the network for commercial activities, product advertisement, religious proselytizing, or political lobbying is prohibited.

The district reserves the right to access stored records in cases where there is a reasonable suspicion that there has been a violation or misuse of the system.

If a user violates provisions, their account will be terminated and future access and usage may be denied. In addition, disciplinary measures may be taken by supervisory personnel.

Computer Policy Statements

This policy statements list is not all inclusive and the administration reserves the right to make discretionary judgment(s), based on the intent of the district computer use policy, for unique situations not addressed in this listing.

Use and Care of Computers and Network Services:

- The student agrees to follow all USD 418 regulations and policies governing the use of the computer and district network services.
- The computer is the property of USD 418 and as such is subject to screening or review for appropriate use at the discretion of school personnel.
- The student shall not remove or alter any USD 418 identification affixed to the computer or alter the identification within the image of the computer, such as the computer name or identification number.
- The student/user should not share their password or account access information with anyone, other than a parent/guardian. The student has ultimate responsibility for the use of their account on the network. The student will be liable for any violations that are traced to their account.
- The student must immediately report theft (or suspected theft) of a school computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel.

- Students should report flagrant misuse or abuse of a school computer or network services to school personnel.
- Students are prohibited from playing non-academic games, including internet-based games, during the instructional day. Any game a student is playing during the school day must be directly related to a school assignment or activity and have prior approval by the instructor.
- Pornographic, obscene, vulgar images, sounds, music, language or materials, including screen savers, backgrounds, pictures or other sexually suggestive content are prohibited.
- Altering and/or attempting to modify the original system configuration of a school computer is strictly prohibited.
- Downloading music or videos is allowed only for academic purposes. Any download must be appropriate for school use.
- Students should back up their academic files to their network data folder on a regular basis. When a computer has to be rebuilt (i.e. system software reconfigured), the computer will be returned to the school with only the operating system and software of the originally established district image. All files stored on the computer will be lost.
- Carry a computer with the top/lid closed.
- Students should not deface or decorate a school computer in any way. The computer is the property of the district and should be given the same care and treatment as all other school property and equipment.
- Only school computers and other devices that access the network provided by USD 418 are allowed in the building for use with the district provided network during the instructional day, unless given prior approval by school officials.
- Classroom teachers may establish additional standards/procedures for computer usage in their respective classrooms.
- No online chatting at school, unless required by a specific assignment and under a teacher's supervision.
- Students should never share personal information about themselves or others while using the computer and/or district network services.

Examples of unacceptable computer/network use:

- Using impolite, abusive, sexually suggestive, or otherwise objectionable language in either public or private messages. This would include internet communication acronyms that could reasonably be interpreted to be inappropriate in their intent.
- Using the technology or network/internet access to disrupt the activity of others, disrupt the educational environment of the school, to harass or discriminate against others, to waste material or human resources, or to interfere with the operation of the network or technology systems provided by the district.
- Using the computer /network services for personal or private business, for product advertisement/solicitation or political activities.
- Using the network for or engaging in illegal activities such as tampering with computer hardware or software, unauthorized entry into the computer, vandalism or destruction of computer files, or downloading of a malicious code.
- Use of the computer to access sites and/or files over the network/internet that are not related to academic purposes or are not aligned with the educational purpose of the district during the academic day.

Conduct for School Assemblies: School assemblies are provided to enhance the total school program. Proper conduct is expected of all students and courteous attention should be given to the person(s) conducting the assembly. Disruptive behavior will be grounds for disciplinary action.

Credit by Examination: A student who intends to attempt establishing credit by examination must notify the counselor or building principal of the intent by written application no later than the fall (October 1) or spring (March 1) deadline for the immediately following semester. Any high school

student who believes (s)he can demonstrate advanced mastery of the competencies of a required or a prerequisite course without formal participation in and completion of the course may file a request, in the guidance office, to attempt credit by examination. If the request is approved and the student successfully demonstrates the required competencies, (s)he shall be granted credit for the course and may advance to a more appropriate level of study. A student shall be limited to one attempt to test out of any one course. Complete information and application forms may be obtained from the guidance office.

Daily Points: Teachers are encouraged to incorporate daily points into the overall assessment of a student's performance and academic grade. Daily points are earned by meeting the daily expectations for a student in class. If daily points are being utilized, the teacher will outline this on the classroom expectations plan.

Dance Guidelines:

1. All student dances will be held in the Activity Center and will run from 8:00 - 11:00 p.m. Water will be provided and lighting will be such that all students can be seen and identified.
2. All students may be checked on entry and exit for the presence of alcohol on their breath. Any student who is found to be under the influence of alcohol will be subject to a five-day out-of-school suspension and a hearing to consider their future status as a student at MHS. This penalty may be reduced to a three-day suspension of the student and parent agree to have the student complete a drug and alcohol assessment and awareness program. The assessment would be the financial responsibility of the parent and the awareness program is provided by the school district. The student's parent(s) would be notified and the violation would be reported to the McPherson Police Department, as required by the School Safety and Security Act.
3. In addition to administrative personnel, four staff members and four parent chaperones must be present for the purposes of supervision. The sponsoring school club or organization will be financially responsible for two police reserves hired to work all student dances.
4. Representatives of the sponsoring club or organization and the disc jockey will develop a play list of songs for the dance. This list will not include songs containing profanity or content inappropriate for the school setting. In addition, the play list should include a broad mix of song styles to cover the range of interests present within the student body.
5. Students dancing together must dance facing one another and there must be space between them. (Face to face and there must be space!) The exception would be a slow dance. However on a slow dance the hands must stay above the waist level. Any student (s) who violate these guidelines would first receive a warning. This warning would be noted and carries forward throughout the year. A second violation would result in dismissal from the dance and the student not being eligible to attend any remaining dances that school year, including prom.
6. Students are not to congregate in a tight pack on the dance floor area. If a pack develops supervisory personnel will ask the D.J. to give a verbal reminder to spread out on the dance floor. If the pack persists the music will be stopped and supervisory personnel at the dance will issue a final warning. If this does not resolve the issue, the dance will be immediately terminated and no refunds will be granted.
7. Students are hereby given notice that there may be photographic or video equipment utilized by supervisory personnel at any or all dances.

Dress:

1. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student will not:
 - a) lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes would disrupt or interfere with the school environment or activity and/or educational objectives;
 - b) present a physical safety hazard to self, students, staff, and other employees;

- c) create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence;
- d) or imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property, or on one's person.

The principal, or his designee, shall take appropriate corrective and disciplinary action as necessary.

2. Clothing and apparel that bears offensive designs or language, advertisement of alcoholic beverages, drugs and/or tobacco products are prohibited at school and school activities.
3. Clothing and apparel that is of such cut or design as to be considered immodest, shall be deemed inappropriate for wear at school and school activities. Given that styles change over time, the intent of these guidelines are to promote the purpose of the school and reduce potential distractions to the teaching and learning environment. The administration reserves the right to add more guidelines, if deemed necessary.

Coaches, sponsors, administrators, and the student government will assume the responsibility of regulating dress and grooming of students participating in school activities or public performances.

In the event an article of clothing, as defined in section 2, paragraph one, is in question as being inappropriate or offensive, the following procedures may be followed:

- A teacher may request that the student turn the clothing inside out;
- If the student chooses not to comply with the teacher's request, the student will be sent to the office and the administration will make a decision on the appropriateness of the clothing and determine the immediate action to be taken;
- If the student does not agree with the decision rendered by the administration, an appeal may be made to the student government executive board. The executive board will then present its recommendation to the administration;
- The administration will meet with the student government executive board within two school days to respond to the appeal;
- If the student is not satisfied with the decision, an appeal may then be made to the superintendent of schools and the board of education.
- **Students will not be permitted to wear hats, bandanas, or any form of headgear in the building during the school day (8:15 a.m. – 3:26 p.m.). Head gear of an appropriate nature will be allowed during inside athletic events. Any exception to this policy requires prior administrative approval.**

Students participating in physical education are to wear red shorts and white T-shirts. The clothing shall be of proper fit to afford modesty and permit the student free action to carry out P.E. activities. The class instructor may determine whether or not the clothing meets the requirements and may request that students wear clothing that does.

Drugs/Alcohol: A student shall not possess, use, consume, transport or be under the influence of an intoxicating beverage, controlled substance or drug paraphernalia in any attendance center, on school property, or at any school sponsored activity. Violation of this policy will result in suspension and an expulsion hearing.

The behavior, appearance and demeanor of the student or the detection of the odor of alcohol or any controlled substance resulting from consumption or use, may be used to determine if the student is under the influence of any intoxicating beverage or controlled substance. A breathalyzer test may be used by the administrators, or their designee(s), at their discretion for suspected consumption of alcohol.

Violation of this policy will result in suspension and may result in expulsion. A Request to Administer Medication form must be completed and on file in the school office, if school personnel are to administer any medication to a student at school or school activities. Authorized and proper usage of prescription medicine shall not be considered a violation of the drug and alcohol policy.

Improper usage, abuse, or distribution of any medication, prescription or over-the-counter, may result in disciplinary action.

Emergency Closings: If there is an emergency closing of MHS, an announcement will be made as soon as possible on KNGL-1540 AM, KBBE-96.7 FM, KSAL-1150 AM, KFDI-1070 AM, KFDI-101.3 FM, KYEZ-93.7 FM, and KWCH Channel 12 TV, and the AlertNow phone system.

Enrollment Requirements: All students, except for second year seniors or married students, shall enroll in a minimum of seven periods **and be in regular attendance**; exempted students may enroll in courses needed to complete graduation requirements. Course changes may only be made within the first two days of each semester.

Students should select their classes very carefully as class changes will not be permitted unless they meet one of the following requirements:

1. The teacher/administration believes it is academically in the best interest of the student to change a class.
2. The student's schedule must be changed to meet graduation requirements.
3. The student's schedule must be changed to balance class loads.
4. The student's schedule must be changed for medical reasons (supported by a doctor's statement).

A student's schedule will not be changed because of a teacher preference. Students currently under suspension or expulsion from another school shall not be permitted to enroll in MHS.

Acceptance of a student enrolling ten days or more after school has started is subject to review by the administration.

Resident Students: To attend school at MHS, students must be a resident of McPherson USD 418 or live with a resident of USD 418. The resident of the district with whom the student is living must be the student's parent or person acting as a parent who has the USD 418 Durable Power of Attorney form on file designating them as the responsible party for the student. The residence must be the residence or place where the student regularly sleeps each night. Any student moving outside the district after school has started may finish the year. Non-resident students will be considered for enrollment according to the process below.

Non-Resident Students: Non-resident students may be admitted after submission and approval of an application according to the McPherson USD 418 policies. A new application has to be submitted for each year and an application can be denied based upon administrative review of a student's academic, attendance and citizenship records.

Transfer Students: Any student (in good standing) transferring from an accredited school shall be eligible for admission. Students who transfer from non-accredited schools shall provide the following information:

1. Name of Course.
2. Accreditation agency of the previous school.
3. Name of the instructor.
4. Instructor's state certification.
5. Number of clock hours of course duration.
6. Grade entered.
7. Units of credit given by previous school.
8. When credits were earned.

Credit will be considered for acceptance by the principal as validated work after considering items 1 through 8.

First Time Enrollments: The proof of identity for students enrolling for the first time in the district may include, but may not be limited to, such items as the student's birth certificate, a copy of the court order placing the student in the custody of the Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentary evidence that the

board of education considers satisfactory.

If the identity of the student is not proven by documentary evidence within 30 days, the enrolling office shall notify the local law enforcement agency as required by law.

Transfer Students - Secondary Credit (9-12): Students entering MHS may receive credits from an accredited high school. Granting of credits from a non-accredited high school will be subject to program review by the principal and Assistant Superintendent for Instruction. Any credit granted from a non-accredited program will be recorded as pass or fail with no points toward grade point average. Thus, only credits and points earned from a high school which is accredited by the state department of education of the home state of the granting school will be used to compute the grade point average. Students must attend and receive credits from high schools accredited by the state department of education the final three years of high school to be eligible for selection as valedictorian or salutatorian.

Exclusion from Instruction: McPherson Board of Education policies provide a provision to request that their child be excused from instructional topics which

- a) involve human sexuality and AIDs, or
- b) topics that are objectionable on religious grounds.

Parents who believe either situation applies for their child should contact the school principal for information about the procedures.

Final Exams: Teachers will administer a summative final assessment, final course project and/or performance retakes during the final exam schedule or final days of the semester. In order to protect the integrity of the exam, final examinations will not be administered early. Arrangements should be made by students with the individual teachers to take the exams when they return.

There will be no exemptions for final exams and a student's academic grade will be based on their performance in the course. A student receiving an incomplete for a course must complete course requirements within the timeline established by the instructor and approved by the administration.

Final exam dates for the Fall semester will be December 20 and 21, 2010. Final exam dates for the Spring semester are May 18 and 19, 2011 for seniors and May 24 and 25, 2011 for underclassmen.

Fire and Tornado Drills: State regulations require that three tornado drills and monthly fire drills be held during the school year. Occupants of the building are required to respond immediately. In the event of a tornado, students should not leave school until it is deemed safe to leave. When a tornado warning is in effect, students will not be dismissed unless a parent picks them up or an administrative approval is given.

Any student found guilty of purposely activating a false fire alarm shall be suspended immediately and legal action will be taken against the student.

Grade Classification: Grade classifications will be based on the number of accumulated credits:

All students must have earned the following credits at the end of the previous semester to be classified at the grade level indicated: sophomore - 6; junior - 12; senior - 19

Grade Reports: Grade reports will be issued following the completion of each academic semester. Teachers will have progress reports available for parents during parent-teacher conferences.

Students who are 18 years old may request responsibility for communication concerning their grades and academic progress.

A notice to parents of students who do not have e-mail/PowerSchool access and whose student(s) are not completing satisfactory work will take place at least once each semester.

If a student is removed from a class and cannot transfer to another class, a grade of F will be recorded.

Grading Scale/Grade Point Average: The grading scale for all courses at MHS is listed below. Grade point average (GPA) will be calculated utilizing a system whereby a grade of A = 4, B = 3, C = 2, D = 1, and F = 0.

McPHERSON HIGH SCHOOL GRADING SCALE

A+	100-98	A	97-93	A-	92-90
B+	89-87	B	86-83	B-	82-80
C+	79-77	C	76-73	C-	72-70
D+	69-67	D	66-63	D-	62-60
F	59 and below				

Any course that is designated as Pre-Advanced Placement (Pre-AP) or Advanced Placement (AP) will receive an additional grade point. The grade stands as dictated by the percentage earned in the course, only the grade point is adjusted.

Graduation Requirements: Students must earn twenty-six credits and meet the designated requirements of the academic program to be eligible for graduation from MHS. These credits must include:

- 4 units of English
- 3 units of Social Science
- 3 units of Science
- 3 units of Math
- 1 unit of Physical Education
- 1 unit of Fine Arts
- 11 units of electives

Hall Passes: Teachers will record a hall pass in the Student Handbook/Planner when it is necessary for students to leave the classroom. When students receive permission to leave class, they should promptly take care of the designated business, return to the classroom and have the teacher sign the time returned in their planner. Any school employee may ask to see the student's planner and check the hall pass when they are in the hallway while class is in session.

Hazing: Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For purposes of this policy, hazing is defined as any activity that recklessly, intentionally, or unintentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization or activity recognized by the Board of Education. Any student who believes they have been subjected to hazing should promptly report the incident to a staff member or principal.

Homebound Instruction: Educational services will be provided in the home to students who are unable to attend school because of a mental and/or physical illness. Arrangements may be made through the school administration.

Homework: Homework is an important part of the educational program and it is the students' responsibility to complete assignments to fulfill the requirements of their courses. Homework assignments may be requested for up to three school days. The instructor will provide additional homework, after the initial homework has been satisfactorily completed.

Honor Roll: The honor roll is published following each academic semester. Students with a grade point average of 3.3 to 4.0 are eligible for the honor roll. Students with a grade point average of 3.0 to 3.2 are eligible for honorable mention. **To be eligible for consideration for the honor roll, a student must be a full time student and be taking no more than two pass/fail or audit classes.**

Immunizations: Kansas law requires that students entering a Kansas school must present current evidence of immunization. Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations. Students may also enroll if the pupil is transferring into this district and who are awaiting transfer of records or have a written medical or religious exemption.

Library/Media Center: Students may check out a wide variety of books, magazines, and reference books. The library is a resource center and a place for quiet study; it is not to be used for socializing or lounging. Hours are from 8:00 a.m. to 3:45 p.m.

Check out time periods are two weeks for books; one school day for magazines and reference materials. All materials may be renewed, unless they have been requested by someone else. **Students must place all materials they are returning into the book drop; if they do not, they will be held responsible if the materials disappear.** All overdue materials will cost ten cents per day. Materials must be brought back to the library for renewal.

Students are responsible for replacement cost of any material damaged, lost, or stolen.

Lockers: A MHS locker with combination lock will be assigned to each student upon enrollment. Lockers are the property of McPherson USD 418 and therefore are subject to periodic inspection. Students are to keep their lockers secure at all times and are not to share a locker or give the combination to other students. In the event a lock is lost, the student to whom it was assigned will be responsible for paying the replacement cost.

Loitering: Students have the responsibility of meeting their daily schedule. This should be accomplished with minimum time in the hallways. Passing periods should be used efficiently minimizing time out of class. **Students are not to be in the parking lots during passing periods.**

Students enrolled in Psychology Lab, Teacher Aide, or Internships are expected to be at their assigned locations during those hours and not loitering around the building. The gym is a classroom area for the physical education classes. Students are not to loiter in the gym area. Students who have completed their scheduled school day are to be under the supervision of a teacher if they remain in the building or on school grounds.

Lunch and Breakfast: Well-balanced meals are available to students each day. Breakfast is served in the cafeteria beginning at 7:30 a.m., and is open until 8:10 a.m. Breakfast and lunch are available as a meal, or as a la carte items, purchased at the posted individual prices.

Students are responsible for their own permanent, bar-coded meal ticket that will draw from their meal account. Three meal tickets will be replaced free of charge and each additional one will cost \$5. Deposits into the student's personal meal account can be made prior to 8:10 a.m., each school day in the cafeteria. Checks should be made payable to USD 418. Students are not allowed to charge, or go negative, on their meal accounts. Students may bring sack lunches, which should be kept in their lockers until their lunch period.

The schedule at MHS allows senior level students a 30 minute open lunch period. Freshmen, sophomores and juniors have closed lunch and are restricted to the areas discussed below during their lunch period. Violation of the closed lunch or designated area requirements during lunch results in a two day Out-of-School Suspension. Seniors providing transportation for underclassmen to violate the closed lunch policy would be assigned a two day suspension. First lunch period is from 11:04 a.m. until 11:34 p.m.; second lunch period is 12:02 until 12:32 p.m. Parents wishing to pick up their freshmen, sophomore or junior students for lunch should make arrangements through the high school office. It is recommended that lunches purchased at school, or brought from home be eaten in the AC. Food or drink will not be permitted in the roundhouse or classroom areas and students are not permitted to loiter in the classroom areas. During their lunch period, students are to be in the AC, library (if studying/reading) or in the areas just outside the main east and west entrances. **Students are not to be in the parking lots without permission.** Students are not to be in any other areas of the building or campus until the end of their lunch session unless they have a pass from a teacher, coach or sponsor.

Students are expected to assist in keeping the AC clean by clearing their trash and trays from the tables.

Parking: Student parking is available in the south and west parking lots. Students are not to park in other areas without permission. For safety reasons, students are to register any vehicle to be parked on campus during the school day with the office. School administration may restrict campus parking privileges because of space limitations. **McPherson City Police patrol the parking lots regularly for student and staff safety. McPherson city ordinances are in effect on school property. Parking tickets will be written when appropriate.**

Reserved parking is designated for staff in the west parking lot and other designated areas.

Students are not permitted to park in reserved parking stalls, stalls designated as visitor parking, or in the bus loading zone in the northwest lot between 6:45 a.m., and 3:45 p.m., on school days. Parking and/or driving violations on campus will result in disciplinary action.

Pass/Fail Courses: Students may take one elective course, as well as teacher's aide, library aide, or office aide, each semester on a pass/fail basis, with written permission from a parent/guardian. A class must be designated pass/fail prior to the end of the ninth week of the semester. These dates would be October 16th for the fall semester and March 5th for the spring semester. However, if the student fails the class, the grade will be included in figuring the grade point average.

Personal Conflict: All students are expected to conduct themselves as ladies and gentlemen at all times. Fighting, harassment, and intimidation are not acceptable behaviors at MHS. Violators will be referred to the administration for appropriate intervention activities. Suspension or expulsion may result due to a violation, as well as disorderly conduct charges filed with the police department.

Racial Harassment: Any student who believes he or she has been subjected to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, a guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Sexual Harassment: McPherson USD 418 policy states District employees shall not sexually harass, or permit sexual harassment of a student by a district employee, student, nonemployee, or nonstudent.

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student.

Student Handbook/Planner: All students are required to have their Student Handbook/Planner with them daily in classes. If lost, the replacement cost will be \$5. Students are encouraged to regularly record assignments in their planner and teachers may incorporate usage of this organizational tool into daily points for the class. Students will also use the Student Handbook/Planner as a hall pass. Students without their planner will not be permitted to leave class.

Supplies: Students are expected to purchase the necessary supplies for their classes. Paper, pencils, and ball point pens may be obtained from the vending machine in the AC.

Telephones: Telephones in the building are for conducting school business; they may be used upon return from away school activities and in emergencies. Generally, only messages from parents will be taken for students. Students will not be called out of classes for telephone calls, except in an emergency.

Tobacco: MHS is a tobacco free campus for students, staff and visitors. Possession, smoking, or the use of any tobacco is prohibited at any time on school property or immediately adjacent property, or at any school activity, home or away. In view of the health concerns, the use of tobacco is discouraged at any time.

According to the Cigarette and Tobacco Products Act, effective July 1, 1996, purchasing or possessing, or attempting to purchase or possess tobacco or tobacco products by minors are misdemeanor offenses. Law enforcement officials will be notified as per the Kansas School Safety and Security Act.

Transportation: Bus transportation is available to McPherson USD 418 resident students living outside the city limits. Information about bus routing and times may be obtained by contacting the bus barn, 241-6830, or the USD 418 business office, 241-9400.

Vending Machines: Vending machines are available for student use outside of the school day. The bottled water machine will be available and students can use this machine during the day.

Food and drink, with the exception of bottled water, are not to be outside of the AC. Individual teachers have the authority to limit or prohibit bottled water in their classrooms.

Visitors: All visitors to MHS must check in at the office. In the case of student visitors, parents must contact a school administrator to obtain permission and a Visitor's Pass prior to the visitor coming to school. Multiple day visitations and visits during the first or last five days of each semester are not permitted.

Weapons: A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on school grounds or off the school grounds at a school activity, function or event. (This includes on all school provided transportation.)

This policy shall include any weapon, any item used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation).

As used in this policy, the term firearm means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

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 ounce, mine or other device similar to any of these devices. (See Board of Education Policy JCDAC)

Working Students: Students should not accept employment that interferes with the school day. This is to make it possible to carry out activities and/or detentions, when necessary, without interference.

Seniors who are enrolled in school sponsored work programs are permitted to be employed during the school day. However, employers should be informed that if the students need to stay at school until 4 p.m., they will be expected to do so.

Activities Information

Bowling, tennis, soccer, football, volleyball, cross country, wrestling, basketball, swimming, golf, track, baseball, softball, hi-steppers, cheerleading, debate, forensics and Scholars Bowl are offered at MHS.

Students are eligible for these sports and activities and regional/state competition in band, orchestra and vocal music if they meet the following criteria:

1. Bona fide student of MHS in good standing;
2. Have passed at least five subjects the previous semester;
3. Enrolled and attendance in at least five new subjects (not previously passed) during the current semester;
4. Have not been in high school more than eight semesters;
5. Are not 19 years of age on or before September 1.

MHS Subject Mastery and KSHSAA Eligibility Requirements:

1. Students who have not mastered all units of study when the semester is over will receive an In Progress (IP). Students having more than one unit of study not mastered in a subject will be declared as not having passed that course for the purposes of eligibility for extracurricular activities.
2. Any student having one unit to complete in a course will have one opportunity consisting of a maximum of six hours during the course of one day to complete the course work at mastery level. The one day, six-hour session will occur within ten calendar days after

classes commence for the spring semester or ten calendar days after Memorial Day.

3. Any student meeting the criterion in item two who has not passed and/or completed five subjects of unit weight, including marks of IP, will be held out of competition during the subsequent semester until MHS can verify mastery of subject matter and eligibility.
4. Any student completing mastery during the allotted time frame noted in item two and meeting KSHSAA requirements would be declared eligible by MHS and immediately allowed to participate in interscholastic competition.

Any questions concerning eligibility should be directed to the activities director.

Absences for School Activities: Students are responsible for securing and completing assignments in those classes which might be missed due to participation in any school-related activity. The student is to personally make contact with the teacher(s) of the class(es) to be missed prior to the activity's date and time of departure to establish a timeline for the completion of any work missed due to the student's absence.

Activity Participation: **Students may not practice or participate in a contest on a day they miss any part of the school day unless they are given prior approval by the assistant principal/activities director. Students who miss school for any part of a given day, due to illness, will not be able to participate in a game or practice that day.** When calling the school to make arrangements, the parent/guardian should **call the Activities Office directly at 241-9510. This information will be given to the attendance office and the activity coach or sponsor.** If for any reason the student's absence is not detected and the student takes part in the day's activities, they will be held out of the next corresponding contests or practice immediately after the absence is detected.

Students with reoccurring tardies will be conferenced by their respective activity sponsors. Continued tardies will result in a conference with the activities director and may result in the student being withheld from the extracurricular activity.

Activity Tickets: Students may purchase an activity ticket, which allows admission to home football, soccer, basketball, softball and baseball games, home wrestling and volleyball matches, the all school musical and all school play. The activity ticket does NOT include admission to any invitational tournaments hosted by McPherson or KSHSAA events held at MHS. Tickets must be presented at the gate for admission to the activity. A \$3 charge will be assessed if a duplicate ticket is issued.

Students will not be given a pass out after they enter an activity unless prior arrangements have been made with the Activities Office.

Participation Fee: Any student who participates in a KSHSAA sponsored activity will be required to pay a participation fee of \$50.00 prior to the first competition or activity. The cost is \$35.00 for reduced lunch students and \$0 for students receiving free lunches.

Admission Prices: Adults \$6.00 and students \$4.00.

Conduct and Sportsmanship at High School Activities and Athletics: Activities and athletics are included in the total school program because of their educational value and the added dimension they provide to the educational opportunities for students.

Fans, both students and adults, are expected to exhibit good sportsmanship at all times. Individuals who fail to comply with management requests for compliance of acceptable standards may be removed from the contest.

Continued wide-spread use of inappropriate conduct may result in the contest being suspended and the stands emptied before continuing or cancelling the contest.

Fund Raising: School organizations or groups will need to acquire written administrative approval before conducting fund raising by sales promotion. No food products are to be sold during the school day as part of a fund raising activity. Funds raised by the promotion must be used for the approved purpose.

Insurance: The school district does not have insurance to cover initial medical expenses of students injured in accidents while participating in school activities. The district does purchase an

insurance policy for students participating in interscholastic activity programs to cover excess medical costs. This policy has a \$25,000 deductible and pays if not covered by a primary insurance policy.

Letter Awards: Students who participate in varsity athletics and meet the letter requirements established by the head coach and are in good standing in school will receive a seven-inch chenille M. All freshmen athletes will receive a freshmen numeral. Any student athlete participating after the freshmen year may purchase a numeral from the Activities Office.

At the beginning of each season, coaches will review and provide a written copy of the criteria for lettering with the participants in each sport.

National Honor Society: The National Honor Society is based on four pillars: Academics, Leadership, Character, and Service. Membership in the National Honor Society is a privilege earned through outstanding achievement. Juniors and seniors with cumulative weighted GPAs of 3.5 and above are invited to apply for membership in the spring semester. There is no minimum or maximum number of students who are invited to join NHS.

Once an invitation has been offered, potential members, called interns, should complete the application packet and return the necessary documents by the date required. Completed packets will include a listing of the student's activities during high school that highlight his or her leadership, character, and desire to serve the community. Additionally, each student is required to write an essay according to the prompt in the application packet. Incomplete packets will not be considered.

After the application packets have been submitted and compiled by the sponsor(s), all faculty members will be asked to give feedback about each of the interns who submitted applications.

The NHS faculty council will then consider each student's application, teacher feedback, and review the essays as necessary. Students who epitomize the pillars of the National Honor Society will be inducted as members. There is no limit to the number of students who may become members each year. It is the desire of the McPherson High School Chapter to uphold the values and integrity of the National Honor Society.

Complete bylaws of the McPherson chapter of NHS may be obtained from the NHS sponsor.

Pep Rallies: Pep rallies will be determined by the director of activities. The purpose of pep rallies is to generate enthusiasm for interscholastic games and to promote a wholesome and sportsman-like school spirit. Students are urged to participate in the rallies.

Physical/Parental Consent Forms: Prior to participation in any interscholastic athletic activity, practice or competition, including cheerleading or Hi-Steppers, a student must have on file with the Activities Office the completed, signed KSHSAA physical and MHS parental consent forms. The KSHSAA physical form must be completed after May 1 of the previous school year and must be signed by the physician, parent/guardian and student. The MHS parental consent form contains information regarding assumption of risk of injury, student information and a medical release form, as well as standards of behavior and discipline for all MHS activities participants. This form also requires multiple signatures on the part of the student and parent/guardian. Blank forms may be picked up in the Activities Office and must be turned in prior to the beginning of the respective activity season. A student cannot practice without both the KSHSAA physical and the MHS parental consent form being on file in the Activities Office.

Special Recognition: Students participating in extracurricular activities may receive special awards such as certificates, letters, ribbons and medals. At the beginning of the school year, teachers, sponsors and coaches that wish to give such awards will present in writing to the administration the following information: purpose of award, type of award, basis by which students will be selected to receive awards, and the cost of awards. All awards must be in accordance with the rules and regulations of the KSHSAA. Teachers, sponsors and coaches will review and provide a written copy of the criteria with the participants in each activity.

Transportation to Activities: McPherson USD 418 provides transportation for students participating in school activities outside the school district. Students are to ride to and from the activity in school transportation. Parents must provide written request 24 hours prior to departure to the

activities director to make arrangements for alternative transportation.

Tryouts: Most of the sports and activities at McPherson High School have tryouts for students interested in making the team. Tryout procedures are determined by the coach/sponsor.

Sportsmanship Code of the Ark Valley CHISHOLM TRAIL League

Preamble: Let it hereby be resolved that we, the schools comprising the Ark Valley Chisholm Trail League, will be united in common effort to promote better sportsmanship. The following points are set forth to provide a better relationship among all students and adult fans, to discard the elements of dissension among all schools, to promote friendly rivalry, and to further a closer relationship among the schools and communities included in this league. So we recommend that the following conception of sportsmanship be accepted and practiced by the schools in the league.

Cooperation: We will cooperate with each other in making pre-game arrangements; exchanging cheerleader courtesies and exhibiting a willingness to cooperate with opposing teams and all of their representatives.

Courtesy: We will strive to maintain courteous association before, during, and after all interschool activities. By thinking open-mindedly, we will keep our emotions and sentiments from overcoming our better judgment and common sense.

Fair play: We dedicate ourselves to practice fair play in reality and spirit. We will seek to win by fair and sportsmanlike means, according to the rules of the game and as interpreted by the officials. We can best understand and appreciate the other person's point of view, his feelings and situations by practice of the Golden Rule: Do unto others as you would have them do unto you.

Friendliness: We will respect the other schools and be courteous and gracious to the fullest extent. We will reserve a student section at all games, and treat our opponents as guests. We will congratulate our opponents, win or lose, to further the friendship throughout the league.

Respect: We will respect the rights of others and the officials' decisions. We will respect all schools songs, the property of others, the school spirit of our opponents, and all people attending the games, by staying in the stands during the game and not blocking the view. We will refrain from uttering abusive or irritating remarks from the sideline.

Organizations

Students are encouraged to participate in the numerous clubs and sports available at MHS. These extracurricular activities offer opportunities for character and leadership development, as well as provide fun and personal enjoyment.

Art Guild

Membership: Enrollment in Art Classes
Sponsors: Jennifer Margres and Stacy Hall

Drama Club

Membership: Open to students participating in drama activities
Sponsors: Cindy Marion

Future Farmers of America (FFA)

Membership: Enrollment in vocational agriculture; may then be continued indefinitely whether or not enrolled in the course
Sponsor: Dean Brown

Family Career & Consumer Leaders of America (FCCLA)

Membership: Current enrollment in Family and Consumer Science, or at least one semester of FACS in high school
Sponsor: Julie Diepenbrock

Global Protection

Sponsor: Sheri Nakai

International Language Club

Membership: Open to students interested in international languages and culture

Sponsor: Neva Krug

K.A.Y.

Membership: Open to all high school students

Sponsors: Emilea Harlin & Diane Marshall

National Forensics League

Membership: Speech activity

Sponsor: Cory Buchta

National Honor Society

Sponsor: Sylvia Ehrlich

Quill and Scroll

Membership: Students that meet national and school membership standards

Sponsors: Lois Johnson

Scholars Bowl

Membership: Selection by faculty recommendation

Sponsors: Matt Jirgens

Science Club

Membership: Open to students interested in science

Sponsors: Alice Toews

Skills USA (VICA)

Membership: Open to students in vocational classes

Sponsors: Paul Strausz, Arlan Penner

Student Government

Membership: Petition and election

Sponsors: Sarah Brittingham & Gentry Nixon

Class Sponsors

Seniors: Rick Reed

Juniors: Beth Sherman, Ray Sherman

Sophomores: Lois Johnson

Freshman: Neva Krug

Non-School Sponsored Student Initiated Groups**Bullpup Warriors**

Membership: Open to all students with an active IEP

Sponsor: TBD

Cultural Experience Club

Membership: Open to all high school students

Sponsor: Matt Jirgens

Fellowship of Christian Athletes (FCA)

Membership: Open to all high school students

Sponsor: Mike Reith

Guidance Services

*Focusing on the future through... * challenging academics **

** focused course selection * * career-related learning **

Guidance Services: The guidance counselors strive to give each student an opportunity to explore, develop, and progress toward individual goals. Students may schedule appointments to visit with a counselor as needed for educational, personal-social, or career purposes.

As an integral part of the school operation, the guidance department provides planned activities to help achieve the overall educational goals of the school, which include:

- College and career planning night for students and parents,
- Planned conferences with students,
- Freshmen orientation.
- Freshmen orientation meetings with parents,
- Financial aid information night for seniors and parents,
- Senior Honors Night,
- Administering and interpreting the ACT, PSAT, ASVAB, State of Kansas Assessment, and career planning tests,
- Career planning and guidance.

Career Planning: Choosing a career is one of the most important decisions you'll ever make. At some point during their years at MHS all students will take a Career Interest Inventory. This will be a survey that should assist in the identification of areas of interest or potential career pathways.

In your lifetime you will work (at something) for about 86,000 hours, or 2,150 weeks, or 43 years. Since you are going to spend so much time working, you should find work that you are good at and that you enjoy.

How do you find out what you might be good at *and* enjoy? Like anything else, you 'try-before-you-buy.' You try on clothes before you buy them, you test-drive a car before you buy it, and you should try out a few careers to help you figure out what will work for you.

Trying-out careers is really pretty easy! Participate in job shadowing opportunities, participate in work-study opportunities, apply for independent study opportunities where you can be on a work site, and VOLUNTEER. Volunteering to spend an afternoon helping at a business/industry that you are interested in is a great way to learn more about careers. All of these opportunities are available here at McPherson High School. Take advantage of them!

In his book, *Teenagers Preparing for the Real World*, Chad Foster gives 12 pointers for teenagers wondering how to get ready for life after high school.

- Find your passion.
- Buy an address book and fill it (with the names/addresses of people you meet – and keep in touch with them.)
- Meet all kinds of people.
- Ask a million questions.
- Stay in touch with everyone.
- Read everything you can.
- Uncover your natural talents.
- Try a few jobs before college or university.
- Dream and pursue your dreams.
- Always do the right thing.
- Volunteer for community service.
- Remember, success is a journey, not a destination.

Five Year Plans: The Five Year Plans are intended to help you focus your high school classes on your career interests and talents. One of two outcomes will be achieved by this approach. Your career interests will be validated and you will continue to focus your class selections in that area; or your interests will change and you will change the focus of your five year plan. Changing plans will not delay graduation from high school. You can, with guidance from your parents or the counselors, change your five year plan at any time during your high school years.

Whatever your post-secondary plans are there are benefits to this focused approach to enrollment. You gain insight into your career areas through focused classes, job shadowing, and other career exploration opportunities. Because you have opportunities to explore careers in this way, you can make post-secondary plans and career decisions with confidence.

Seven career clusters or areas are addressed by USD 418 Five Year Plans. You can choose either a university preparation or tech preparation plan. The seven areas are:

- Business
- Engineering
- Fine Arts
- Health
- Liberal Arts*
- Natural Science
- Social Service

* May be used for students who have not selected a career pathway.

BOE Approved: 6/28/2010