



School Code No.5724
110 East 16th Street
Indianapolis, IN 46202
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www.herronhighschool.org

Providing Excellence in Classical Education

All listings and dates included in this calendar were accurate as of its printing. Please be advised that changes and additions will occur.

Property of: _____
Address: _____
Phone #: _____
In case of Emergency, please notify:
Name: _____ Phone #: _____

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**Herron High School
2010-2011**

Mission Statement:

Herron High School partners with families and the community to provide a classical liberal arts education that integrates knowledge, inspires discipline, and values community service.



Wisdom begins in wonder.
Socrates

2010 -11 Faculty and Staff Contact Information

E-mail addresses: First Initial Last Name@herronhighschool.org

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Herron High School Calendar 2010-2011
First Semester, Tuesday, Aug. 17, 2010 – Thursday, Jan. 14, 2011

AUGUST

Monday, Aug. 9	Transfer Student Orientation, 1:00 p.m.
Tuesday, Aug. 10	9 th Grade Student Orientation, 10:00 a.m. 3:00 p.m.
Thursday, Aug. 12	Parent Orientation, 6:30 – 7:30 p.m.
Tuesday, Aug. 17	OPENING DAY of school, 9:00 a.m.
Thursday, Aug. 26	Faculty/Staff Meeting, 4:15p.m.; No 5 th period

SEPTEMBER

Thursday, Sept. 2	Early dismissal, 1:30 p.m.; Meet the teacher night 6:30–8:00 p.m.; No 5 th period
Friday, Sept. 3	Early dismissal, 1:30 p.m.; No 5 th period
Monday, Sept. 6	SCHOOL CLOSED , Labor Day
Thursday, Sept. 16	Faculty/Staff Meeting, 4:15p.m.; No 5 th period
Thursday, Sept. 23	Early dismissal day, 1:30 p.m. / Professional Development, 2:00-5:00 p.m.
Friday, Sept. 24	Early dismissal day, 1:30 p.m. / Professional Development, 2:00-5:00 p.m.

OCTOBER

Thursday, Oct. 7	Open House (6:00-7:30 p.m.) Early dismissal, 1:30 p.m.
Friday, Oct. 15	SCHOOL CLOSED , Fall Break
Monday, Oct. 18	SCHOOL CLOSED , Fall Break
Thursday, Oct. 21	Faculty/Staff Meeting, 4:15p.m.; No 5 th period

NOVEMBER

Thursday, Nov. 4	Early Dismissal, 1:30 p.m. / Parent-Teacher Conferences 4:00-6:30 p.m. No 5 th period
Friday, Nov. 5	Early dismissal, 1:30 p.m.; No 5 th period
Thursday, Nov. 18	Faculty/Staff Meeting, 4:15 p.m.; No 5 th period
Tuesday, Nov. 23	Dismissal 4:00 p.m., No 5 th period
Wednesday, Nov. 24	SCHOOL CLOSED , Thanksgiving Recess
Thursday, Nov. 25	SCHOOL CLOSED , Thanksgiving Recess
Friday, Nov. 26	SCHOOL CLOSED , Thanksgiving Recess
Monday, Nov. 29	Classes Resume, 9:00 a.m.

DECEMBER

Thursday, Dec. 16	Faculty/Staff Meeting, 4:15p.m.; No 5 th period
Friday, Dec. 17	Dismissal 4:00 p.m.; No 5 th period
Monday, Dec. 20	SCHOOL CLOSED , Winter Holiday. Classes resume Tues., January 4, 2011

JANUARY

Monday, Jan. 3	SCHOOL CLOSED , Professional Development
Tuesday, Jan. 4	Classes Resume, 9:00 a.m.
Tuesday, Jan. 11	First Semester Final Exams; No 5 th period
Wednesday, Jan. 12	First Semester Final Exams; No 5 th period
Thursday, Jan. 13	First Semester Final Exams; No 5 th period
Friday, Jan. 14	First Semester Final Exams; No 5 th period
Monday, Jan. 17	SCHOOL CLOSED , Dr. Martin Luther King Day
Thursday, Jan. 20	Faculty Meeting, 4:15p.m.; No 5 th period

Herron High School Calendar 2010-2011
Second Semester, Tuesday, Jan. 18, 2010 – Friday, June 3, 2010

JANUARY

Tuesday, Jan. 18	Second Semester begins
Thursday, Jan. 20	Faculty Meeting, 4:15p.m.; No 5 th period
Thursday, Jan. 27	Early dismissal, 1:30 p.m. / Parent-Teacher Conferences 4:00-6:30 p.m.; No 5 th
Friday, Jan. 28	Early dismissal, 1:30 p.m.; No 5 th period

FEBRUARY

Friday, Feb. 4	Student Recognition Coffee, 9:00 a.m.
Thursday, Feb. 17	Faculty Meeting, 4:15p.m.; No 5 th period
Monday, Feb. 21	SCHOOL CLOSED , Presidents' Day [Snow day make-up]

MARCH

Friday, Mar. 4	SCHOOL CLOSED , Midwinter break [Snow day make-up]	No 5 th
Thursday, Mar. 24	Spring Break begins at 4:00 p.m.	
Friday, Mar. 25	SCHOOL CLOSED , Spring Break. Classes resume Monday, April 4	
Friday, April 1	SCHOOL CLOSED , Spring Break; Classes resume on Monday, April 4	

APRIL

Monday, Apr. 4	Classes Resume, 9:00 a.m.
Thursday, Apr. 14	Faculty Meeting, 4:15p.m.; No 5 th period
Thursday, Apr. 28	SCHOOL CLOSED , Mid-spring break [Snow day make-up]
Friday, Apr. 29	SCHOOL CLOSED Herron Faculty Symposium, 8:00 a.m. – 4:00 p.m.

MAY

Monday, May 2	AP Chemistry – Morning
Tuesday, May 3	AP Art History - Afternoon
Wednesday, May 4	AP Calculus Test – Morning
Thursday, May 5	AP English Literature and Composition – Morning
	AP Latin: Vergil - Afternoon
Friday, May 6	AP United States History Test – Morning
	AP Studio Art – Portfolios due – Afternoon
	AP European History
Monday, May 9	AP Music Theory – Morning
Tuesday, May 10	AP United States Government and Politics
Wednesday, May 11	AP English Language and Composition Test – Morning
	AP Statistics - Afternoon
Thursday, May 12	AP World History Test – Morning
Friday, May 13	AP Human Geography
Thursday, May 19	Faculty/Staff Meeting, 4:15p.m.; No 5 th period
Friday, May 27	Awards Ceremony, 1:30 p.m.
Monday, May 30	SCHOOL CLOSED , Memorial Day

JUNE

Tuesday, May 31	Second Semester Final Exams begin
Wednesday, June 1	Second Semester Final Exams
Thursday, June 2	Second Semester Final Exams
Friday, June 3	Second Semester Final Exams; No 5 th period
Saturday, June 4	Commencement, Class 2011, 2:00 p.m.
Tuesday, June 8	Session of Summer School begins (June 9-25)

CODE OF CONDUCT

ATTENDANCE POLICY

Regular and **punctual** attendance is vital for students to attain the maximum academic success. Herron High School students are expected to have regular and punctual attendance in order to develop habits of responsibility, punctuality, and self-discipline. Regular attendance is a requirement under the laws of Indiana as expressed in the Compulsory Attendance Statute (I.C. 20-33-2). Ensuring that students consistently attend class on a daily basis is a responsibility that is shared by students, school officials, parents/guardians, and the general community. Perfect attendance will be noted at the end of the school year. "Perfect" means that the student has no excused or unexcused absences or tardies. In the event of excessive absences and tardiness, parents will be notified by phone, mail and/or email.

When a student accumulates 5 absences within a semester, a Dean of Students will notify the parents of the potential academic decline of the student, assess the situation and ensure the validity of the absences. If a student accumulates 10 absences of any nature in a semester, the truancy laws may be enforced. This may include an expulsion hearing and the student may not be eligible to receive credits for assigned courses. Absences caused by chronic illness will be evaluated on an individual basis and will require medical documentation.

Excused Absences

Students are granted excused absences when they are ill or are released to attend a school-promoted function or activity. If a student is absent for two days in a row for any reason, the parent shall contact the student's Academic Advisor (Mr. Hinkle or Dr. Cooney) to ensure that the student will be academically prepared to return to school.

Unexcused Absences

An unexcused absence occurs when a student fails to report to class and the parent has not notified the school of the validity of the absence. Such absences may result in assigned detentions or other activities to ensure academic success. Excessive unexcused absences will be reported to the proper State of Indiana authorities and the truancy laws will be enforced.

Tardiness

Tardiness is defined as being late for any class period. A student is tardy when he or she is not in the classroom at the start of the class period. **A student will receive a detention for the second tardy to a class.** If a student misses more than 20 minutes of a class, it will be considered an unexcused absence and consequences will be issued. **If a student is tardy at the beginning of the school day she/he will receive a detention for that day.** A parent or legal guardian must verify the reason for the tardy within 24 hours to eliminate the detention.

Students less than 10 minutes late to any class will be allowed to enter with a pass. Students more than 10 minutes late must report to a Dean of Students to gain admission to class.

Truancy

Truancy, i.e. skipping school, occurs when a student is absent from class or leaves the campus without a parental call or note, and without permission from the school administration. Any student leaving the campus without permission will be assigned Saturday School and parents will be immediately notified.

Closed Campus

Herron High School is a CLOSED CAMPUS. Once a student arrives at Herron High School, he/she should go immediately into the school and should not leave the school until school is dismissed at the end of the day. The only exception to this rule is if a parent/guardian comes into the Student Services Office to sign their student out for a valid reason.

Students dropped off on the Herron High School campus property are NOT allowed to go off-campus. Parents that wish to drop their students off at a local restaurant or elsewhere are responsible for their well-being. **HERRON HIGH SCHOOL IS NOT RESPONSIBLE FOR STUDENTS WHO ARE DROPPED**

OFF OR PICKED UP AT ANY OTHER LOCATION OTHER THAN THE HERRON HIGH SCHOOL CAMPUS.

If a student needs to leave campus during the school day, parents must call the Student Services Office or the student should bring an explanatory note from their parent/guardian requesting permission to leave. A permission slip for leaving the school grounds will be given to the student by the Student Services Coordinator. Under no circumstances is a student to leave school without permission. Students who are ill should report to the Student Services Office where they will then be directed to the nurse.

Hall Passes

There are very few reasons for students to be out of the classroom at any time during a class period. Students may not be out of class at any time for any reason without a faculty/staff issued hall pass. Violation of this rule will result in immediate consequences. Habitual offenders will be subject to the guidelines which are outlined in the attendance policy.

ACADEMIC CODE OF HONOR

Herron High School offers a liberal arts, college preparatory education based on honesty, respect, responsibility and trust. The Herron High School community recognizes the critical role of personal commitment to an honor code. To this end, all Herron students are expected to strive for and maintain the highest standards of academic integrity. Each year the Herron High School Academic Code of Honor will be reviewed by all students, and a pledge to follow the code will be signed. Violation of the Code of Honor will result in academic and behavioral consequences.

Overview of Student Responsibilities

1. Each student is expected to carefully review the HHS Academic Code of Honor annually.
2. Each student must sign a pledge to abide by the HHS Academic Code of Honor annually.
3. Each student must sign the Code of Honor integrity statement for each test/exam taken.
4. Each student must include a signed Code of Honor integrity statement for each paper, report and project turned in.

Personal Academic Behavior

At the core of the HHS Code of Honor is the commitment to a culture of honesty, respect, responsibility and trust. The following are guidelines to help students understand what will be expected of them.

1. All work submitted must be the student's own work. This includes, but is not limited to, examinations, tests, drafts copies, papers, homework assignments, extra credit work, lab reports, etc.
2. Students may not copy, wholly or partially, from another student's paper, notebook, homework, test or exam.
3. Students must cite sources if ideas or quotations have been taken from a book, article, newspaper, the Internet or any other media source.
4. Online sources follow the same rules concerning plagiarism, and students must cite electronic sources.
5. A student may not turn in the same work for two or more different courses.

Working with Other Students

Collaborating with other students or completing group projects is a tool that is valuable to the overall education received at Herron High School. However, the students may not work with others unless the teacher expressly gives them permission to do so. If a student is unclear about whether or not it is permitted, he or she should assume that it is not permitted.

Responsible Action

Students at Herron High School are part of a community of learners and are expected to make ethical decisions concerning other student's violations of the Code of Honor. If a student witnesses or has reason

to believe that a violation of the Code of Honor has occurred, the student should choose a course of action. Possible courses of action include the follow:

1. The student should talk with the student who has committed the violation and urge that student to report himself or herself to the instructor or to any other teacher or administrator.
2. The student should discuss the violation with the teacher of that course, naming or not-naming those involved with the violation, to obtain guidance and to determine the further course of action.
3. The student should submit a written statement or report regarding the possible violation to any teacher or administrator, stating the date, time and specifics of the violation.

It should be noted that teachers and administrators are well aware of how difficult it might be for a student to report a violation, and to this end, a concerted effort will always be in place to protect the identity of those who come forward to report violations. Students should make every effort not to tolerate violations of the Code of Honor and not to be influenced by peer pressure, fear of reprisal, or loyalty to friends. Students should remember that taking action against wrongdoing will build individual character and add to a stronger Herron community.

Violations of the Herron High School Code of Honor

Students must be aware that violations of the Herron High School Code of Honor are not limited to the above stated actions. Any kind of dishonesty related to academic work will be regarded as a violation of the Code of Honor. Examples of this would be giving a false reason for why they were absent on the day of an exam or why their homework is not finished.

Definitions

1. **Plagiarism**: Offering words, sentences, paragraphs, facts, or ideas of another person or persons as your own in any academic work turned in to a teacher. This includes taking three consecutive words or more of any text found on the Internet and cutting/pasting them into your work or retyping such from the Internet.
2. **Violation of Testing Conditions and Cheating During Examinations**: Using or attempting to use unpermitted materials such as notes, cards, cell phones, etc. during a test. This includes writing notes on hands or other body parts, desks, and ID tags to use during the test; sharing test materials with others before they take the test; looking at someone else's test or notes during the examination period; allowing another student to look at your test.
3. **Cheating on Homework/Projects/Papers**: Copying all or part of another student's homework, reports or projects. Allowing another student to copy your homework, report, project or giving another student answers.
4. **Unpermitted Collaboration**: Collaboration means working together with other students on homework, projects, research papers, take-home exams or essays. This may only happen with the specific authorization of the teacher.
5. **Submission of Work Prepared for Another Course**: Turning in the same paper, project, report in whole or in part to two or more teachers without the consent of each teacher.
6. **Lying**: Making a false statement with the intent to deceive, such as telling a teacher you finished your homework when you didn't, telling a teacher that you turned in the work and blaming the teacher for losing it, giving any false reasons for not doing your work, telling a teacher/parent you were sick the day of a test when you weren't.
7. **Failure to Report a Code of Honor Violation**: Knowing that a violation has occurred and not taking action is a violation of the Code of Honor.

Consequences of Violations of the Code of Honor

First Offense

1. Each violation of the Code of Honor will be reported to the Administration immediately.
2. Student(s) will receive a 0% on the work, regardless of its relative importance in the class, i.e. homework or research paper. (Students may not use late work passes to submit these assignments.)
3. Parents/guardians of the student(s) will be contacted immediately.
4. Student(s) will serve a Saturday School.

Second Offense

All of the above with the addition of a 1-day OSS and DBH

Third Offense

All of the above with a three-day OSS and Expulsion Hearing

The following statement will appear on the top of every paper and project turned in by Herron students:

“As a member of the Herron High School community, I pledge that this work is solely my own in accordance with the Herron High School Code of Honor.”

Signed _____

The following statement will appear on the top of every quiz, test and examination given in the classroom.

“On my honor, I pledge to uphold the Herron High School Code of Honor during this examination.”

Signed _____

Student generated work will be required to have the term “Honor Code” written on the paper with the student’s signature next to it, signifying that there are in compliance with Herron High School’s Academic Code of Honor.

LATE WORK POLICY

Herron High School has adopted a **no late work** policy. The purpose of this policy is to aid in creating a college preparatory culture that extends beyond the curriculum. Late is defined as any time after the due date and time that the teacher has specified. The policy is outlined below:

- Late work will not be accepted.
- Two late work passes will be given in each class per semester.

Students will be required to remediate the course within the semester.

BEHAVIOR POLICY

The Herron High School Behavior Policy applies at all times including: during school hours, on school grounds immediately before, during or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school function, activity or event; traveling to or from school or a school activity, function or event; or when using property or equipment provided by the school.

Universal Behavior Policies (UBP)

The Universal Behavior Policies were developed to standardize basic behavior expectations for all students while on the Herron High School campus. The Universal Behavior Policies are posted in classrooms and common spaces throughout the Herron High School campus and are regularly reviewed with students. Students who fail to observe the Universal Behavior Policies will be disciplined accordingly. The Universal Behavior Policies state:

At all times, Herron High School students will:

- **Show respect for people, property and the learning process.**
- **Be in correct uniform.**
- **Use school appropriate and responsible language.**
- **Remain awake, alert and engaged in class.**
- **Come to class on time and prepared to learn.**
- **Come to class without food, candy, gum or beverages.**
- **Come to class without cell phones or other electronic devices.**

Acts of Aggression or Violence

Fighting, bullying, intimidating, hazing or other similar actions will not be tolerated at Herron High School. There is a zero tolerance policy on fighting. The actions stated above are considered one of the most severe

infringements on the rights of others. They are also a direct attack on the educational process and will not be tolerated.

Causing, threatening, or attempting to cause or participate in aggressive behavior or violence will result in immediate intervention and consequences. Aggressive behavior, whether directed at another student, teacher, or other adult will carry a severe penalty with immediate suspension from school and a Discipline Board Hearing.

Speech that threatens violence is also considered an act of violence. Spreading rumors are considered an act of engendering potential violence. Students involved in these offenses will be issued immediate consequences depending on the severity of the act. Fighting at Herron High School or at a school event or when wearing an Herron High School uniform will result in an immediate suspension from school with an assigned Discipline Board Hearing and likely expulsion.

The above includes acts of hate violence as well, which can be defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation.

Bullying

Bullying is strictly prohibited at Herron High School. "Bullying" means overt acts or gestures, including verbal or written communications, physical acts, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Such behavior will not be tolerated. Bullying will be taken extremely seriously and may result in suspension or expulsion.

Hazing

Hazing is strictly prohibited at Herron High School. "Hazing" means any action which recklessly or intentionally endangers the mental and/or physical health or safety of a person. Hazing will be taken extremely seriously and may result in expulsion.

Weapons and Dangerous Objects

Possession of a weapon will not be tolerated. There is no reason to bring any knife, gun or any item that can be construed to be a weapon to campus. Students who bring a firearm or destructive device to school or on school property will be expelled for up to one calendar year in accordance with Indiana Code 20-33-8-16.

Students who bring a weapon (defined in IC 35-41-1-8 as a loaded or unloaded firearm; or any device, weapon, material, chemical substance, animal, biological disease or virus capable of causing serious bodily injury) will be expelled for up to one calendar year, as stated in IC 20-33-8-16.

Possession in school or during school related events of fireworks and explosives or the use of these items will result in suspension or expulsion. Depending upon the type of explosive, it may fall within the definition of destructive device set forth in IC 35-47.5-2-4, the possession of which will result in a mandatory one-year expulsion.

Tobacco, Drugs, and Alcohol

Herron High School is a tobacco, drug, and alcohol-free campus. Any possession or use of these substances is strictly prohibited and will result in confiscation, suspension, a Discipline Board Hearing and possible expulsion. Possession of these substances with the intent to distribute or sell will result in expulsion and possible arrest. Students and parents should clearly understand that the ingestion, distribution or attempt to sell 'look alike' drugs will be treated with the same severity as the actual drugs. It should be duly noted that this rule, as with all school rules, applies to all school related activities.

Drug paraphernalia including magazines and other printed materials and clothing (belts, hats, etc.) promoting the use of drugs, whether possessed for personal use or with the intent to sell or distribute, will

be seen as an attempt to promote the distribution and use of illegal drugs and will result in confiscation, suspension or expulsion.

Students are not allowed to carry any prescription and over-the-counter medications with them in school. Students carrying medications will receive a suspension. See section on Medications.

Stealing, Robbery, or Extortion

Theft, robbery or extortion will minimally result in a suspension. The severity of the crime will dictate the punishment.

Gambling

There is no gambling permitted on school property. Participation in gambling will result in either a suspension or an expulsion depending on the severity of the situation.

Damage to Property

Damaging or defacing school property will result in the replacement or restoration of the damaged property by the student along with disciplinary actions. **The parent or guardian will also be held responsible for the replacement of the damaged property and may be subject to associated costs.** Severe cases of damaging, defacing, or mutilating school property, such as arson or damage to windows, computers, etc., will result in suspension or expulsion.

Profanity, Obscene Acts, Demeaning Racial/Sexual Statements, and Vulgarity

These acts, whether intentional or unintentional, will be construed as an attack on the rights and privileges of other students who are attempting to receive an education and an attack on the rights of teachers to teach. Therefore, the attempt or act of offending, humiliating or demeaning another whether written, verbal or through gestures is against the discipline policy of the school. Disciplinary actions may include detention, suspension, expulsion or a combination of any of these actions.

Willful Disobedience

Willful disobedience is the intentional defiance of teachers and/or staff. Such actions are not to occur at any time. For the safety of the student and other students, respect for faculty, staff, and parents is necessary. It is the intent of the school personnel to convey this message to all students. Student safety and a positive educational environment must be maintained; therefore, disciplinary actions will be employed. Repeated disobedience may result in a variety of remedies, including a request to have the student evaluated by behavior professionals. Every attempt will be made to correct the disobedient behavior before actions of suspension and expulsion are considered.

Students are expected to demonstrate respect to all adults and fellow students at Herron High School, and to act in a reasonable manner. Failure to do so will result in such actions as a reprimand, detention, or suspension.

Sexual Harassment

Sexual harassment of any kind is in total disregard to the culture of Herron High School and will not be tolerated. Sexual harassment includes, but is not limited to:

- unwelcome leering, sexual flirtations or propositions.
- unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexual degrading descriptions.
- graphic verbal comments about an individual's body, or overly personal conversation.
- sexual jokes, stories, drawings, pictures or gestures.
- spreading sexual rumors.
- teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- touching an individual's body or clothes in a sexual way.
- purposefully limiting a student's access to educational tools.
- cornering or blocking of normal movements.
- displaying sexually suggestive objects in the educational environment.

- any act of retaliation against an individual who reports a violation of the school’s sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
- request for sexual favors regardless of the seriousness of the request, i.e. to say “I was just joking” does not excuse the statement.

Public Displays of Affection

Public displays of affection such as kissing and extended hugs are prohibited at all times while on the Herron High School campus and at all school related activities. Students will receive a detention for PDA.

Restricted Areas

Students are only allowed in permitted areas. Students who are found in restricted areas will be subject to disciplinary actions. Restricted areas include but are not limited to restricted hallways, unsupervised classrooms and offices, teacher bathrooms and workrooms, posted areas, elevator, etc. Students should only access gender-appropriate bathrooms.

Detentions

Detentions are held on Wednesdays from 7:45 to 8:45 or from 4:15 to 5:30. **Detentions must be served within one week of their issuance.** Additionally, Saturday School detentions are required for more serious infractions and/or for students who have received multiple daily detentions. For more information see [Saturday School](#).

The following rules for detention will apply:

- Students must not be late to detention. Doors will close promptly at the start time. Students will not be able to serve their detention if they are tardy. The consequence of failing to serve a detention is the assignment of an additional detention to be served the following week. Failure to serve both detentions will result in Saturday School.
- Attendance will be taken at the beginning of detention.
- Students must bring school materials to read or study.
- No sleeping or resting one's head on the desk.
- No listening to music or using other electronic devices.
- No talking.
- No eating or drinking beverages.
- Failure to serve two detentions will result in more serious disciplinary action, minimally a two-hour detention or Saturday School.

Saturday School

Saturday School is held at least one Saturday each month, from 7:30 a.m. to 11:30 a.m. The dates for Saturday School will be announced in advance. The same rules apply to Saturday School as for Detention. See above section on Detentions. **Additionally, students must wear their HHS uniform to Saturday School.**

In-School Suspensions - ISS

Herron High School’s in-school suspensions are designed to keep students in school even when they have misbehaved in ways that make it inappropriate for them to remain in a classroom. Students serving in-school suspension will be required to work on school assignments.

Out-of-School Suspensions – OSS

Out of school suspensions are assigned for serious infractions of the policies and procedures of Herron High School. Out of school suspensions are often coupled with a Discipline Board Hearing. OSS is designed to give students time to reflect on the issue at hand and develop a plan to correct their behavior. Assignments missed during the suspension must be remediated through the Mandatory Study Hall process.

Expulsion

Public Law IC 20-33-8, which was enacted by the Indiana General Assembly, guarantees due process for pupils suspended or expelled from classes. In cases of expulsion, the Head of School of Herron High School will conduct an expulsion meeting. An expulsion may take place only after the student and the student's parents/guardians are given notice of their right to appear at an expulsion meeting.

Due Process

Students facing expulsion are afforded the protections of due process and judicial review under IC 20-33-8-19 and -20. Realizing this is an area that is often difficult to define and implement, Herron High School has attempted to be very specific in defining its policy. This policy includes but is not limited to the following:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Unlawful possession, use, distribution or receipt of any controlled substance, alcoholic beverage or other intoxicant; or been under the influence of any controlled substance or alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant.
- Committed robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, any products containing tobacco or nicotine, cigarettes, smokeless tobacco, chew packets.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully offered, arranged, or negotiated to sell any drug or drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.

GENERAL RULES AND REGULATIONS

Lunch

Herron High School offers all students lunch at an affordable price. Additionally, Herron High School participates in the federal Free or Reduced Lunch Program. Families are highly encouraged to fill out the **Free or Reduced Lunch** form every year. Eligibility for Free or Reduced Lunch must be renewed each year. Students who qualify for the free or reduced lunch program also qualify for free or reduced text books, AP testing and many other benefits.

Students may deposit money (cash or checks) into their lunch account at the Student Services Office before or after school any day. Money may also be deposited with the lunch attendant during their lunch period. (The administration encourages families to pay by check so that students do not have to carry large sums of money.) When a student pays into his/her lunch account, the money is credited to the student's account, and the student's lunches are redeemable by the student's presentation of his/her student ID at the lunch line. Once the lunch account goes into a negative balance over \$5.00, the student will not be served a hot lunch. It is the parents' responsibility to keep a positive balance in their student's account. The school enforces the right to refuse students to buy extra items if their account will become negative. Parents may contact the Student Services Office to find out the balance of their child's lunch account at any time. Students should NOT expect to be excused from a class or seminar to pay into their lunch account at any time.

Bus Passes

Herron High School issues city bus passes (IndyGo) to students who need to use public transportation to get to and from school each day. The school provides bus passes to students who receive free or reduced

lunch. Students who do not qualify for free or reduced lunches will be charged half of the price for the bus pass (Currently, 30-day bus passes cost the school \$30.00.) Students can request or purchase a bus pass at the Student Services Office monthly. Bus passes are available before or after school each day, but not during class or seminar time. Each bus pass is current for 30 calendar days. **Herron High School will not issue replacement bus passes until the previous bus pass has expired.**

Collections/Sales

Permission must be first obtained from the administration before students can sell items or conduct collections on campus. Students and/or school organizations must apply to sell their items by consulting with the Herron High School business manager. Final decisions will be made by HHS's Leadership Team, and the approval or disapproval will be communicated to the student and/or the organization. Approved items can only be sold before or after school and during the lunch periods. Any student or organization with approved permission to sell or collect money must turn in collected/earned money to the Business Manager prior to 2:30 p.m. each day.

Communicable Diseases

Students who are ill with any of the below conditions should not return to school until the doctor gives permission to do so:

- Conjunctivitis (Pinkeye) - inflammation of the eye lining. A student with either viral or bacterial conjunctivitis will be sent home. The student may return to school after antibiotic treatment has begun and the eyes are clear.
- Head Lice - A student must be treated with pediculocidal shampoo and he or she can return to school once all nits (lice eggs) have been removed from the hair. The student's return will require clearance from the school nurse.
- Fever - temperature of 100°F or above. Student may return to school if there has been no fever in the preceding 24 hours.
- Mononucleosis - can be determined by diagnostic lab tests. Student may return after acute symptoms have disappeared. Please inform the school of any physical restrictions on activities.
- Strep Throat - can only be diagnosed with a throat culture. Student may return to school 24 hours after antibiotic treatment has begun and if there has been no fever for the preceding 24 hours.
- Any other disease that has been deemed contagious by your physician.

Please keep your contagious student at home to recover until symptoms have subsided and student is feeling better.

Dress Code

All Herron High School students are required to adhere to the Herron High School dress code while on the Herron High School campus. **Students must enter the school building each morning in complete uniform and remain in full uniform until 4:00 or designated early release time.** School uniforms can be purchased at School Belles, 6180 Hillside Ave. Indianapolis, IN 46220, in the East 62nd and Keystone area. School Belles may also be contacted through their website: www.schoolbelles.com. Some school sweatshirts and sweaters may also be purchased in the Student Services Office before or after school.

The standard required Herron High School uniform **for both boys and girls** is:

- khaki pants
 - appropriately fitting and not too tight
 - cannot be low-rise, sagging or cargo pants
- black or white polo shirts with short or long sleeves
 - cannot have any logo other than a Herron logo
 - must be worn under any Herron sweatshirt or sweater
 - must be long enough to be tucked in at all times
- a white, crew neck undershirt beneath all polo shirts, sweatshirts and sweaters
- HHS red or black sweatshirts or sweaters (purchased through School Belles.) **Students may not wear hooded sweatshirts. Please note that this is a change from previous years.**
- modest, appropriate jewelry
 - one necklace
 - one pair of earrings

- one bracelet

In addition to the above uniform requirements, **boys and girls are required to wear:**

- solid black or brown belt (without studs, spikes, or any other decorative embellishments)

In addition to the above uniform requirements, **girls are permitted to wear:**

- a red and black plaid skort (purchased through School Belles)
skorts can be no higher than two inches above the knee
- solid-colored red, black or white tights or leggings under the skorts

Students are **not allowed** to:

- modify their uniform in any way (i.e. sweatshirts cannot be ripped, pants cannot have writing on them, etc.)
- wear hooded sweatshirts.
- wear non-Herron outerwear in the classrooms, i.e. coats, jackets, etc.
- embellish their uniforms by wearing distracting accessories such as gloves, fashion belts, etc.
- wear shorts, flip flops and slippers, or scarves.
- wear spiked jewelry or jewelry that represents violence in any manner (i.e. dog collars).
- wear chains (including chained wallets).
- wear hats in the school building.
- wear head scarves or any other apparel that covers their head unless it is in accord with the tenets of their religious faith.
- wear excessive costume or theatrical make-up.

Parents/Guardians of students not in dress code will be contacted and required to bring the proper attire. If a parent is unable to bring the proper uniform to school, the Student Services Coordinator will attempt to find a uniform in our school-uniform supply closet. If neither of these alternatives is successful, the student will be sent to in-school suspension for the rest of the day. Students out of uniform will not be permitted to class without proper attire.

If the Student Services Coordinator is successful in finding the needed uniform articles, the parents and/or guardians will be charged the following amounts:

Crew neck undershirts - \$2.00

Polo Shirts - \$3.00

Khaki pants - \$5.00

Student Identification: Students are required to wear their student photo ID's when they are on school property. ID's are required to be worn around the student's neck on a school-provided or approved lanyard. Students are not allowed to write on or deface their ID's in any way. If a student loses or defaces his or her ID the student must immediately replace the ID at a cost of \$5.00. Replacement ID's can be ordered through Student Services.

Art Students: Students participating in a visual art class must wear a smock or a large shirt during class to protect their school uniform from paint or stains.

Backpacks and/or Large Bags or Purses

Students are not allowed to carry backpacks, book bags or purses through the halls or into the classrooms. These items must be kept in the students' lockers during the school day. There is ample time between class periods for students to go to their lockers and retrieve the supplies they will need for the next class.

Dress-Down Days

Sometime during the first few weeks of school, Herron High School will once again institute the policy of allowing students to 'dress down' on Fridays. Students who have turned in all of their school work and

have not received any detentions for the week may dress down on Fridays. The names of the students who are eligible for Dress-Down Fridays are available on the prior Thursday afternoon. If a student dresses down and he/she is not permitted to do so, the student will have to return home to change clothes or have his/her parents bring a school uniform to school. They will not be permitted to attend class until they are in school uniform. The guidelines for the Dress-Down Days are as follows:

Casual Friday and Extra-Curricular Dress Code Guidelines

- All students are expected to dress modestly. If a student is dressed inappropriately, we will immediately call his/her parents/guardians.
- Girls may not wear low-cut, tank or spaghetti-strap tops.
- All tops must have sleeves.
- Girls' skirts may be no shorter than two inches above the knee.
- Girls may not wear low-rise pants.
- Girls may not wear see-through clothing.
- Boys may not wear pants that sag.
- Boys may not wear any type of jerseys or sleeveless t-shirts.
- Students may not wear clothing with any type of inappropriate language, pictures or symbols.
- Students may not wear anything that is in anyway gang related.
- Students may not wear hats, caps or any type of head coverings unless it is in accord with the tenets of their religious faith.
- Students may not wear inappropriate jewelry or expensive jewelry.
- Students may not wear chains either on their clothing or around their necks (including chained wallets).
- Students may not wear dog collars, spiked jewelry, or spiked belts.
- Students may not wear flip flops or slippers.
- Students may not wear pajamas or other sleepwear to school.

Parent/Teacher Communication and Conferences

Parent/Teacher conferences are scheduled throughout the school year (see school calendar). If a parent wishes to have a conversation with his/her student's teachers, the parent should email the teacher and/or call the school to schedule an appointment. Herron High School believes that parent/guardians and school personnel should work together as a team to ensure the success of all students.

Communication with Administration

Unexpected interruptions can seriously and negatively impede the progress of building a world-class high school; therefore, it is necessary for parents to call the school in advance to make an appointment to meet with school personnel. Walk-in appointments cannot be facilitated with our limited staff. Please call at least two days in advance of an expected appointment time. If there is an urgent issue or an emergency that requires a meeting more quickly, please let the front office know about the circumstances.

PowerSchool

Herron High School uses PowerSchool for many record keeping functions of the school. PowerSchool is accessible through the Internet. Each parent will receive a PowerSchool password that will enable them to check their student's academic progress and attendance. PowerSchool is an important and critical tool for parents to stay aware of their student's grades. Brief training sessions in PowerSchool will be offered at the end of August and periodically during the school year. Teachers' grade books will be updated each Tuesday by 5:00 p.m.

Electronic Devices

Students are not allowed to have in their possession or use any electronic devices while in the buildings. Electronic devices include, but are not limited to: cell phones, beepers, headsets, radios, tape recorders, mp3 players, CD players, iPods, etc. Students are not allowed to use any electronic devices during lunch, passing periods, seminars, in the bathrooms, or on field trips. If a student brings a device to school it must be locked in their locker immediately upon entering the building. **If the electronic device is seen by a teacher or administrator it will be confiscated and secured until it is retrieved by a parent. A**

parent/guardian must come to Dean of Students' Office to retrieve the student's electronic device. Exceptions to this rule are made for electronic medical devices required to monitor health conditions. **Herron High School or Herron High School's staff and faculty ARE NOT responsible for lost, stolen, or damaged electronic devices that students bring to school.**

Seminars

Seminars are supervised study periods and are an opportunity for students to study and complete their homework at school. The behavioral expectations for the seminars are the same as any other academic experience at HHS. Students should bring their work to the classroom and quietly study during the class period.

Mandatory Study Hall

Students with two or more NGs after any mid-quarter grade check will be required to attend Mandatory Study Hall. Policies and procedures concerning Mandatory Study Hall will be articulated to students and parents at that time.

Academic and Discipline Board Hearings

When students do not consistently meet school academic and behavioral policies, Academic and Discipline Board Hearings will be facilitated. These are conferences with administration, teachers, parents and the student that address academic and/or behavioral concerns. Parents will be notified of the final decisions about the outcome of the hearings within 24 hours after the hearing.

Fifth Period

Fifth Period refers to an after school supervised session for students whose parent/guardian is unable to pick them up at dismissal time. Any student who remains in the school building or on school grounds after 4:10 p.m. must report to Fifth Period. Students may use this time to study or may sit and talk quietly until a parent or guardian arrives. Students who leave fifth period will not be allowed to return. **Parents must come into the building to release their student.** Unless students are involved in an after-school activity that is supervised by a Herron High School employee or volunteer, **all students must be out of the building no later than 5:00 p.m. each evening.**

Fire Drills, Severe Weather Drills, Etc.

Upon sounding of the alarm, all students are to immediately follow the directions of the faculty and staff to the designated areas. Drills are to be taken seriously by everyone. Students should not attempt to recover personal property, but should proceed directly to the appropriate exit. Students are to return to class promptly and orderly when recalled.

Fliers and Postings

Any fliers, posters or announcements should be approved by the administration before being posted or distributed around the school.

Gum

Gum is not permitted anywhere on campus. Immediate detentions will be issued if a student is caught chewing gum. Gum detentions will most typically involve scraping gum out of the carpet and off of chairs and tables. Appropriate protective gloves will be distributed.

Lockers

Lockers will be assigned to each student. Students are expected to take proper care of the assigned locker. **Locker combinations are to be kept confidential, and lockers are to be kept locked at all times.** Students are not allowed to exchange locker assignments without getting approval from an administrator. Any costs associated with damage to lockers through misuse may be charged to the student/parent. Students who intentionally jam their lockers so that they do not have to use a combination to open it are assuming the risk of their property being stolen from the locker. Failure to adhere to this rule could result in the loss of property and the loss of their locker privileges. Herron High School is not responsible for loss of property removed from lockers; therefore, students should not bring valuables on to school property nor store them in their locker. Persons found tampering with a locker other than their own will be subject to

severe disciplinary action. Lockers are the property of Herron High School. Herron High School reserves the right to search a student's locker and its contents at any time and without prior notice.

Medications

Any student requiring medication must give the medication to the school nurse. If the nurse is not present, the student must give the medication to the Student Services Coordinator. All medications must be in the proper container. No student may be administered Advil, Tylenol, aspirin, or any fever or pain reducing medication without the written consent of the parent. Students must provide their own supply of the above medications for storage in the nurse's office. At the beginning of each year, medical forms are distributed to all parents to update and check for accuracy.

A student with a chronic disease or medical condition may possess and self-administer medication if:

- the student's parent has filed an authorization with the principal
- a physician states in writing that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication
- the student has been instructed in how to self-administer the medication
- the nature of the disease or medical condition requires emergency administration of the medication

The parental authorization and physician's statement must be filed annually with the principal.

Sporting Events, Drama Productions, Field Trips, Etc.

These activities, and others like them, are considered school activities. All rules and regulations contained in the "Code of Conduct" are applicable.

Telephones/Cell Phones

Telephone calls are not to be made by students during class time. All necessary arrangements for the student's day including transportation home should be made before arriving to school. A school telephone is available for emergency student use in the Student Services Office. Students are not allowed to use the telephones in the teachers' classrooms. **Students are not allowed to use or carry their cell phones with them while in the buildings.** Students who wish to bring their cell phone to school must keep it in their locked locker during the school day and assume all risks against theft, damage and loss.

Parents must contact the Student Services Coordinator if there are any changes to their student's daily schedule. The student services coordinator will notify the student. Parents should not, under any circumstances, attempt to contact their student on their personal cell phone during school hours.

Schedule Change Policy

A student's schedule will be changed for the following reasons only:

- Computer error
- Prerequisite courses not met
- Duplicate credit
- Teacher recommendation that the student is misplaced

All requests for schedule changes must be made in writing, using the Drop/Add form. These forms are available in the Student Services Office. The deadline for requesting schedule changes will be clearly announced and posted.

TECHNOLOGY

Personal computers will not be allowed at Herron High School. Please see Electronic Devices.

Acceptable Computer Use Policy

Herron High School is committed to the integration of technology into the academic programs of the school. The following policies are meant to give clear guidelines regarding the appropriate use and security

of laptop computers. Underlying these policies is the understanding that students will treat the laptops responsibly and use them respectfully. Violations of this policy will be dealt with by the administration.

1. Students are not allowed to access any computer account or file that is not their own. Under no circumstances should a student attempt to access or edit the computer account or file of another student or staff member.

2. Herron High School provides Internet access for scholarly research and as a means of obtaining needed information. The Internet offers access to information that is inappropriate (for example: pornographic materials, vulgarity, gambling, militant/extremist material, etc.). Students must not intentionally access, store, or display information of this sort.

3. Material obtained through research on the Internet and then used in academic work for Herron High School must be properly cited. Because some material is unique to the Internet and can disappear overnight, documentation might necessitate the printing of a hard copy. Herron High School uses plagiarism software TurnItIn.com to detect plagiarized work. Plagiarism of materials from Internet-based sources will be treated the same as any other incidence of plagiarism.

4. There shall be no copyright law violations with regard to either software or Internet-based information. If you have any questions about what constitutes a violation, please ask a teacher.

5. Computers may not be used to make sound or video recordings without the consent of all of the parties who are being recorded.

6. Students should never give out personal information (name, phone number, etc.) through the Internet unless directed by an instructor. The Internet offers the opportunity to form relationships through chat rooms and instant messaging, but it is often impossible to be sure of the true identity of the people with whom you are communicating. There are dangerous predators online and students should exercise extreme caution when sharing any information with people whom they have never met. The Internet is no safer than the "real" world.

7. The following activities are not permitted except as part of an assigned in-class activity:

- A. Playing computer games
- B. Listening to music, either aloud or with earphones. The use of earphones is not permitted at any time during the school day
- C. The use of laptops to watch movies and videos
- D. Visiting websites that do not pertain to the assigned schoolwork. Specifically, students are not permitted to go to MySpace, Facebook or other types of online interactive communities unless part of a group classroom assignment.
- E. Use of an instant messenger service, such as AIM

8. The volume must be turned off at all times, except when it is being used during a classroom activity.

9. Students must establish and maintain secure network passwords that protect the privacy of the information on their computers. Students must respect the need for this security/confidentiality and are to make no efforts to bypass security systems and gain access to information that they do not have a right to see. Likewise, the school will have information on the server that is not open to the public. Students should never give out their password to another person or allow anyone to access their personal account.

10. Herron High School prohibits downloading new software onto to HHS-owned equipment unless the student has received the express permission of the administration. There is a risk that any new material might carry harmful viruses.

Students are not allowed to take the laptops home. If a student does not have a computer in his/her home, the student and parent/guardian should notify a Herron High School administrator, and every effort will be made to secure a computer for the student's home.

GENERAL SCHOOL INFORMATION

(School Code No. 5724)

Birth Certificate/Medical Records/Emergency Forms

Herron High School requires a copy of a student's birth certificate, medical information, and emergency forms, including immunization records as mandated by state law, to be on file in the office. The absence of these records could result in the student's suspension from school.

Immunization

The minimum immunization requirements for school entry 2010-2011 mandated by the Indiana State Department of Health are as follows:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT). 4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd birthday.
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella (German measles) vaccine on or after the first birthday.
- **2 doses of varicella (chicken pox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.**
- **1 dose of tetanus-diphtheria-acellular-pertussis vaccine (Tdap) given on or after 10 years of age.**
- **1 dose of meningococcal conjugate vaccine (MCV4).**

School Hours

School hours are from 9:00 a.m. until 4:00 p.m. Monday to Thursday and from 10:00 a.m. until 4:00 p.m. on Fridays. Monday-Thursday, the school doors will open at 8:00 a.m. and close at 5:10 p.m. On Fridays, the school doors will open at 9:00 a.m. and will close at 4:30 p.m.

If parents/guardians need to drop their students off prior to the times the school opens or pick their students up after the school closes, the parents/guardians will need to request this in writing either by emailing the assistant head of school or by completing a form that is available at Student Services.

Testing

- **End of Course Exams**
As part of Indiana's school accountability system under Public 221, Core 40 End-of-Course Assessments (ECAs) are designed to ensure the quality, consistency, and rigor of Core 40 courses across the state. Aligned with Indiana's Academic Standards, End-of-Course Assessments are final exams measuring what students know and are able to do upon completion of targeted Core 40 courses. Currently the Indiana Department of Education is requiring students to test for the following courses: Biology I, Algebra I, and English 10.
- **PSAT**
The Preliminary Scholastic Aptitude Test (PSAT) is administered to sophomores and juniors each year at no cost to the student. The purpose of the PSAT is to acquaint students with the format of the Scholastic Aptitude Test (SAT), and for juniors, the test is used to qualify students as National Merit Scholars.
- **NWEA**

Measures of Academic Progress are state-aligned computerized adaptive tests that accurately reflect the instructional level of each student and measure growth over time. Herron High School freshmen and sophomores take the test during the fall semester and again near the end of the second semester.

- **ADVANCED PLACEMENT**

AP exams are directly aligned to the AP courses. All students who are enrolled in an AP course are required to take the exam. Students who do not participate in the AP exam will not receive AP credit on their transcript.

Lost and Found

All unclaimed items left on or around the school grounds should be placed in the lost and found box. At the end of each month, all unclaimed items will be donated to charity. Students will be notified prior to the donation.

Publication of Educational Data

Herron High School reserves the right to publish any educational data.

School Pictures

School pictures are taken by a professional photographer early in the first quarter of school. Parents should check the monthly calendar, the newsletter, or the Herron High School website for the date.

Parking Regulations

Herron High School has extremely limited parking space. Students are encouraged to walk, ride their bicycles and car pool.

It is a privilege, not a right, to park on school grounds. Students are permitted to drive to school and park on school property as long as they abide by the parking policy and have filled out necessary paperwork. Students may park in student parking only. **VIOLATIONS CAN RESULT IN LOSS OF PARKING PRIVILEGES, A PARKING TICKET, AND/OR BEING TOWED AT THE OWNER'S EXPENSE.**

The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's vehicle on school premises may be searched if the school authority has reasonable suspicion to believe that a search will turn up evidence that the student has violated or is violating either the law or school policy.

Students must obtain a Herron High School Driver Registration permit before they will be allowed to park on campus.

The guidelines are as follows:

In order to obtain a Herron High School Driver Registration permit, student drivers must agree to the following rules and policies and sign the registration form. The Herron High School Driver Registration permit will be revoked if the student driver does not abide by these policies and rules.

General Parking Regulations

- students are required to register their vehicle and license numbers at the Herron Student Services Desk in order to drive to school. All registered drivers are required to park on school property and may not park on streets in the surrounding neighborhoods or community.
- to obtain a Herron High School driver registration permit, students are required to have a valid Indiana Driver's License.
- to obtain a Herron High School driver registration permit, students are required to provide proof of insurance.
- registered drivers are required to register all students who carpool with them. Registered drivers are not permitted to transport any student to or from school who is not listed as part of their carpool.
- the Herron High School driver registration tag must be displayed at all times.
- students are required to observe a 5 mph driving speed at all times when in school parking lots.

- students are required to observe all posted neighborhood school zone speed limits at all times.
- at all times while on school property and within the surrounding school driving zones, vehicle stereo volume must be kept at a sub-nuisance level.
- at all times while on school property and within the surrounding school driving zones, vehicle stereo music must be free from profanity.
- at all times while on school property and within the surrounding school driving zones, students may not use tobacco or other drug-related products while in their or anyone else's vehicle.
- student drivers are required to observe all faculty and adult directives at all times while they are in their vehicles on school property and in the school zones immediately surrounding the school.

Before School Parking Regulations

- upon morning arrival, students are required to exit their vehicle within 5 minutes of parking.
- upon morning arrival, students are not permitted to leave the parking lot in their vehicle and return. Once student drivers arrive at school, they are required to stay at school until the end of the day.
- upon morning arrival, students are required to proceed immediately to the school building. They may not loiter in the parking lot, surrounding green spaces, or neighborhood.
- upon morning arrival, students are not permitted to exit their vehicle and enter other vehicles (parked or passing).
- upon morning arrival, students are not permitted to allow any non-carpooling student to enter their vehicles (parked or passing).
- upon morning arrival, students must park in legitimate, marked spaces and always provide clearance for traffic and other parked vehicles.
- upon morning arrival, students are not permitted to park in the spaces reserved for faculty or visitors.

After School Parking Regulations

- unless students are participating in an afternoon school-related activity, commitment or club, all drivers must exit the parking by 4:15 p.m. (or 15 minutes after the final school bell).
- students - registered drivers, their passengers, or any other non-driving students - are not permitted to loiter or gather inside or outside of their vehicles, the parking lot, surrounding green spaces or neighborhood after 4:15 p.m.
- when exiting the parking lot, students are required to observe all specified neighborhood traffic patterns

Parking Lot

For the safety of students, parents, teachers, and school visitors, students are not permitted to congregate in Herron High School campus parking lots before, after, or during school hours. Students who collect in the parking lots will be subject to disciplinary action.

Transcripts

Requests for transcripts should be directed to the Registrar.

Visitors

During school hours, all visitors to Herron High School are required to wear a badge and sign the visitor log upon arrival and departure. Parents and/or guardians should notify the school at least 48 hours in advance if they would like to sit in on their student's classes.

Website

Herron High School maintains a website at www.herronhighschool.org. Parents and students are encouraged to check the website regularly for information on announcements, special events, and changes to the schedule.

School Newsletter

The Herron High School newsletter is published each Friday and is distributed via email. Parents who do not have an email address should remind their student to bring home a hard copy of the newsletter each Friday. Important school information is communicated through this newsletter, and all parents and students should read it each week. The weekly newsletters are archived on the Herron High School website.

Work Permits

Herron High School offers the service of issuing work permits to its students. Students may request a work permit from the Student Services Office. Work permits will only be issued if the student maintains a minimum 2.5 grade point average and has the permission of the Head of School. Every effort will be made to issue the work permit in a timely manner with a **minimum** turnaround of 24 hours.

Grades

Teachers will use multiple forms of assessment to determine a student’s grade. Student performance on projects, speeches, reports, and other similar performance-based activities will be used. Rubrics, as compared to other forms of assessments, will often be created to determine student performance. Student learning at an accepted level is necessary for current success and for high school graduation.

Students with two or more NGs after any mid-quarter grade check will be required to attend Mandatory Study Hall. Policies and procedures concerning Mandatory Study Hall will be articulated to students and parents at that time.

A report-card grade of “NG” or “no grade” may be given if a student’s success is currently below the minimal learning expectation. Students do not receive academic credit for classes where they earn an NG. If the student earns a semester grade of NG, the student will have only four weeks from the end of the semester to work with the classroom teacher where the NG was received in order to remediate his/her NG and raise it to a passing grade. The student, the student’s parent, or the classroom teacher has the power to initiate the semester NG remediation process. At the end of the four weeks, if the student has not earned a passing grade, the NG will stand, and the student will have to take the class over during the summer or the following school year. It is important to note that a semester grade of NG is always the accumulated result of student participation and preparation, attendance, cumulative quarterly assessment results, and a semester exam grade (which is valued at 10% of the overall semester grade).

Students may receive an “I” (Incomplete) for a class if a student has had verified medical issues or traumatic personal issues. If a student receives an “I”, she/he has nine weeks to work with her/his teacher to earn a passing grade in the course. If at the end of nine weeks the student has not earned a passing grade, the “I” will convert to an “NG” and be subject to all previously stated policies regarding NGs.

Teachers will determine appropriate and logical options for the varying means of addressing “NG” or “I” grades.

Listed below is Herron High School School’s grading scale. All HHS classes use this grading scale. Please note that Advanced Placement (AP) and Honors classes are grade-weighted.

Grading Scale	Performance Descriptor	
A+ 99-100 all indicators	Student has a superior grasp of the subject	matter in
A 94-98		
A- 90-93		
B+ 88-89 on most indicators	Student performance is good and above	average
B 84-87		
B- 80-83		
C+ 78-79		
C 74-77 to the next level	Student has an adequate grasp of the material	to move
C- 70-73		
NG/F 69-Below	Student has not yet attained a skill level for	success
I (incomplete)	Student has outstanding material, assignments, or tests to complete	

G.P.A. Points		G.P.A. Honors Points	
A+/A	4.0	A+/A	5.0
A-	3.7	A-	4.7
B+	3.5	B+	4.5
B	3.0	B	4.0
B-	2.7	B-	3.7
C+	2.5	C+	3.0*
C	2.0	C	2.7*
C-	1.7	C-	2.7*
NG/F	0	NG/F	0

When determining a Grade Point Average (GPA), point values will be assigned to each letter grade and an averaging process will determine the GPA. For further information, students and parents may contact teachers or administrators.

Students must receive a minimum of 10 credits per school year in order to be factored into the G.P.A. class ranking, and they must earn a minimum of 5 credits per semester thereafter.

* See Section on Honors Courses

Honor Roll

Honor Roll and High Honor Roll will be determined using the following criteria:

High Honors – A average or higher

Honor Roll – B average or higher

In order to be eligible to place in the top ten percent of a student’s graduating class after four years at Herron High School, students must be on track to receive the Indiana Academic Honors Diploma.

Honors Courses/Advanced Placement Courses

Honors level classes are offered in all core curriculum classes when there is not an AP class offered.

Students who take honors level courses will take their classes within a standard classroom environment.

Their requirements for the course will be more in-depth and extended than those students who are taking the course for standard credit. The honors curriculum is built on the continuum of the Trivium and Bloom’s Taxonomy.

The decision to take an honors level course is made on the basis of teacher recommendations, student and parent requests, and school administration approval. If a student slips below a B- average, the teacher, parent/guardian, and student should meet to determine if the student is engaging in the appropriate academic level. Students who receive a C or below in an honors level class for his/her semester grade will not be allowed to continue the class at the honors level

Advanced Placement courses are entry-level college courses. All students who take an Advanced Placement course are required to take the Advanced Placement exam for that particular course at the end of the school year. If a student fails to take the AP exam of the course s/he is taking, the student will not earn the AP credit. The College Board oversees the Advanced Placement courses and exams. There is a fee for each test. There is a fee schedule in place for students who qualify for a reduced test fee (apcentral.collegeboard.com). Herron High School will work with students and families who believe they might qualify for a reduced test fee. However, the cost of each AP exam is the responsibility of the student and his/her family. Students who qualify for free or reduced lunch will receive a reduction in the AP testing fees.

College Classes

It is the policy of Herron High School that students should take Herron High School courses if the school offers the course. If HHS does not offer a course that a student wishes to take, the student and parent/guardian should request permission from the administration. If the course is approved the students

may proceed with enrollment into the course. However, Herron High School does not assume any financial responsibility for academic courses taken outside of Herron High School.

Early Graduation

It is the policy of Herron High School for students to take the full curriculum that HHS offers. When a student enters HHS, the student is expected to take eight full semesters of high school credit. Early graduation is not permitted at Herron High School.