

Article 5 - Scholastic Achievement

Section 1 Grading System Grade levels 2 through 12

Hershey Public School will use a percentage grading system as follows:

A	93 - 100	Excellent
B	85 - 92	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
N/C	Below 70	No Credit

Grading System Grades Kindergarten and 1st

Kindergarten and 1st grade will be graded on the achievement standards listed below:

1. Demonstrates required skills independently
2. Demonstrates required skills with minimal teacher assistance
3. Does not demonstrate required skills at this time

Each teacher should define for students the grading procedures to be used in their classes.

Section 2 Graduation Requirements

Secondary Grades 9-12

250 earned credit hours will be necessary for graduation. As a minimum, the following subject fields shall be offered;

1. ENGLISH: 40 hours (Required from English 9, English 10, English 11, English 12 or College English or Technical English).
2. SOCIAL SCIENCE: 30 hours (World History/Geography, American History and American Government are required).
3. MATHEMATICS: 30 hours (Algebra I, Geometry, Algebra II to be completed by the end of the Junior year)
4. SCIENCE: 30 hours (General Science, Biology and a higher science course required).
5. FINE ARTS/PRACTICAL ARTS: 10 hours (Two semesters are required from any class in the fine art or practical art area).
6. P.E.-HEALTH: 5 hours each
7. COMPUTER I: 10 hours

This totals 160 hours of credit which means the student needs 90 more hours to meet the requirement. All academic courses which meet 5 times per week are worth 5 semester hours of credit. The following two areas will be given credit in this manner.

8. MUSIC: Band-5 hours per semester
Chorus-5 hours per semester
9. MISCELLANEOUS CREDIT: 1 hour per semester will be allowed for:
office assistant/assistant to an instructor
athletics (1 semester hour per major sport per year)

Of the 250 hours necessary for graduation, at least 180 hours must be in academic areas.

All 9-12 students are required to take at least seven solid subjects per semester. This requirement may be waived by the counselor and principal for 5th year seniors or senior teacher aides.

The graduation requirements are minimum requirements and most of our students will surpass them. All students are required to attend school for eight semesters and carry the prescribed load in order to receive a diploma from their institution. The Board of Education will accept a student's make up credits for any school year only if they are received from a state accredited school or from the University of Nebraska Extension Service. High school students will be classified in certain grades according to the following criteria:

- Freshman (ninth grade student) - A student in his/her first year of a four-year senior high school or a student with sufficient credits to expect graduation* in four years.
- Sophomore (tenth grade student) - A student in the second year of enrollment in a four-year senior high school who has earned 40 credits to expect graduation* in three years.
- Junior (eleventh grade student) - A student with two or more years of enrollment in a senior high school who has earned 110 credits to expect graduation* in two years.
- Senior (twelfth grade student) - A student with three or more years of enrollment in a senior high school who has earned 180 credits to expect graduation* in one year.

* Students may reasonably expect to graduate if they earn the required credits by successfully completing a full schedule of classes. They may not expect graduation or a class promotion if they must gain extra credit from an overload schedule, summer school or correspondence work.

Elementary Curriculum

The following subjects are offered to all elementary students:

Language Arts

Reading/ Accelerated Reading Program

Writing

Spelling

English

Handwriting

Mathematics/ Accelerated Math Program

Social Studies

Science

Music

Art

P.E.

Library Skills & Study Skills

Computer Literacy

In addition to our basic curriculum, we offer the following programs:

Speech Therapy

Hearing Therapy
Instructional Television
Safety and Health Instruction
5th & 6th Grade Band
Health Services
Field Trips

Elementary Students Promotion and Retention:

At the end of the school year, the classroom teachers will evaluate the progress of the students and make recommendations to the Elementary Principal for the promotion or retention of each student in grades K-6. Based on teacher recommendations and parent conferences, the Elementary Principal will make the final decision of possible retention. Parents will be kept continually informed of their child's progress at school through progress reports every 4 1/2 weeks, report cards every 9 weeks, and parent-teacher conferences.

Student Room Assignment for Elementary:

In the spring of each year, the classroom teachers and administration will make class assignments for the following school year. Class selection will be based on equal class sizes, boy-girl ratio, student special needs, and separation of observed personality conflicts.

Section 3 Schedule Changes Grades 7-12

Students who wish to change their schedule must do so during the first full week of each semester. The proper procedure is to contact the guidance counselor who, if a change is merited, will give you a drop and add slip. These slips must be signed by the counselor, student, parents and teachers involved and returned to counselor before the change will be approved.

Section 4 Interim Reports

Progress reports will be given at the end of the first 4 1/2 weeks of each 9-week grading period. The purpose of the report is to inform the pupil and the parent of the student's progress. Parents are urged to make an appointment with the instructor upon receiving reports of concern in order to remedy the situation.

Section 5 Report Cards

Students are evaluated formally on a nine-week basis. The report cards will be handed out as announced following the completion of the nine-week grading period.

Section 6 Honor Roll Grades 7-12

The Honor Roll is divided into two categories to bring recognition to those students who have distinguished themselves scholastically.

All "A" Honor Roll -Those students receiving 93% or above in all classes.

Honor Roll -Those students receiving an 86% or above average.

Students earning any grade below an 86% will not be eligible for Honor Roll Consideration.

The honor roll is published in the local newspapers and the students are honored at the convocation at the end of the year.

Section 7 National Honor Society

The National Honor Society chapter of Hershey Public School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members of a Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each December.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average 90%. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Ms. Dawn Thompson.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or

removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Section 8 Scholastic Averages

The average will be arrived at by dividing the total grade percentages for all classes by the number of classes taken. The only classes not to be included are Swing Choir, Athletics, Weightlifting, Teacher Assistant, and Student Mentor.

Section 9 Valedictorian and Salutatorian

Valedictorian and Salutatorian will be selected by scholastic averages.

Section 10 Eligibility

To be eligible for extracurricular activities, a student must be passing 20 hours and cannot be failing for the quarter or semester in more than one (1) class. Each student's eligibility status will be determined at the end of each week and each grading period. If a student is not passing the required number of classes, he or she will be ineligible for the following week or thereafter until they attain eligibility status. The weekly down list is in effect from Monday to Monday of each week. The eligibility policy directly affects students that participate in inter-scholastic activities governed by the SPVA Conference and/or the Nebraska State Activities Association. A student who is not eligible may still practice but may not be in uniform, and may not compete against other schools. They must also meet the NSAA standards. The school may declare a student ineligible for disciplinary infractions as well.

Section 11 Academic Integrity

A. Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

B. Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions

of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper

to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum

- performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.