

**WELCOME TO
PERRY-LECOMPTON HIGH SCHOOL
. . . A Place for Success . . .
Phone: (785) 597-5124
Web: www.usd343.net**

Mission Statement

The mission of Perry-Lecompton High School is to establish, within a safe and caring environment, a strong foundation for lifelong learning and civic responsibility.

School Profile

With approximately 340 students, PLHS constitutes a distinct community. This community should be an orderly, cheerful, democratic place if it is to serve any good purpose. Whether it will be such a place depends upon its citizens . . . upon you and others involved in this school. There will be little need for rules and consequences if students will remember that they are citizens of this school community and have responsibilities as well as rights.

Being careful to observe a few simple guidelines and principles will make school pleasant for you and will make this school the friendly and productive place that we all want it to be.

1. Come to school regularly unless you have a legitimate excuse for being absent. (Consult the Attendance Policy.)
2. Establish personal goals that will challenge you to do your very best at everything you attempt.
3. Give due respect and consideration to all teachers, adults, students, and the property of others.
4. Be honest and play fair.
5. If you should have a difference with another person, ask for help from an adult before the conflict develops into a serious matter.
6. Don't be afraid to ask for help before problems become overwhelming.

The number of rules and regulations imposed upon the citizenry of a community depends upon the responsibility that each person develops within himself. The fewer the restrictions from within the person, the more the restrictions will come from outside oneself. The less responsible the individual is as a school citizen, the more restrictions are imposed upon him or her by the school community.

Order is fundamental to the functioning of any school. As a PLHS Kaw, you have a responsibility to uphold high standards of scholarship and citizenship. The major reputation of a school is the courtesy and consideration students show members of the faculty, guests of the school, and one another. Naturally, every person wishes to command the respect and admiration of others.

Important records a student establishes at Perry-Lecompton High School are records of scholastic achievement, extra-curricular participation, and attendance. These records become permanent and will be the basis for further education or employment. One should strive for outstanding records.

The faculty, staff, and administration are happy to welcome all Perry- Lecompton High School students to a new school year. You are challenged to obtain a well-rounded education through academics, and by participating in school clubs, sports, social, and recreational programs.

School Spirit - What is it?

Although we cannot see or touch school spirit, it is the most powerful force in our school. It is the driving force that makes us strive toward excellence. It is in our teams as they work hard to win. It is in our staff, students and patrons as they support our school.

It is the invisible yet warm, inner feeling we have when we stand in honor of our school during the playing of the school song, for example. School spirit is the one most valuable tradition inherited from students who have preceded you. Keep it with you and use with pride.

Building Hours

To avoid potential problems, add to security and provide adequate supervision, students are requested to report to the building no earlier than 7:15 a.m. and leave each afternoon by 3:45 p.m., unless they are under the direct supervision of a faculty member of the school district. Except for the East doors, all doors to the school will be locked from the outside at 8:15 a.m. Entry to the building after 8:15 a.m. for late arrivals and visitors is through the East doors. All late arrivals need to check-in at the office. Students should conduct business matters at the office from 7:50 to 8:15a.m., at morning break, at lunchtime, or from 3:08 to 3:45 p.m. Once a student arrives at school they are to enter the building. They are not permitted to loiter in the parking lot, drive their vehicles off campus once they enter the parking lot, or pick up other students from school and take them off campus.

Visitors

All visitors are expected to enter the building by the East doors and check in at the office. Parents are always welcome at PLHS and may visit at any time. Student visitors may not attend high school classes as guests of PLHS students for all or any part of the school day including lunch unless they acquire prior approval from the administration.

2008-2009 Bell Schedule

Most weekly schedules will follow this order: A day, E day, O day, E day, O day.

A Days - All classes meet. (normally Mondays)

E Days - Even - 2nd, 4th, 5th and 6th classes meet.
(normally Tuesdays & Thursdays)

O Days - Odd - 1st, 3rd, 5th and 7th classes meet.
(normally Wednesdays & Fridays)

"A" Day (M) w/seminar

8:16 - 9:02 - 1st Period
9:06 - 9:51 - 2nd Period
9:55 - 10:42 - 3rd Period
10:46 - 11:31 - 4th Period
11:35 - 12:52 - 5th Period/lunch
12:56 - 1:42 - 6th Period
1:46 - 2:31 - 7th Period

"E" & "O" Block Day (T-F) w/seminar

8:16 - 9:50 - 1st / 2nd Period
9:50 - 10:00 - Break
10:00 - 11:32 - 3rd / 4th Period
11:36 - 12:52 - 5th Period/lunch
12:56 - 2:28 - 7th / 6th Period
2:33 - 3:15 - Seminar
2:35 - 3:15 - Seminar

**NOTE: Changes may be made to the bell schedule as needed.

ACADEMICS

Honor Roll

Each semester students receiving a GPA of 3.3 to 3.99 will be listed on the PLHS honor roll with students receiving a 4.0 and above listed separately. This honor roll listing will be reported to local newspapers for publication.

Following the end of the semester and the determination of GPA standings, an awards breakfast will be held and students will be honored. Students will be honored in the following manner:

Students receiving a 3.3 to 3.49 GPA for the semester will be awarded a certificate.

Students receiving a 3.5 to 3.74 will be awarded a bronze medal.

Students receiving a 3.75 to 3.99 will be awarded a silver medal.

Students receiving a 4.0 and above will be awarded a gold medal.

Academic Letters

Letters will be awarded to students with a cumulative GPA of 3.75. Students who maintain this standard after 3, 5, and 7 semesters are awarded a letter, bar and pin. An awards breakfast will be scheduled the spring semester of each year to present the above awards.

Student in Good Standing

A student in good standing at Perry-Lecompton High School is one that obeys all the school rules and policies. The student does not create situations in the school that hinder the educational process or positive learning experiences. To continue to maintain eligibility to compete or represent the school, students must meet academic standards and continue to make successful academic progress.

Kaw Excel Program

This program was developed with the intent to reward students who follow appropriate school behavior on a regular basis. A reward of one personal day or "day off" the following semester is awarded to eligible students. Spring semester, seniors can earn a personal day in May if they meet the criteria by May 1. Nine week grades will be used for GPA information.

Within the semester, a student will accrue:

1. Less than 2 points on the Discipline point system.
2. 4 or fewer excused absences per class period.
3. no unexcused absences
4. 2.5 or above GPA
5. must be a student in good standing

Notification from the Honor Panel will be given to those students who meet all criteria. Only a student in good standing is eligible for personal day. Eligible students must submit to the office a personal day request that:

1. is submitted two (2) full school days before the requested date of leave; leave date must be taken on or before Dec. 1, (1st semester) and May 1, (2nd semester)
2. contains parental permission
3. indicates approval by all teachers
4. if the student takes a personal day, they must still be in school one-half day to participate in any school activity. Exceptions can only be made by the administration.

Point 5 Club

This club is designed to reward those students who IMPROVE their current GPA above their cumulative GPA. Freshmen are eligible after second semester grades are reported. First semester grades are considered their cumulative GPA.

Rewards will occur after the GPAs are determined for first and second semester. The reward will be determined by the administration.

Seniors, Juniors and Sophomores who meet one of the following criteria are considered members of the Point Five Club:

1. Acquire a current GPA that is .5 points above their cumulative GPA
2. Improve so that their current GPA is a 3.75 or better
3. Maintain a cumulative GPA of 3.75 or better.
4. (SENIORS ONLY) Maintain a cumulative GPA of 3.5 or better.

Grade Cards

Mid-semester reports are distributed every nine weeks to students. Students are expected to show these reports to their parents. Semester grades are mailed home ONE WEEK after the end of the semester. If students have not met monetary obligations, semester grade cards will be held until their name has been removed from the hold list. Student grades can be check at any time on the Power School grade book system via the internet.

Student Conduct

Telephone

Office phones are not for student use except in case of an emergency. Students may use their cell phones to make a call at the office only. Incoming calls for students in the office will be handled by the secretaries. Only messages from parents will be reported to students and students will not be called from classes to take calls unless it is an emergency.

Electronic Devices

Student use of personal music devices are prohibited in the classrooms, **with the exception of seminar**. Students using these personal music devices must abide by the current seminar rules and be working on academic material. Music level must be low as to not disturb other students. Teacher have the right to ban personal music devices from their room should students fail to follow seminar rules. Students should leave electronic devices and cell phones in their lockers as they are not allowed in classrooms. Cell phone/personal music combination units **ARE** classified as cell phones and are not allowed during school hours. Violation of this policy will result in confiscation of such articles. Articles will not be returned until the appropriate detention time has been served.

Public Display of Affection

Some public displays of affection may be offensive to others; therefore, students should conduct themselves in a manner that is suitable for any work or public place. Kissing is not permitted. Other than holding hands, physical contact is not considered appropriate. Students who demonstrate disregard for this policy will be placed on a behavior plan.

Student Parking Lot

A parking lot for students is provided on the south side of the facility. Students are expected to park in an orderly manner, directed north and south, and not block one another. Students will need to apply for a parking permit to park in the lot. Students are not to loiter in the parking lot before or after school or during evening activities.

Safe driving practices and adhering to the 15 MPH speed limit is expected of all students who use the parking lot. Student drivers are responsible for passengers and are not to allow passengers to ride in the bed of open trucks/vehicles. Violation of these rules or failure to use good judgment will result in discipline consequences, and/or loss of parking lot privileges.

Dances

School dances are held at PLHS. No grade school or middle school student may attend high school dances. Additionally, guests or dates are to be students, or at least "student age". Students will be expected to sign up out of school guests prior to the dance. The "one time in, one time out" procedure is followed.

EXTRA-CURRICULAR ACTIVITIES

Organizations

There are several clubs and organizations at PLHS that are open to the student body. Participation is encouraged. The school expects leaders of all organizations to be exemplary in the areas of attendance, discipline, and academics. Any officer that is suspended from school or becomes a student not in good standing may be removed from the office by the administration. Clubs and organizations are expected to have a community service plan in order to have regularly scheduled meetings during seminar.

Ambassadors Club: The purpose of the Ambassador Club is to provide a welcoming face to visiting teams, officials and new students. The Ambassadors are volunteers who serve by greeting newcomers at the door with a smiling face and directing them to the appropriate locations on our campus. An Ambassador is assigned by the counselor to new students for their first day or two so that they may be welcomed and acclimated to PLHS.

Biology Club: The Biology Club is intended to give students more exposure to science related topics. Past activities include zoo and museum visits, canoe trips, university orientations, and veterinary seminars. New trip ideas are always under consideration.

Blue Krew: The purpose of Blue Krew is to promote school spirit and support various teams and organizations at PLHS. This club is open to all members of the PLHS student body. The Blue Krew makes posters and banners, and sponsors

fundraising activities during the year. Students who join the Blue Krew will contribute \$5.00 in annual dues. Members also have a privilege of riding spirit buses to away contests for free transportation to games.

Drama Club: Drama Club is open to all students interested in various phases of theatre. All members pay small yearly dues and earn membership points by working in theatrical productions. Among many activities, the club participates in all-school functions such as the homecoming parade, takes uniquely drama-oriented trips and provides necessary funds for special drama awards at recognition assemblies.

FBLA: Future Business Leaders of America is a vocational education organization for all students in high school who are interested in office and/or business careers. Underclassmen must be enrolled in a business class to be eligible for membership. Seniors need only be enrolled in a business class for one semester to maintain their membership. Members will have the opportunity to participate in a wide variety of activities throughout the year. Members will be expected to pay yearly dues, participate in fundraisers (if needed) and be an active participant in various community service projects.

FCL: Family and Community Leaders of America is a student organization designed to promote growth and leadership through Family and Consumer Science Education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation. Members will have the opportunity to participate in a wide variety of activities throughout the year. *Members are expected to pay yearly dues, participate in fund-raisers, and be an active participant in various community service projects.

International Club: The purpose of the International Club is to give students the opportunity to explore the cultures of other countries. The club travels every other year to various destinations in Mexico and Europe. Club members host many fundraisers that help to fund student trips. Activities sponsored by the club have been Cafe Cabaret, the Halloween Dance, the Dinner Theater and the chili feed. Club members also serve as hosts to exchange students at the high school. No foreign language class is required for club membership, only a desire to learn about international culture. Dues for the club are \$4.00; sponsors are Dr. Maribel Johnson and Mrs. Susie Whitaker.

Letters Club: Letters Club includes athletes who letter in any sport. The athlete becomes a member when a head coach publicizes who has lettered for a given season. The club raises money mainly from candy and pop machine sales throughout each year. Profits have been spent on various school equipment and club activities.

Math Team: The math team is organized each year to represent PLHS at various math contests which are held throughout the school year. Students chosen for this team must show outstanding aptitude in the area of math in which they wish to compete.

National Honor Society: The National Honor Society was founded in 1921 to recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. The PLHS chapter is dedicated to these goals.

SADD: The purpose of the PLHS SADD Chapter is to provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, impaired driving and other destructive decisions such as information on the hazards of tobacco use and seatbelt safety. SADD members are positive role models for other students and often go to other grade-levels to teach prevention tools to younger students. Membership dues are \$2.00.

Scholars Bowl: began at PLHS in 1983 to foster competition in academic excellence. Membership on the team is open to anyone who is interested in developing their competitive abilities. The team practices on a regular schedule and is divided into Varsity and Junior Varsity teams at competition time. There are several meets each year, including High-Q and League competition.

Team members can earn a Quiz Bowl letter by meeting the following three criteria.

1. Attend practice regularly
2. Participate in at least one-half of all meets at the varsity level
3. Abide by all Kansas State High School Association rules

SkillsUSA: is a partnership of students, teachers and industry representatives, working together to ensure America has a skilled work force. It helps each student excel. SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

Student Council: The purpose of the Student Council is to promote good citizenship, sportsmanship, responsibility and equality among students and to provide fair and honest representation of the students to result in a more democratic school government. Meetings are to consist of discussions and actions upon the needs, concerns and ideas of the student body. The Council, acting in official capacity, possesses the right to make recommendations to the administration on behalf of students regarding the welfare of the school. In addition to student government concerns, the Student Council organizes the following school activities: Homecoming, King and Queen of Winter Sports, several school assemblies, and community-public relations programs. Membership in Student Council-consists of the Student Council Officers elected by the student body and the president, vice-president, secretary, and a student council representative from each class.

Writers-In-Residence: Each year students have the opportunity to submit original compositions to be included in the literary magazine Writers-In-Residence. Teachers may also submit student work. The magazine is compiled and published during the fourth quarter and copies are available for students to purchase.

School SITE Council: Meeting dates and times are published in the school calendar. Persons interested in presenting at a council meeting may request to be put on the agenda no later than seven days before the meeting date. The principal will share information on school activities, successes, and concerns with council members.

The purpose of the Perry-Lecompton High School Site Council will be to:

- 1) Provide advice and counsel to the school in evaluating performance goals and objectives
- 2) Help determine methods which could be used by the school to meet the goals and objectives
- 3) Serve as a liaison between the school, the community, and the local board of education by collecting and disseminating information about school improvement
- 4) Provide other assistance that the school may request.

Council members will be identified by the following groups:

The principal is a standing member.

1 teacher, 1 classified staff member or teacher from the School Improvement Team,

2 parents from the Boosters, 2 PLHS students, PLHS athletic director, and 1 community law enforcement officer.

High School Disciplinary Policy 13 point System

Level 1 Referral	Level 2 Referral	Level 3 Referral	Level 4 Referral	Level 5 Referral	Level 6 Referral
1 POINT and Minimum- 30 min. det.	2 POINTS and Minimum - 1 hour det.	3 POINTS and Minimum - 2 hour det.	5 POINTS and Minimum - Friday School	8 POINTS and (O.S.S. or I.S.S.)	13 POINTS and LONG TERM SUSPENSION *HEARING REQUIRED
Cafeteria violation	Unauthorized call-in	Verbal Conflict	Verbal Conflict with staff	Threats to staff	Drugs--possession/use
Dress code violation	Forging passes	Tobacco possession/use	Cheating--test or homework	Under the influence of drugs	Explosives
Excessive Affection	Hazardous Driving	Assembly conduct violation	Gang behavior/dress/behavior	Alcohol--possession/influence	Weapons
Not working/failure to cooperate	Unexcused absence for one class	Inappropriate computer/ tech./equip. use	False 911 call Fire alarm pull	Drug Paraphernalia Fighting	Vandalism--severe Physical contact with staff
Parking lot violation	Inappropriate drawings	Skipping building level det.	Tobacco possession/use (#2)	Vandalism- school	Violent Threats
Class disturbance	or words	Intimidation, harassment,	Indecent Exposure	Theft	
Electronic Device violation	Skipping classroom detention	Threats or verbal abuse 7th(+) tardy/ semester	Unexcused absence - full day Failure to serve Friday school	Sexual Conduct	
Profanity/vulgarity	6th tardy/semester				
5th tardy/semester	Show up for event when ineligible				

* Each point earned will accumulate towards 13; a total of 13 points per semester; a hearing is recommended for long term suspension or expulsion.

* Zero is base of point system; there is no banking of points.

* After any student has accumulated 8 points a conference of administrator, student, and/or parent will be held.

* Students may be given the opportunity to earn back points upon the completion of ISS/suspension after the 8 point conference is held. (Upon student's request.)

* Any illegal activities may warrant police involvement.

* The administrator has the authority to set level and consequences for any specific violation.

*Any student with outstanding detention time or suspension time is considered a student not in good standing until that time is complete.



SENIOR YEAR ~ At-A-Glance



August

- Review career plans; decide which type of school is right for you. - Narrow college list to 3-5 schools.
- Register for ACT or SAT dates – Check planner calendar for registration date deadlines.
- Go to www.fastweb.com and www.scholarships.com to review scholarships.
- Review local scholarships listed on our PLHS website; take note of various deadlines.

September

- Meet with visiting school admissions reps – listen for announcements.
- Make a list of deadlines (tests, scholarships, admission applications, financial aid) at schools you are considering.
- Schedule a visit with counselor – Review credits and go over plans/needs for senior year.
- Schedule college visits. Follow college visit procedure and pick up permission forms via counselor.
- Create an activities list your can refer to or include with college or scholarship applications.

October/November

- Take the ACT or SAT. – Check planner calendar for test dates and registration deadlines.
- Review and work on admission, scholarship and financial aid applications. – Meet deadlines.
- Order caps, gowns and graduation announcements – A Jostens rep will meet with entire Senior class.

December

- Last ACT test date to use for K.U. scholarships or Kansas Scholar deadlines.
- Attend a Financial Aid Night.

January

- Complete the FAFSA (Free Application for Federal Student Aid) @ www.fafsa.ed.gov . Submit after January 1.
- **Parents:** Prepare your taxes early. Colleges may request verification of the tax information reported.
- Verify name spelling to be printed on diploma at office.
- Senior class meeting – Begin organizing graduation and senior luncheon plans.

February

- Attend a College Goal Sunday event to get help with financial aid. Check it out at www.collegegoal.org
- Submit your FAFSA if you have not.
- Watch for PLHS local scholarships on district website - continue to review/work in scholarship websites.

March

- Review the Student Aid Report (SAR) you receive after your FAFSA is processed.
- Complete local scholarship applications. Submit each by their deadlines upon completion.
- Pay for caps, gowns & graduation announcement order. – Jostens will mail payment/pickup reminder.
- Complete and submit to office your **SENIOR ACTIVITY WORKSHEET!**

April

- Make final college decisions and send in deposits by deadlines.
- Let other schools know you won't be attending or accepting offered scholarship money.
- Carefully review housing or other deadlines.

May

- Request Highland CC transcripts (if applicable) from HCC to be sent to your future school.
- Senior Check-out sheets – you are required to complete each item BEFORE you are officially checked out. This includes repayment of any money owed or items to return to the school (HOLDS), clean out locker and where to send your final transcript. You WILL NOT be allowed to walk the stage if this is not completed.
- **GRADUATE!**

**VISIT COLLEGES!
REVIEW SCHOLARSHIP WEBSITES FREQUENTLY!
STAY IN TOUCH WITH THE COUNSELOR.....
ASK QUESTIONS!**

Perry-Lecompton Middle School

Phone: (785) 597-5159

Web: www.usd343.net

Welcome

Perry-Lecompton Middle School is a special place. Young people enter this building the first time as elementary students and exit four years later as high school students working toward their diploma. It is the fervent hope of all who work here that the experience of each student is academically rewarding and full of enriching experiences.

Mission Statement

The mission of Perry-Lecompton Middle School is to provide a positive and safe learning environment where students will be academically challenged, make responsible decisions and become productive citizens.

Belief Statements

We believe all students can achieve success given appropriate instruction, sufficient time, and the student attitude that learning is important.

We believe teachers will engage students in active, real-life learning experiences.

We believe teachers will instruct and evaluate progress using varied techniques and evaluations, which promote active learning to a mastery level.

We believe the ultimate accountability for learning lies with the student; however, the Board of Education, the administration, teachers, support staff, parents and community will cooperate to provide appropriate educational opportunities.

PLMS Office Expectations & Procedures Building

The office will be open from 7:30 to 4:00 daily. The office phone will be answered during business hours. On Friday the office will close at 3:30.

Students in the Building

Students may not enter the building before 7:45 nor remain in the building after 3:30 except under the direct supervision of a coach, sponsor, teacher, or with a parent or other adult designated by the parent.

Students must make prior arrangements with a teacher to enter the building before 7:45 and should proceed directly to the designated meeting place.

Students who enter the building from 7:45 to 8:00 are to proceed to their respective Commons. Teacher supervisors will be on duty in the commons and available for student questions.

Students shall not remain in the building after 3:30 PM without an adult sponsor or coach.

Dismissal

To safeguard the students, advance notice for a change in the usual dismissal procedure should be made by the parent in writing and sent to the office. If possible, send this request to the office one day in advance. Students will be issued a "permit to leave" thus enabling them to leave class without needing to have their parent come to the office. Students will not be released by a phone call except in special instances.

Visitors at School

All entrances to the school are locked during school hours. All visitors should enter the building through the front (main east) doors, sign-in at the office and obtain a visitors badge. Unauthorized persons in the building will be asked to leave. Students are requested not to bring relatives/friends to school. Parents are always welcome. Due to our time schedule it may be helpful to call for an appointment to speak to a specific staff member.

Daily Schedule

Doors open	7:55
Breakfast served	7:55- 8:10
Locker break/Office Concerns	8:00- 8:10
Announcements	8:13- 8:15
1st hour	8:13-9:02
2nd hour	9:05-9:52
3rd hour	9:55-10:42
4th hour	10:45-11:32
5th hour (& lunch 25 min.)	11:35-12:52
6 th hour	12:55-1:42
7th hour	1:45- 2:30
8 th hour	2:34-3:18

Enrollment Fees Class Supplies

Enrollment fees are \$35.00 per year. Families, who think they qualify for the free textbooks program may pick up a form at the office, complete it and return it to.

Each student should see that all of his or her textbooks are used but not abused and that all textbooks are checked-in at the end of the school term. Students are discouraged from writing, marking, or storing papers and pencils in textbooks and should see that books are not thrown or tossed around or mishandled in other ways. Students who damage or abuse their textbooks may be charged for the cost of repairs, rebinding, or replacement of the book. This includes library books.

In addition, a student needs notebook paper and spiral notebooks, a compass, protractor, ruler with both English and Metric units, graph paper and 3x5" ruled index cards. It is also recommended that each student have a set of colored pencils or markers. These items cannot be purchased from the school. The school will provide each student a homework planner.

Fifth and sixth grade students will be given a supply list at enrollment. This list will also be available on-line on the school's web page.

District and School Newsletters

The district and school newsletters are available online at www.usd343.org. A paper copy will also be mailed if requested. Please call the PLMS office, email mbailey@usd343.org, or send a note to the office with a student to receive a copy.

Bicycles and Mopeds

Bicycles and mopeds should be parked on the concrete pad in the east side of the 5/6 wing doors. A lock to prohibit "borrowing" is recommended.

Parking Lot

Students who have a legal Kansas Drivers License and drive to school must park in the east parking lot. Students who drive must check keys into the office before school begins and pick them up at the office after school ends.

Reward Trips

The school may schedule a reward trip for students who are in good standing. To be in good standing a student may not have received an OSS or ISS during that semester or have more than seven discipline points. Other criteria may be applied if announced to students at the beginning of each quarter. A staff member will be available to stay with students not eligible for the reward trip. These students will be in a study hall.

All eighth grade students who are in good standing and are passing all of their fourth quarter classes may take part in the 8th graders trip to Worlds of Fun at the end of the year.

Lockers

Each student will be assigned a locker for coats and books. Seventh and eighth grade students will be assigned a gym locker for physical education class. Locks for these lockers are built into the locker doors.

Coats and jackets should be left in student hall lockers. **Note:** Gym lockers are for PE and athletic purposes only. These lockers will be available for students before school, during PE class and after school only. All articles the student brings to school including book bags, purses, back packs, items for personal entertainment, etc. must be stored in his/her hall locker during the school day. Hints for good use of lockers include the following:

1. Every student must use the locker assigned.
2. Lockers should be kept clean and neatly arranged at all times.
3. Do not tell anyone the combination to your commons area or gym locker.
4. Keep lockers locked to prevent possible problems with missing items.
5. Do not use tape, glue, adhesive, or stickers in the lockers.
6. Do not "pre-set" your lock. **REMEMBER** - your locker belongs to the school; you are only using it for the school year.

Lost and Found

Each student should assume responsibility of taking care of his/her own possessions. Since each student is provided a locker, there should be a minimum of lost and misplaced articles. There will be a lost and found area located near the office.

Hall Conduct

Always walk, never run, and remember to keep to the right when walking in the halls. To keep traffic moving, never walk with more than two together. Physical contact is unacceptable. Keep hands to yourself.

Gym Traffic

When entering or exiting the gym, please use the doors closest to the middle school hallway. Students are to walk across the west end of the gym to the locker rooms or when returning to class.

Physical Education Class

Anyone who is, for an extended time, unable to participate in PE classes should bring notification from a physician. Temporary exemptions require a note from the parent. In physical education classes it will be required for each student to provide their own uniform. Boys: athletic shorts, school t-shirt, athletic supporter, white socks, gym shoes, and a towel. All items will be marked with the student's name. Girls: athletic shorts with school t-shirt, white socks, gym shoes, and a towel. Absolutely no blue jean cut-offs will be allowed. School t-shirts with a place for the student to write their name are available at school. Failure to suit out in gym class more than 5 times without a doctor's excuse will result in a failing grade in class.

Library Expectations

Books must be checked out during school hours only. There is a penalty for having overdue library books. Library privileges will be suspended the day after the book is due. Lost and damaged books must be paid for before library privileges can be reinstated. Books may be checked out for a period of two weeks. Reference books are to be used in the library only.

Telephone Calls

Students will not be excused from classes to take telephone calls or make calls (from the phone in the gym) except in emergencies. Telephone numbers and messages will be taken and delivered to students at the convenience of the office. If a student must use the telephone, he/she must get a pass from the teacher, sponsor, or office first to use the student phone at the office. Students shall follow the same procedure to use a cell phone. Contact with students is to be made through the office.

Incoming phone messages must be received in the office before 2:30 p.m. Dismissal time is hectic and too uncertain to guarantee delivery to a student which leads to miscommunication, missed rides, as well as parents, teachers or bus drivers who don't know where students are.

Homework and Missing Assignments

Each teacher will establish homework and missing assignment rules and policies at the start of the school year. In all classes, students have a minimum of two school days for each day of excused absence to submit make-up assignments for full credit. In all classes students will be expected to complete and submit all homework regardless of "credit". Teachers will communicate with the office and parents as needed regarding students who habitually fail to complete and submit their homework.

Progress Reports

PLMS utilizes a method of reporting student progress to the parents in addition to grade cards. Beginning on the 3rd week of each grading period, weekly progress reports will be sent home with students on each Monday until the end of the quarter. These reports are sent home with the students to make the parents aware of the student's progress so steps may be taken to improve the work of the student before the end of the grading period.

Parents are also encouraged to check student's grades on-line through PowerSchool. Web sites and passwords are sent to parents at the beginning of the year. Please call the office for more information.

Teachers may send informational reports home more often.

Grading Policies for Middle School

Students will be expected to pass all semester classes. Students scoring 60% or above will be considered passing. If a student does not accomplish this with support during the school year, extra support through retention or summer school could be considered.

Grading Scale

A+	(100% & above)	C	(73%-76%)
A	(93%-99%)	C-	(70%-72%)
A-	(90%-92%)	D+	(67%-69%)
B+	(87%-89%)	D	(63%-66%)
B	(83%-86%)	D-	(60%-62%)
B-	(80%-82%)	F	(59% & below)
C+	(77%-79%)	INC	

INC: Student has not completed all the given requirements at this time.

Classroom Syllabus

Each 7th/8th grade teacher will provide a class syllabus containing:

- Course Summary
- Outcomes to be completed during the course
- Grading policy
- Homework policies
- Course Outline by quarter

Each 5th/6th grade teacher will also provide a class syllabus containing:

- Outcomes for each content area
- Supply List
- Classroom procedures
- Class Party Information

Homework Scores

Non-assessment grading measures may include quizzes, homework, projects, semester exams, or any other measurement that a teacher deems appropriate.

Honor Roll

Seventh and Eighth grade students meeting proficiency in all outcomes for core classes and earning qualifying grades, will be on the honor rolls at the end of the first semester and second semester.

Semester Honors

Kaw Honors	All A grades in Core Classes
High Honors	All A- or A grades in Core Classes
Honor Roll	B+ average or better in All Classes

End of Year Honors

A Academic Ltr. All	A grades in Core Classes
A- Academic Ltr.	All A- grades in Core Classes
Honors Certificate	B+ average or better in All Classes

8th Grade Graduation

To participate in eighth grade graduation exercises students are expected to pass at least fourteen semester classes which includes Directed Studies, during their 8th grade year and must meet the citizenship requirements for eligibility, and must follow all expectations listed in the handbook including expectations for attire.

Pep Club and Cheerleading

All PLMS students are considered to be members of the school pep club and will sit in the sections designated for the pep club at all games and athletic contests. Students are under the supervision of the Pep Club Sponsor and responsible for following behavior expectations stated in the school handbook as well as expectations distributed to students by the Pep Club Sponsor each season. Bus riders are required to furnish parental permission to the office in advance in order to stay for a game or contest.

Students may not leave the school building/campus when staying for an event.

Perry-Lecompton Middle School Site Council

The Site Council is an appointed group of school personnel, parents, and community members responsible for providing advice and counsel in evaluating state, school district, school site performance goals, and objectives. The council also helps in determining the methods that should be employed at the school site to meet these goals and objectives.

The staff at Perry-Lecompton Middle School encourages all interested parents/community members wanting to serve on the Site Council to contact Armin Landis at (785) 597-5159, or stop by the school office. Each appointed term will be for two years and can be extended to a second term with Council and School Board approval.

Perry-Lecompton Middle School Disciplinary Policy 13 point System					
Level 1 Referral	Level 2 Referral	Level 3 Referral	Level 4 Referral	Level 5 Referral	Level 6 Referral
<i>1 POINT and</i>	<i>2 POINTS and</i>	<i>3 POINTS and</i>	<i>5 POINTS and</i>	<i>8 POINTS and</i>	<i>13 POINTS and LONG</i>
<i>Minimum- 30 min. toward detention</i>	<i>Minimum - 1 hour toward detention</i>	<i>Minimum - 2 hour detention</i>	<i>Minimum - 1 Day ISS</i>	<i>1-5 Days SUSPENSION - Either ISS or OSS or combination</i>	<i>TERM SUSPENSION *HEARING REQUIRED</i>
General Rules Violation		Defacing property of others	Tobacco possession/use	Vandalism- school	Vandalism—severe
Cafeteria violation	Unauthorized call-in / Forging Notes	Verbal Conflict	Verbal Conflict with staff	Threats to staff	Drugs--possession/use
1st Dress code violation			Cheating / Plagiarism --test or homework	Under the influence of drugs	Explosives
1st PDA	Show up for event when ineligible	Assembly conduct violation		Alcohol--possession/influence	Weapons
Not working / uncooperative		Confrontation--pushing-physical		Fighting	Physical contact with staff
Profanity/vulgarity	Inappropriate drawings or words	Skippping building level det.	Tobacco possession/use (#2)	Drug Paraphernalia	Violent Threats
Class disturbance		Intimidation, harassment, threats, verbal abuse or Acts intended to demean or ridicule others	Indecent Exposure		Theft
Electronic Device violation	Unexcused absence for 1 class	Acts intended to demean or ridicule others	Unexcused absence - full day	Sexual Conduct	
Bus referral		Inappropriate computer / technology /equipment use	False 911 call		
5 th Tardy	6 th (+) Tardy		Fire alarm pull		

* Each point earned will accumulate towards 13; a total of 13 points per semester; a hearing is recommended for long term suspension or expulsion.

* Zero is base of point system, there is no banking of points.

* After any student has accumulated 8 points a conference of administrator, student, and/or parent will be held.

* Students may be given the opportunity to earn back points upon the completion of ISS/suspension after the 8 point conference is held. (Upon students request.)

* Any illegal activities may warrant police involvement.

* The administrator has the authority to set level and consequences for any specific violation.

*Any student with outstanding detention time or suspension time is considered a student not in good standing until that time is complete.

*Students with 8 or more disciplinary points are considered as students not in good standing.

*Repeated/chronic behaviors will receive escalating consequences

PLMS and PLHS Policies

Attendance

It is the objective of the Board of Education, administration and faculty of USD 343 to provide each student with a maximum opportunity to receive a superior formal education. While we are aware that all learning is not confined to the classroom, the educational opportunities provided by the tax dollars of our citizens are severely limited for the individual student when that student is absent from the classroom environment. Parents must be aware of student absences and reduce unnecessary loss of class time.

A student is considered absent when he or she is not in regular school classes or involved in a school sponsored activity. It is the parents responsibility to call when their student is absent.

Upon return from an absence, a student is required to obtain an admit slip from the office prior to attending class. An excuse, written or oral, from a parent or guardian must be provided within 24 hours of the absence. Upon receipt of the excuse, a determination will be made as to the excused or unexcused status of the absence. The principal will be the final determiner in all cases concerning absences.

Student Privacy Policy

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment annually, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Excused Absence

An excused absence is an absence by a student with permission from the parent and accepted by the school administrator. Family trips and college visits must be approved by the school prior to the absence to be designated as excused. Medical/dental appointments will be approved by presenting to the office the appointment card or receipt(s) from the doctor's office. Absence due to illness will be approved with a phone call from the guardian or with a written note. Family emergencies will be approved on a case by case basis by administration.

PLHS/PLMS administration will excuse all absences and tardies that are related to being ill, medical appointments, funerals, and pre-approved family trips and pre-approved college visits. Family emergencies will be dealt with on an individual basis. PLHS administration will not excuse absences and tardies that relate to oversleeping, car trouble, waiting for trains, or forgetting homework. Students are allowed four tardies prior to receiving discipline consequences.

Unexcused Absence

An unexcused absence is an absence by a student without parental and school permission. Students with unexcused absences must make-up all missed work and credit will be at the discretion of the teacher. Consequences for unexcused absences are listed on the Discipline point system.

Excessive Absences

In order to ensure good attendance for a positive learning environment, the faculty of Perry-Lecompton Middle and High School has established the following policy:

- 5 Absences – After 5 absences in a class, a letter will be sent home to parents/guardians advising them of the absences and possible consequences for additional absences.
- 8 Absences – After 8 absences in a class, a mandatory meeting will be held with the student, his/her parent or guardian(s), the principal. A plan of action to correct the situation will be developed at this time. The student may be assigned to make up time for the missed class/classes.
- 10 Absences – After 10 absences in a class, the student will no longer be considered a student in good standing for that semester. The student will be on the ineligible list for the remainder of the semester. Also at this time, a PLHS student may be disenrolled from the class, which would result in an "F" for a final grade. A student with 10 or more absences may be required to provide a doctors note for each subsequent absence.
- *Any absence required by a doctor is exempt from this policy. A doctor's note must be specific as to which days the student must be out of school in order to qualify for the exemption.

Perfect Attendance

We have many students with excellent attendance records. Perfect attendance is defined as a student having no absences except for school sponsored activities. No truancies, tardies, suspensions, or failing grades are allowed.

Those students with perfect attendance will be recognized in an assembly at the end of the semester, receive a certificate, and have their names published in the school newsletter.

PLHS Student College Visits (PLHS Only)

Prior to May 1 students may visit a college or post-secondary school. Students who wish to have this absence counted as excused will need to bring documentation from the college visited.

Family Leave Request

A Student Request for Family Leave form is available in the office and must be turned in to the administration for approval prior to departure. All trips are not automatically approved. Current attendance status will be one determinant. Academic arrangements must be made prior to leaving,

Tardies

A student is recorded tardy if he or she is not in the classroom ready to begin class from the time the bell rings until 10 minutes have passed, (20 minutes during PLHS block classes). After that time, he or she will be counted absent for the period.

1. All students are expected to arrive to all classes on time.
2. Any student arriving late for class without a pass from a teacher will be sent to the office for a tardy pass.
3. Office staff will determine the excused or unexcused status of each tardy and record such status.
4. Individual unexcused tardies will be assigned a 10-minute after school detention. A 10-minute detention leaves adequate time for students to catch buses. (PLHS only)
5. Failure to serve the 10-minute after school detention may result in further consequences as specified in the Discipline Point system. (PLHS only)
6. Two or more unexcused tardies on any given day may result in skipping directly to the 1-hour after school detention to be administered the following day.
7. Students who fail to serve an assigned 1-hour detention will progress through the established building discipline procedure.

Sign In - Sign Out

When a student arrives late to school, he or she is expected to report to the office and sign the Sign In-Sign Out book. At that time the student should request an admit slip to class. The student is expected to show the admit slip to his or her teacher upon returning to class after an absence.

If a student finds it necessary to leave the building for any reason, he or she is expected to come to the office and request permission to sign out. Before leaving school grounds, students must report to the office, request permission to sign out, and verify parental approval through a note submitted to the office or through a telephone conversation between the parent/guardian and a member of the office staff.

Students who leave school without following proper procedure for checking out will not be excused even if parents call in later. Failure to follow proper procedure will result in the appropriate discipline consequences.

Make-Up Assignments

Students are responsible for work missed when absent and should contact teachers before or after school to discuss make-up assignments. Students will be expected to submit missing work within two school days following each day of absence.

In laboratory classes, special arrangements may need to be made for making up a laboratory activity. Some work cannot be made up because of its nature: guest speaker, demonstrations or performance.

Illness

If a student becomes ill at school, an attempt will be made to contact the parents. If parents cannot be contacted the person designated as your emergency contact on the enrollment form will be notified.

Accidents and Insurance

At the start of school, there will be a low cost accident insurance policy available. These forms are available at the office.

Students participating in athletics or cheerleading are covered by the Kansas State High School Activities Association Insurance.

First Aid and Medication

The PLMS/PLHS staff cannot offer more than basic first aid to any student. Our school encourages the home to dispense medication whenever it is at all possible.

Diagnosis or treatments of injuries or medical conditions are within the responsibilities of the school.

Guidelines for Dispensing

USD #343 will assist in dispensing medication to a student if necessary during the school day. Before ANY medication will be dispensed to a student, the following procedures must be followed:

The medication must be sent to school in the original dispensary container or the original pharmacy container on which the child's name, dosage, and type of medication are clearly noted.

The School cannot give the 1st dosage of any medication to a student.

The school must have on file a written document from the physician and the parent/guardian giving school personnel permission to dispense prescription medication, stating reason for giving medication and noting the period of time over which medication should be dispensed to the student.

The school must have on file a written document from the parent/guardian giving school personnel permission to dispense non-prescription medication, stating reason for giving medication and noting the period of time over which the medication should be dispensed to the student.

A copy of the medication form was distributed at enrollment and a copy can be found in this handbook. More forms are available in the school office. We understand that this policy can require extra work on the part of the parent. However, a change in state law requires we follow it. It is designed to safeguard children.

Exclusion from School

1. The following conditions require medical attention before returning to school: If a child develops any of these during the day, parents will be called immediately to pick up the child. Please be sure that we have an accurate daytime number on file.
Chicken Pox - Child should be excluded from school for 6 days after the onset of the first crop of vesicles (blisters). It is highly recommended that all blisters be scabbed before your child returns to school.
Pink Eye - Cases should be excluded from school until the discharge from the infected eye ceases.
Strep Throat - Children with strep throat should be excluded from school until they have been on medication for 24 hours and are fever free.
Impetigo - Children with impetigo should be excluded from school until receiving medical treatment.
Scabies - Children who are infested should be excluded from school until treatment with an appropriate antiparasitic drug has begun.
Ringworm - Infected children may return to school if receiving treatment.
2. When a child acts as though his/her head itches, he or she will be referred to the office to be checked for lice. If lice or nits are found, all members of the household will be checked. The following policy applies whenever lice or nits are found.
Head Lice - The child will be separated from his/her class. After the child is separated, the parent will be contacted to take the child home. After treatment, the child will be eligible to be transported by bus and return to school.
3. When a child exhibiting any of these conditions has been in class part of the day, notes **may** be sent home to inform families of classmates of the situation. Due to privacy considerations, the student will not be identified.

Inoculations

All students enrolling in school shall provide proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Students who are not immunized may be excluded from school during an outbreak.

Attendance and Activities

For a student to participate in any school activity, he or she must be present at least one-half day of school. If a PLHS student takes a personal day they must still be in school one-half day. Exceptions can only be made by the administration.

Hall Passes

A student must have a hall pass or planner signed by an administrator, teacher, counselor or secretary to be in the corridors during class time. The student's school provided organizer will function as the hall pass.

Students are not to go to the parking lot during school hours unless they are personally supervised by a staff member or have permission from the office.

Posters, Flyers and Invitations

All signs, flyers, or invitations distributed at PLHS or PLMS must be approved at the office and meet the following criteria.

1. It must benefit USD 343 students.
2. Limit of two (one for each Commons).
3. Flyers placed only at the office for students to take.
4. Private commercial promotions, ads, and flyers are prohibited.
5. Private party invitations of any kind are prohibited.

Personal Appearance

Appearance and behavior are related. Proper attire is necessary in creating an environment conducive to learning. Therefore it is important that students' appearance should be neat, clean and in good taste. In addition, students, as representatives of our school, are expected to follow the guidelines for personal appearance at all extra-curricular activities, whether at home or another site.

Bare midriffs, loose fitting tank tops, muscle shirts, fish net shirts, transparent shirts, halter tops, and tops with plunging necklines or spaghetti straps (straps less than 1 inch), and skirts or tops that do not cover undergarments are inappropriate for school attire and are not acceptable. At PLMS, shorts or skirts that do not cover mid thigh are unacceptable.

Any garment which advertises alcoholic beverages or drug-related material, tobacco products, obscene or suggestive slogans, pictures or patches, affiliate colors (gangs), or depicts violence (hate speech), gender or sexual harassing statements, are not permitted to be worn or displayed. Hats, caps, sweatbands, and "do-rags", will not be worn in the building during school hours and should be kept in lockers. To show courtesy to others, hats should be removed during music and theatre performances. Trench coats, dusters, chains, spiked collars, and spiked wrist bands are not to be worn during school hours.

If a student's general appearance does not comply with the guidelines for personal appearance, he or she will be asked to change his/her appearance. Non-compliance may result in disciplinary action.

Book Bags

For safety reasons students may not carry book bags to classes. Any bag that is big enough to carry a book in is a book bag. Students are expected to use their lockers for storage of books and academic materials.

Safety Drills

Drills are conducted as prescribed by regulations of the State of Kansas and the local school board. Procedures have been developed to ensure the safety of all students.

Teachers will discuss the following Emergency Procedures with their classes.

1. When the alarm sounds or an announcement is made, stop all activity and wait quietly where you are until your teacher gives directions.
2. Leave all books and belongings.
3. If directed to do so, leave the room in a quiet and orderly fashion in line.
4. The last person should close the door when exiting the classroom.
5. Proceed in line to the designated area without talking. Your teacher will tell your class where to wait.
6. Remain in the evacuation areas until the signal is given for the return to the classroom.
7. Return to the classroom without a lot of noise.
8. If you are out of the classroom, walk at once to the nearest class in proceeding to the evacuation area.

Storm Warnings

Should it become necessary to close school due to inclement weather, road conditions, or other emergency situations, Perry USD #343 will notify parents with the School Reach system. Additionally USD #343 will post school closing information on the district web site, www.usd343.org and make immediate contact with the following broadcast stations:

WDAF TV – Kansas City, TV Channel 4

WIBW – Topeka, TV Channel 13, 580 AM and 94.5 FM

We recommend staying tuned to one of the stations listed above in order to receive this information in a timely manner.

Other media that will be notified as time permits would be **KSNT TV** – Channel 27, **KTKA TV** – Channel 49, **KTPK Radio** – FM 106.9, **KLWN Radio** – Channel 1320, **KANU Radio** – Channel 91.5 and **Sunflower Cable** in Lawrence – Channel 6.

Broadcasts will begin at 6:00 a.m. for all stations and will be reported approximately every 15 minutes until 9:00 a.m. School closings announced the preceding day would be broadcast on the 10:00 p.m. newscast. WDAF Fox, TV Channel 4 has a broadcast at 9:00 p.m. and again at 10:00 p.m. and runs school closings in alphabetical order at the bottom of the screen during the newscast. In all cases, the final decision regarding school attendance during inclement weather rests with the parents.

Lunch Program

PLMS and PLHS have a closed lunch hour. This means that students are not allowed to leave school grounds during their lunch hour. Students will remain in the commons area during their lunch period and will not return to their classrooms or lockers until the designated time.

Seniors have the privilege to leave the lunchroom. Senior Privilege Procedures will be distributed to members of the senior class by class officers at the beginning of the school year.

Each student at PLMS/PLHS may open a personal food account for food service purchases. Initial deposits to activate the account may be made at enrollment or any school day before 8:10 a.m. with the food service secretary. Each time a student purchases a meal or Ala carte items, the cost of the food will be deducted from the student's personal food account. Additional deposits by students should be made in the morning before school in the kitchen or through the online Easy Pay system to keep the account current.

When students forget their meal money, they may charge meals, but a \$5.00 charge limit will be enforced. Upon reaching the \$5.00 charge limit, the student's lunch privilege will be revoked until payment is received on the account. If students have a negative balance in their accounts, they will not be able to purchase Ala carte items.

Care of School Property

This is your school! Students should respect the facilities that tax payers have provided and exercise care of the property. Students who willfully deface or destroy school property will pay the cost of replacement and all necessary repairs. All such incidents will be reviewed for disciplinary action or prosecution when appropriate.

Food and Drink

Food and drink are to be consumed only in the commons area. The hallways and theatre are not considered the commons. Students need to refrain from taking food or drink to these areas. Students may place lunches in their lockers for noon lunch or field trips, but these should be consumed in the appropriate places and removed at the end of the school day. Bottled water is allowed in the hallways and in the classrooms at teacher discretion. **Students are not allowed to bring any open beverage container into the school building at any time. Additionally, outside food and drink are not allowed at extra curricular activities such as football and basketball games.**

Textbooks

Each student should see that all of his or her textbooks are used but not abused and that all textbooks are checked-in at the end of the school term. Students are discouraged from writing, marking, or storing papers and pencils in textbooks and should see that books are not thrown or tossed around or mishandled in other ways. Students who damage or abuse their textbooks may be charged for the cost of repairs or replacement of the book. This includes library books.

Lockers

Lockers should be neat and locked at all times. Students are advised not to keep valuables or money in lockers. All objects put on lockers must be attached with magnets. No tape is allowed.

Technology and Acceptable Use Policy

USD#343 Perry Public Schools provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Perry School system and among its students. *The use of these technology resources is a privilege, not a right.*

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Perry USD #343 firmly believes that the value of information, interaction and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district. The district will make every effort to assist students in using the technology in a responsible, ethical and polite manner.

District Rights: USD#343 reserves the right to monitor all activity on the district network system, review any material on user-accounts, including e-mail accounts and any material stored on the network, deem what is appropriate use of the network system and make a determination on whether specific uses of the network are consistent with the acceptable use policy.

District Responsibilities: The district will attempt to provide a safe, secure and reliable system. It will not be held responsible for information that may be lost, damaged or unavailable due to technical or other difficulties. The district will also not be held responsible for any costs incurred by students. The district will cooperate fully with any investigation concerning or relating to any USD#343 activities.

Disciplinary Action: These acceptable use procedures apply to all district students. Any disciplinary action for users shall be consistent with district standard policies.

Acceptable Use: The purpose of computer and Internet access is to provide research and education through technology. Persons using the school's technology are expected to use the system and equipment following district guidelines set forth here. All users must comply with the Acceptable Use Policy.

Unacceptable Use: USD#343 reserves the right to deny computer and Internet access to any student or staff who violate the district Acceptable Use Policy. Unacceptable activities include, but are not limited to:

1. Students will not violate any copyrights, license agreements or other contracts.
2. Students will not interfere or disrupt network performance by harassment of another user; sending unwanted e-mail, chain letters or "broadcasting" messages; uploading or installing viruses or worms; invading the privacy of or modifying or destroying another user's files; vandalism of district hardware and software.
3. Students will not use the network to access inappropriate materials such as obscenity, pornography, threatening or violent materials, or material that is racially offensive and/or abusive.
4. Students will not use any school technology for commercial activities, product advertisement or political lobbying.
5. Students will not share passwords with other students.

Transportation

Changes to morning route must be made 15 minutes before the designated pickup by calling the bus barn at 597-5303. Changes to evening routes must be made by calling the child's attendance center before 2:30 p.m. Students who ride the bus to and from school or on an activity trip shall make themselves familiar with requirements for safe transportation and shall remember that the school bus operator is in control at all times. Students must obey the bus driver and sponsors promptly. Violation of rules will be reported to the school administration who can deny the privilege of riding the bus.

Activities Bus

An activity bus will be provided after football, volleyball, basketball, wrestling, golf, tennis, softball, baseball and track practice for those people who are involved in a PLMS/PLHS activity. Students who stay after school for detention hall or for study sessions may also ride the activity bus. All rules regarding bus transportation apply to the activity bus.

The district runs an activity bus nightly to transport students from PLMS to other district attendance center.

Assemblies

A variety of assemblies are scheduled at PLMS/PLHS: pep assemblies, award assemblies, educational assemblies and assemblies for entertainment. Students are expected to represent themselves and their school in a respectable manner.

Some assemblies are optional. If a student chooses not to attend an assembly, he or she will report to the announced classroom.

Field Trips

Field trips provide enriching opportunities and extend educational experiences for students while being recreational and enjoyable.

Teachers will submit a list of students scheduled to attend the field trip to the office and staff. Students ineligible or not in good standing may not be permitted to attend the field trip.

An emergency procedure form must be on file in the high school office for any student to participate in off-campus trips.

Attendance at Extra-Curricular Activities

Students are encouraged to attend extra-curricular activities. Respect to the participant is important and the "one time in, one time out" policy will be followed. Extenuating circumstances to this policy must be cleared with an administrator before leaving the building or grounds.

Student Activity Passes

All high school students will be assessed an activity fee at enrollment and will be issued an activity pass. This pass will admit the student: to all **PLHS** home athletic activities except tournaments, to one performance each of the musical and spring play, to Homecoming and King & Queen of Winter Sports dances, and pay in full the student's class dues (freshman, sophomores, junior, and senior class dues).

PLMS students are all also issued an activity pass. This pass is good for all PLMS athletic events.

Students are expected to stand for the national anthem, school song, and time-out cheers. In addition, students are expected to give their schoolmates the respect they deserve for participating and representing our school by applauding and providing positive encouragement at appropriate times. Students are expected to follow all Kaw Valley League and KSHSAA (Rule 52) sportsmanship guidelines.

Student Conduct

Students are under the authority of any teacher, counselor, administrator, security officer, custodian, bus driver or secretary at PLMS and PLHS any time they are on the school grounds or at any school function or field trip regardless of the location. Students are expected to give respectful attention to the requests and directives of all staff members, not just the instructors they know.

Unacceptable Behavior

Acts of behavior that interfere with the maintenance of a good learning environment or jeopardize the welfare of others are not acceptable. If necessary, law enforcement personnel will be contacted. Some specific acts of behavior that could lead to disciplinary action can be found outlined on the PLMS or PLHS Discipline Point system grid. The list of actions on the point system grid is not inclusive. The administration reserves the right to determine what behavior is unacceptable to guarantee a safe school and insure a positive learning environment for all. Any misconduct on the part of a student may result in suspension or expulsion.

A student who has detention time to make up, is assigned in or out-of-school suspension, is not in good standing and is thereby prohibited from attending or participating in any extracurricular activity during the period of suspension. A student who is out-of-school-suspended is not eligible to practice, attend, or participate.

Nondiscrimination

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination, insult, intimidation, or harassment will be reprimanded and counseled by an administrator as to school policy and the law regarding harassment. The student will sign a statement acknowledging that he/she met with the administrator and the policy was explained. Any student who engages in further discriminatory behavior may be disciplined in a matter deemed appropriate by the administration which could include suspension or expulsion from school.

Gun-Free Schools Policy

A student will not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being 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 days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of the JDC policy (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 any 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.

Weapons and Destructive Devices

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

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

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon
- Any weapon 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 weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.
- A knife of any shape or size is not permitted at school or on school property.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

Drug-Free School Policy

If PLMS/PLHS is to be a safe and pleasant place to get an education, it must be a drug-free environment. It is the policy of U.S.D. #343 for the administration to make necessary searches of lockers and/or student property if there is reasonable suspicion that matter prohibited by law or school regulations exists. In addition, the administration may authorize law enforcement officers or licensed private agencies to use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees.

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages, or any mind altering substances on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the consequences list on the PLMS/PLHS Discipline Point System.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, ct seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the programs is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Alcohol, Tobacco, or Drugs

There is no place for alcohol, tobacco, herbal chew or other drugs (or drug-like) in any form at PLMS/PLHS. Students shouldn't use or possess these items on school property or within school jurisdiction. Any violation of a controlled substance will be reported to the appropriate law enforcement agency.

Providence Working Canines

USD #343 has contracted with a company that provides detection canines (drug dogs) to perform random sweeps of the building, parking lots, and grounds for the purpose of providing a safe and secure environment for learning. If suspicion results from a search, the student's locker and vehicle may be searched by administration.

Release of Student Information

Both the NO CHILD LEFT BEHIND ACT (NCLB) and the NATIONAL DEFENSE AUTHORIZATION ACT require all school districts that receive federal monies to give military recruiters the same access to secondary school students as they provide to colleges, universities and prospective employers. Upon request, the name, address, and telephone number of each secondary school student will be released unless the student or the student's parent has advised the District that this information is not to be disclosed without written consent. If a parent does not want the District to disclose any directory information, without the parent's prior written consent, the parent must notify the District, in writing, on or before September 15.

Interscholastic Competition

Philosophy

Excellence in interscholastic athletic competition is a fundamental part of pride, tradition and positive school climate within a high school. To develop competitiveness and dedication in athletic programs at PLMS/PLHS, the Board of Education supports the following:

1. The primary goal of varsity level teams is to become successfully competitive during contests. This can only be achieved by advancing an attitude of cooperative team effort and personal skill development. Students who demonstrate the greatest physical, mental and emotional tools toward attaining this goal will participate on the varsity team, regardless of age or class.
2. Freshmen and Junior Varsity programs focus primarily on developing and evaluating the lesser skilled athletes physically, mentally and emotionally. At the same time, the freshman and junior varsity programs will promote the same attitude, and goals integral to the varsity level.
3. The purpose of PLMS programs is to focus on skill enhancement, teamwork, sportsmanship and participation.

Goal

The goal of the sports program at Perry-Lecompton Middle and High School is to instill the ideals of good sportsmanship, ethical behavior and integrity through involvement in the sports arena.

Educational Principles

There are ten educational principles for athletes who compete at Perry-Lecompton Middle and High School:

1. Learning to compete within a given set of rules.
2. Learning how to maintain physical well-being.
3. Learning the importance of constructive release of energies.
4. Learning how to handle socially acceptable recognition.
5. Learning how to understand other people's feelings and attitudes.
6. Learning emotional control
7. Learning the importance of self-discipline.
8. Learning how to persevere toward a goal
9. Learning to think under pressure.
10. Learning how to be loyal to a situation, cause, school or nation.

Athletic Programs

Programs are offered three seasons. These programs are:

FALL	WINTER	SPRING
Boys Cross Country*	Boys Basketball	Boys Baseball*
Girls Cross Country*	Girls Basketball	Boys Golf*
Boys Football	Boys Wrestling	Girls Softball*
Girls Golf*		Girls Track
Boys Soccer*		Boys Track
Girls Tennis*		
Girls Volleyball		

* Denotes PLHS program only

During the summer there is a weightlifting/conditioning program for students.

Sports Participation

In all sports, when estimated participation are less than three above the required number to make up a team, by rule definition, serious consideration will be given to not offer the sport for that school year. The following team definitions are:

Boy's Basketball	5 per team	Girl's Basketball	5 per team
Football	11 per team	Volleyball	6 per team
Girl's Golf	4	Boy's Golf	4
Wrestling	5	Cross Country	5
Girl's Tennis	4	Boy's Track	5
Girl's Track	5	Baseball	9 per team
Softball	9 per team	Boy's Soccer	11 per team

Physical Examination

To be eligible for participation in interscholastic athletics/spirit groups, a student must have on file with the office a physical form signed by a practicing physician or registered physician's assistant certifying the student has passed an adequate physical examination and is physically fit to participate.

The annual history and the physical examination shall not be taken earlier than May 1 preceding the school year for which it is applicable. The KSHSAA recommends completion of this evaluation by athletes/cheerleaders at least one month prior to the first practice to allow time for correction of deficiencies and implementation of conditioning recommendations.

Physical forms can be picked up at the school office or are available on our web site.

Team Selection Procedures

Tryouts can be held in each sport. If a tryout period is held, the Head Coach determines the procedures and length of time. This information is distributed to athletes and parents at the pre-season meeting. At the end of the tryout period, the Head Coach will determine which athletes will be assigned a uniform and will post this information at a designated time and place. It should be understood by the coach, athlete and parent that the assigning of a uniform to an athlete indicates a good probability that he or she will suit up for contests but does not guarantee it and playing time is not assured. PLMS has a no cut policy for all athletic teams.

Pre-Season Meetings

Each sport will conduct a pre-season meeting with parents and athletes. The Athletic Director and Head Coaches will set a schedule and communicate the information through the building newsletter. These meetings are very important for both the athletes and their parents. A record of attendance will be kept and athletes and their parents who are unable to attend will be expected to sign a statement indicating they are aware of responsibilities, rules and regulations for participation.

Coaches will address the following topics:

1. coach's philosophy
2. sports calendar/deadlines/conferences
3. general athletic values
4. team rules and goals
5. athletic letter award policy
6. question and answer period

PLHS: Guidelines for Participation in Extracurricular Activities

The following rules and regulations are put in writing in an effort to better inform students and parents about student's responsibilities when participating in extracurricular activities at **Perry-Lecompton High School**. Participation is a voluntary endeavor and certain restrictions and expectations are placed on us, whether we agree with them or not.

PLHS Eligibility Policy

The eligibility policy is to be used in an effort to raise standards and keep more students on a positive path towards graduation.

Basic policy:

1. Grades are checked every week. Grades are checked via Power School on Wednesday. The student has until the following Tuesday to raise his or her grades to a passing cumulative semester grade. These are not weekly grades.
2. Students must be passing 6 classes. Students not passing 6 classes will be classified as a "1A" will be on probation for a period of one week. After the week of probation if student is still not passing 6 classes will, they will be classified as a "1" and would be ineligible to participate in or attend any or all extra curricular activities the following week from Tuesday to Tuesday. This would include athletics, field trips, any school sponsored function and any extra curricular activity that happens after the school day. If an athlete is ineligible the coach may have him or her sit on the bench in street clothes. If a student must attend an activity because it is a class requirement, the teacher may have them attend the activity. If the student is still not passing 6 classes at the end of the week he or she will be classified as a "2" and will remain on the ineligible list until eligibility is reached. The only exemption for this policy pertains to seniors with a shortened schedule during the spring semester. They must be passing 5 classes.
3. If the student believes that a correctable error has been made, they may talk to the teacher. The teacher may change the grade if an error has been made, thus taking the student off the list and making the student eligible. The grade change must be completed by 2:30 on the following Tuesday.

PLMS: Guidelines for Participation in Extracurricular Activities

Eligibility Policy

To be eligible for participation (practice or play) in extra-curricular activities at PLMS, students must meet all KSHSAA guidelines including the requirement to be in "good standing" with the school. Students must meet the following criteria for both academics and citizenship to be in "good standing" at Perry-Lecompton Middle School. Fifth and sixth grade students are not eligible to participate in middle school extracurricular activities in any capacity.

Academic Criteria

Beginning on the third Monday each semester, a student's eligibility list will be established weekly. For each failing grade a student will be listed on "Warning" in that class for the next week. During their warning week the student has the opportunity to raise their grade to passing. If the student does not raise the grade to a passing level by the following week, the student is ineligible to participate in any extra-curricular activities. Eligibility may be reestablished by posting a passing grade on the next regularly scheduled eligibility check. If a student is failing, ineligible in any class, then he/she will not participate-in or attend any game or other competition until the next eligibility check eligibility is reestablished. A student is guaranteed the opportunity to raise his/her grade to passing between eligibility checks.

Citizenship

Students who are not in good-standing may not attend or participate in either games or practices. If a suspension (ISS or OSS) is the imposed consequence, the student will be ineligible to practice and game participation for the duration of the suspension.

KSHSAA Eligibility Regulations

As a member of the Kansas State High School Activities Association, we are required to adhere to certain eligibility regulations for interschool competition. The following are not inclusive but represent the most applicable:

1. A student is required to pass at least five subjects of unit weight in his or her last semester of attendance. Vocational or Trade school courses approved by the Kansas Department of Education are acceptable.
2. A student must be enrolled in at least five subjects of unit weight during the current semester.

3. A student must be a bonafide student in good standing.
4. A student who is under suspension from school or whose character or conduct brings discredit to the school or to the student is not in good standing.
5. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school or school events is not in good standing.
6. If a student competes under an assumed name, he or she shall be ineligible in all sports.
7. A student cannot be nineteen years of age on or before September 1 of the school year in which he or she competes. Request for a waiver can be made to the KSHSAA.
8. A student must not have completed eight total semesters of high school attendance nor more than four seasons in one sport beginning with the ninth grade. His or her last two semesters of possible eligibility must be consecutive.
9. A student must not engage in outside competition in the same sport during a season in which he or she is representing his or her school.
10. A student shall not participate in training sessions or tryouts held by colleges while a member of a school athletic team.
11. A student must not have competed under a false name for money or merchandise of intrinsic value, and must have observed all other provisions of the amateur and awards rules.
12. A student cannot be a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. A student is not eligible to practice or represent his/her school in interschool athletics, cheerleading, or pom pom until there is on file with the school a signed statement by a practicing physician certifying the student has passed an adequate physical examination and is physically fit to participate in interschool competition, athletics, cheerleading, or pom pon. This statement shall also be signed by a parent or legal guardian, stating the student has permission to participate. The physical examination shall not be taken any earlier than May 1, proceeding the school year for which it is applicable.

Rules and Regulations

Students who participate in extracurricular activities at PLMS/PLHS are representing an outstanding institution. Students should conduct themselves at all times in a manner that contributes to good school morale. Failure to comply with the rules and regulations listed below will result in dismissal, suspension, or other disciplinary action. In the event dismissal from a team or organization is warranted, the coach or sponsor will bring the situation to the attention of an Activity Panel. When needed, an Activity Panel is composed of two organization sponsors, two coaches and the Director of Activities. When the person serving as Director of Activities fills the position of a coach involved with the situation, that position will be represented by the Assistant Principal. The student will be under suspension from applicable activities pending the decision of the panel. PLHS rules and regulations are:

1. Possession or use of alcoholic beverages, any form of tobacco, illegal drugs or improper use of other drugs is prohibited.
2. When applicable, jewelry should be worn in accordance with KSHSAA Regulations. If a student fails to comply, an official may deny that student participation.
3. Proper grooming is essential to safety and hygiene of the student.
4. A student who has been out-of-school suspended cannot participate in practices, contests or performances while suspended from school
5. A student who has an excusable absence all day or any part of the day may practice or compete in a contest the same day, provided both principal and coach or sponsor agree that participation would not jeopardize the student's health or well-being. If the student takes a personal day they must still be in school one-half day. Exceptions can only be made by the administration.
6. A student who has an unexcused absence all day or any part of the day will not be allowed to participate in a practice, contest or performance. The particular practice, contest or performance may or may not be the same day as the unexcused absence. The principal and coach or sponsor will take into consideration extenuating circumstances. A coach or sponsor may require the presence of the student at practice, contest or performance even though participation will not be allowed.
7. Unexcused absences from practice, contest or performance will not be tolerated. Disciplinary action will occur on the first and second unexcused absence and immediately following the third unexcused absence, a recommendation for dismissal will occur.
8. A student has responsibility to the team, group and self to notify the coach or sponsor of any absence. Failure to do so in itself may be grounds for an unexcused absence.
9. Listed below are some examples of inappropriate behavior that may reflect a poor attitude and may bring about disciplinary action:
 - A. Failure to attend practice on time.
 - B. Showing a lack of respect to teammates or those in authority.
 - C. Failure to listen when coach or sponsor is speaking.

- D. Use of profane language or gesture.
 - E. Poor care of equipment.
 - F. Habitual unexcused tardies to school or during the school day.
10. Each student is expected to ride on transportation provided by the school to and from contests when contests are at other schools. A parent may request for their son or daughter to ride home with them from an away contest. The parent should verbally communicate the request at the event to the sponsor or coach. Notes signed and dated by the parent are also acceptable for giving students permission to ride home with their parent or other parents. A note must be given directly to the sponsor or coach prior to the student leaving the activity. If the coach or sponsor feels it is in the best interest of the team or group to ride home together, the request of the coach or sponsor should be respected.
 11. A student must have an emergency sheet on file in the office before participating in his or her first practice.
 12. There may be times when practices will require a student to provide his or her own transportation to another attendance center within the district.
 13. When a student has a detention to serve, the detention must be served on time before the student will be allowed to participate in any extracurricular activity.

Harassment

Sexual Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual 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 or district compliance coordinator 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. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

Racial Harassment: Students

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment;
or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the 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.

Computer Usage

Use of District Computers/Privacy Rights

Computer systems are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

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

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

District or School Web Sites

The board may establish a district web site and may allow creation of web sites for individual schools. A district web site shall be under the control of the superintendent and school web sites shall be supervised by the building principal.

Web Site Rules

Detailed rules relating to web sites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals. School rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material; board and administration shall determine web site content and monitor use by employees and students.

District and school web sites are maintained to support the public relations and educational programs of the district and/or the schools. Web sites may be modified or terminated at any time by board action.

General Information

The following statements are to be included in all appropriate district handbooks:

Student Privacy Rights

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Copyrighted Material Posted On Websites

Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. The building principal shall be in charge of monitoring permission to post copyrighted materials.

Software Copyright

Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Downloading Copyrighted Materials

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

HAZING/HARRASMENT/INTIMIDATION/ BULLYING/MENANCING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

Bullying Behavior Chart

Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling or safety		Social Bullying Harm to someone's group acceptance	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
LEVEL ONE					
<ul style="list-style-type: none"> • Expressing physical superiority • Blaming the victim for the starting the conflict. 	<ul style="list-style-type: none"> • Making threatening gestures • Defacing property • Pushing/ Shoving • Taking small items from others 	<ul style="list-style-type: none"> • Insulting remarks • Calling names • Teasing about possessions, clothes, physical appearance 	<ul style="list-style-type: none"> • Giving dirty looks • Holding nose or other insulting gestures 	<ul style="list-style-type: none"> • Gossiping • Starting or spreading rumors • Teasing publicly about clothes, looks, relationships with boys/girls, etc. 	<ul style="list-style-type: none"> • Ignoring someone and excluding them from a group
LEVEL TWO (some of these behaviors are against the law)					
<ul style="list-style-type: none"> • Threatening physical harm 	<ul style="list-style-type: none"> • Damaging property • Stealing • Starting Fights • Scratching or biting • Pushing, tripping or causing a fall • Assaulting 	<ul style="list-style-type: none"> • Insulting family • Harassing with phone calls • Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> • Defacing school work or other personal property, such as clothing, locker, or books • Saying someone is related to a person considered an enemy of this country 	<ul style="list-style-type: none"> • Ostracizing using notes, instant messaging, e-mail, etc. • Posting slander in public places (such as writing derogatory comments about someone in the school bathroom) 	<ul style="list-style-type: none"> • Playing mean tricks to embarrass someone
LEVEL THREE (Most of these behaviors are against the law)					
<ul style="list-style-type: none"> • Making repeated and/or graphic threats (harassing) • Practicing extortion (such as taking lunch money. • Threatening to keep someone silent: "If you tell it will be a lot worse 	<ul style="list-style-type: none"> • Destroying property • Setting fires • Physical cruelty • Repeatedly acting in a violent, threatening manner • Assaulting with a weapon 	<ul style="list-style-type: none"> • Harassing you because of bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> • Destroying personal property, such as clothing, books, jewelry • Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> • Enforcing total group exclusion against someone by threatening others if they don't comply 	<ul style="list-style-type: none"> • Arranging public humiliation