

WELCOME

We are pleased that you are a student of Perry-Lecompton High School! It is our hope that you will have a positive and productive school year. Please take time to read this handbook, as it contains important information for you and your parents. The policies and procedures outlined are to assist you in knowing your responsibilities, privileges, and freedoms. Become familiar with this information. It will help to guide you to a successful year at Perry-Lecompton High School.

Perry-Lecompton USD 343 Mission

Preparing students to become successful citizens.

School Mission Statement

The Vision of Perry-Lecompton High School is to develop intrinsically motivated students through personalized experiences that engage students in learning and in the community.

PERRY-LECOMPTON HIGH SCHOOL STUDENT HANDBOOK

Table of Contents

School Profile (page 3)	Perfect Attendance (page 16)	Interscholastic Competition (page 31)
School Spirit (page 3)	PLHS Student College Visits (page 16)	Philosophy (page 31)
Nondiscrimination (page 3)	Family Leave Request (page 17)	Goal (page 31)
Student Privacy Policy (page 4)	Excessive Absences (page 17)	Educational Principles (page 31)
Release of Student Information (page 4)	Truancy (page 17)	Athletic Programs (page 31)
Building Hours (page 4)	Disciplinary Policy – 13 point system (page 18)	Random Drug Testing (page 32)
Visitors (page 4)	Gun-Free Schools Policy (page 19)	Sports Participation (page 32)
Bell Schedule (page 5)	Weapons and Destructive Devices (page 19)	Physical Examination (page 32)
Emergency Contacts (page 5)	Penalties for Possession (page 20)	Team Selection Procedures (page 32)
Storm Warnings (page 5)	Drug-Free School Policy (page 20)	Pre-Season Meetings (page 32)
Safety Drills (page 6)	Alcohol, Tobacco, or Drugs (page 20-22)	PLHS Guidelines for Participation in Extracurricular Activities (page 33)
Academic (page 6)	Providence Working Canines (page 22)	PLHS Eligibility Policy (page 33)
Individual Plans of Study (IPS) (page 6)	Student Behavior in relation to: (page 22)	KSHSAA Eligibility Regulations (page 34)
Graduation Pathways (page 7)	Care of School Property (page 22)	Rules and Regulations (page 34-36)
Graduation Curriculum Options (page 7-9)	Acceptable Behavior (page 22)	Miscellaneous (page 36)
Grade Level Placement (page 9)	Unacceptable Behavior (page 23)	Dances (page 36)
Grading Policy (page 10)	Personal Appearance (page 23)	Posters, Flyers and Invitations (page 36)
Freshmen Grading Policy (page 11)	Book bags/purses (page 24)	McKinney-Vento Act (page 36-37)
Honor Roll (page 11)	Telephones (page 24)	Lunch Program (page 32)
Academic Letters (page 11)	Electronic Devices (page 24)	Use of Surveillance Cameras (page 32)
A-Team Honors Banquet (page 11)	iPads (page 24)	Medical Policies (page 32)
Grade Cards (page 11)	Food and Drink (page 24)	Illness (page 32)
Academic Fees (page 12)	Textbooks (page 25)	Accidents and Insurance (page 32)
Student Conduct (page 12)	Lockers (page 25)	First Aid and Medication (page 32)
Student in Good Standing (page 12)	Transportation (page 25)	Guidelines for Dispensing (page 33)
Technology and Acceptable Use Policy (page 12-13)	Assemblies (page 25)	Distribution of Non-FDA Approved (page 33)
Computer Usage (page 13-14)	Field Trips (page 25)	Exclusion from School (page 33)
District or School Websites (page 14)	Student Parking Lot (page 25)	Inoculations (page 34)
Attendance (page 15)	Public Display of Affection (page 25)	
Attendance and Activities (page 15)	Sexual Harassment (page 26-27)	
Classwork and Homework Make-up Policy (page 15)	Racial Harassment (page 27-28)	
Sign in And Sign out (page 15)	Hazing/Intimidation/Bullying/Menacing (page 28)	
Tardies (page 16)	Extracurricular Activities (page 28)	
Excused Absence (page 16)	Attendance at Extracurricular Activities (page 28)	
Unexcused Absence (page 16)	Student Activity Passes (page 28)	
Absence Due to Student Suspension (page 16)	Organizations (page 29-30)	
	Class Funds (page 30)	
	Pay to Participate (page 30)	
	Athletic Fee Refunds (page 32)	

School Profile

With approximately 275 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 it with pride.

Nondiscrimination

It is the objective of Perry Lecompton High School (PLHS) to assure equal opportunity in all aspects of education to all students. No qualified person with a designated disability or 504 Plan will be excluded from, denied benefits of, or subjected to discrimination in any course, program or activity, including all

Career and Technical Education activities, courses, or programs. Students with disabilities will be integrated into any and all programs with their non-disabled peers as much as possible.

It is the policy of PLHS to provide equal opportunities to all special education and regular education students in all courses and programs including, but not limited to Career and Technical Education, internships, apprenticeships, and work/teaching studies. PLHS is committed to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, or age in all phases of educational practices and in accordance with all applicable State and federal laws and Executive Orders.

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.

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.

Building Hours

To avoid potential problems, add to security and provide adequate supervision, students are requested to report to the building no earlier than 7:30 a.m., and leave each afternoon by 3:30 p.m., unless they are under the direct supervision of a faculty member of the school district. 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 8:15am., at morning break, at lunchtime, or from 3:15 to 3:30pm. 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.

2023-2024 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		“E” & “O” Block Day (T-F) w/seminar	
8:16 – 9:02	1st Period	8:16 – 9:50	1st/2nd Period
9:06 – 9:51	2nd Period	9:50 – 9:57	Break
9:55 – 10:42	3rd Period	10:00 – 11:32	3rd/4th Period
10:46 – 11:31	4th Period	11:36 – 12:52	5th Period/Lunch
11:35 – 12:52	5th Period	12:56 – 2:28	6th/7 th Period
12:56 – 1:42	6th Period	2:33 – 3:15	Seminar
1:46 – 2:31	7th Period		
2:35 – 3:15	Seminar		

EMERGENCY CONTACTS

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 Messenger system. Additionally USD #343 will post school closing information on the district website, 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 include **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 will 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.

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 to the evacuation area.

ACADEMICS

Individual Plans of Study (IPS)

As students progress through Perry-Lecompton High School and prepare for career and college, it is imperative that students set educational goals and create a roadmap for success in high school and beyond. This roadmap, or individual plan of study (IPS), includes development of a flexible career focus (determining career clusters) and an education path that is clearly defined, rigorous, and relevant to assure a successful and efficient transition to postsecondary education and/or the workforce. The foundational elements of the individual plan of study are the career interests identified by the student through an authentic career interest survey included in our approved Career Cruising curriculum. An IPS is then generated based on each student's interests and strengths cooperatively with the student, family members and the student's teacher advisor. The teacher advisor assigned to an individual student at each grade level will monitor that student for up to two years in a looping pattern. Other parts of the IPS include recent MAP test scores, academic benchmarks, graduation requirements, approved coursework for the student's educational and career goals, and developmentally appropriate, work-based learning experiences. The plan is reviewed once or twice annually and is revised as needed. At each grade level, 9th through 12th, students have a list of activities that will be learned either through instructional practices or through exploratory activities during seminar on Mondays. During this time no passes will be assigned. If there is a shortened week with no Monday classes an alternate date may be chosen to complete scheduled activities.

Graduation Pathways

Students select graduation pathways based on future career interests and educational plans. Those going directly to the work force or to certain technical programs should consider the **PLHS Diploma** curriculum option. Those going to a 4-year college program or a 2-year community college program should consider the **Qualified Admissions** curriculum option. Those planning to attend selective universities should consider the **Kansas Scholar Curriculum Completer** option. Both the Qualified Admissions and State Scholar curricula have been developed by the state Board of Regents.

Graduation Curriculum Options

PLHS DIPLOMA

Students must receive all the following credits to receive a PLHS diploma, but not necessarily in the given order and in some cases classes may be substituted:

4 credits – Language Arts

- 1 English I
- 1 English II
- 1 English III
- 1 Language Arts elective

3 credits – Science

- 1 Biology
- 1 Earth/Space Science
- 1 General Science or Chemistry I

3 credits – Social Studies

- .5 Foundations of Social Studies
- 1 US History
- .5 US Government
- 1 Social Studies elective

3 credits – Mathematics

Selected from PLHS mathematics courses and by teacher approval.

1 credit – Fine Arts

From the following departments:

Visual Arts

Musical Arts

1 credit – Physical Education

- .5 Freshman PE
- .5 Health

2 credits – Practical Arts

Classes from at least two of the following:

Business/Technology

Foreign Language

Family/Consumer Sciences

Industrial Technology

.5 credit – College & Career Readiness

Students must take:

College & Career Readiness

8 credits – Electives

Selected from PLHS courses.

QUALIFIED ADMISSIONS

PERRY-LECOMPTON HIGH SCHOOL STUDENT HANDBOOK

Students must receive the following credits to receive a PLHS diploma, including any exceptions ** listed below, and to be academically qualified to attend a State funded university in Kansas*:

4 credits – Language Arts

- 1 English I
- 1 English II
- 1 English III
- 1 English Arts elective from:
 - .5 British Literature **
 - .5 College Prep Composition **

(Some Highland courses qualify as a LA elective. Please see the Counselor for clarification.)

3 credits – Science

- 1 Earth/Space Science
- 1 Biology
- 1 Chemistry I or Physics **

3 credits – Social Studies

- .5 Foundations of Social Studies
- 1 US History
- .5 US Government
- 1 credit elective from:
 - 1 World History .5 Geography
 - .5 Macroeconomics .5 Microeconomics

(Some Highland courses qualify as a SS elective. Please see the Counselor for clarification.)

Mathematics **

3 credits with ACT math score of 22

- 1 Algebra I
- 1 Geometry
- 1 Algebra II
- 1 after Algebra II (if Algebra I was in 8th grade)

OR

4 credits otherwise

- 1 Algebra I
- 1 Geometry
- 1 Algebra II
- 1 beyond Algebra II
- 1 beyond (if took Algebra I in 8th grade)

1 credit – Fine Arts

From the following departments:

- Visual Arts
- Musical Arts

1 credit – Physical Education

- .5 Freshman PE
- .5 Health

2 credits – Practical Arts

Classes from at least two of the following:

- Business/Technology
- Foreign Language (2 yrs recommended **)
- Family/Consumer Sciences
- Industrial Technology

.5 credit – College & Career Readiness

Students must take:

- College & Career Readiness

8 credits – Electives

Selected from PLHS courses.

KANSAS SCHOLAR

Students must receive the following credits to receive a PLHS diploma and be academically qualified to become a Kansas Scholar Curriculum Completer:

4 credits – Language Arts

- 1 English I
- 1 English II
- 1 English III
- .5 British Literature
- .5 College Prep Composition

3 credits – Science

- 1 Biology
- 1 Chemistry I
- 1 Physics
- 1 Algebra II / Adv. Alg. II

3 credits – Social Studies

- .5 Foundations of Social Studies
- 1 US History
- .5 US Government
- 1 credit elective from:
 - 1 World History*
 - .5 Geography*
 - .5 Macroeconomics*
 - .5 Microeconomics*

4 approved credits – Mathematics

Students must complete the following:

- 1 Algebra I*
- 1 Algebra II / Adv. Alg. II
- 1 Geometry / Adv. Geometry

In addition, students must complete at least one of the following:

- 1 Trigonometry
- 1 Calculus

*Algebra taken in the 8th Grade is accepted.

1 credit – Fine Arts

From the following departments:

- Visual Arts
- Musical Arts

1 credit – Physical Education

- .5 Freshman PE
- .5 Health

2 credits – Practical Arts

Classes from at least two of the following:

- Business/Technology
- Foreign Language
- Family/Consumer Sciences
- Industrial Technology

.5 credit – College & Career Readiness

Students must take:

- College & Career Readiness

2 credits – Foreign Language

Must be in the same language.

8 credits – Electives

These can include credits from above.

Grade level Placement

In order to advance to the next grade level, a student must have earned a specified number of credits. Below is a list of classification guidelines:

- Sophomore standing: minimum of 6 credits by August 1st
- Junior standing: minimum of 13 credits by August 1st
- Senior standing: minimum of 20 credits by August 1st

Class assignments, etc. are all determined by a student's grade placement at the beginning of the school year. **No movement from one grade level to the next will be made during the academic school year.**

GRADUATION EXERCISES

For students to take part in the graduation exercises and receive a diploma, they must meet these criteria to satisfy school administration:

1. Not under any disciplinary action that will not allow them to participate.
2. Have met their financial obligations to the school and class. Due at senior checkout.
3. Be a student with good academic and behavioral standing.
4. Meet prescribed behavior and dress that is required.
5. A student must have successfully completed all the requirements for graduation before participating in the commencement exercises.

Grading Policy

In all classes, the following scale will be used to assign grades:

A+	100%	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	0 - 59
C+	77-79		

A student's final grade will be determined by performance on unit assessments/ tests and qualifiers (classroom assignments, quizzes, homework, etc.). Up to 50% of the final grade may be based on qualifiers.

Qualifiers may be used to determine if a student is prepared to take a unit assessment.

Teachers/ departments may designate one or more outcomes or assignments as essential. Specific proficiency levels defined by the teachers must be earned on essential outcomes and assignments in order to pass and earn credit in the class. The criteria for the essential outcomes and assignments will be included in the class syllabus.

Multiple assessment opportunities will be available for all essential outcomes/assignments and other outcomes as determined by the classroom teacher.

If the opportunity to retake a test is available, it will be the responsibility of the student to request re-teaching and re-testing arrangements. The two scores may then be averaged.

Teachers/ departments will provide a syllabus for each class that includes the following information:

- Grading guidelines (including the weighting of assessments and qualifiers).
- Criteria for mastering "essential" outcomes and assignments.

- Testing and retesting procedures and expectations for extra instructional support.
- Enrichment/ extra credit activities, if available.
- Homework and late work policies.

In PowerSchool, teachers will use the following symbols:

- ‘M’ = the assignment/assessment is missing and can be completed for full credit
- ‘M’ and ‘L’ = the assignment is late, but can still be completed for partial credit
- ‘L’ = the assignment is too late for credit, but may still be required by the teacher

Freshmen Grading policy

Freshmen can submit late work for a maximum of 50% credit at any time prior to the unit assessment and/or project or as otherwise announced by the classroom teacher.

Freshmen struggling with low grades and the ability to keep up with homework assignments may be asked to report to a homework support classroom during seminar.

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 certificate.

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

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

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.

A-TEAM HONORS BANQUET

An annual banquet is held to honor all 9th through 12th grade students who maintain a 3.80 grade point average on a 4-point graduated scale through the first semester of the current school year.

Grade Cards

Semester grades are e-mailed home. Grades will be mailed home only if requested by the student or parents ONE WEEK after the end of the semester. Student grades can be checked at any time on the PowerSchool grade book system via the internet.

ACADEMIC FEES

Enrollment Fee Information

A district-wide annual enrollment fee is collected at the time of student enrollment. Enrollment fees are rental fees that help cover the cost of textbooks, workbooks, and student software. The enrollment fee does not pay for yearbooks, use of district owned musical instruments, replacement ID cards, paper, pencils, erasers, crayons, and ordinary supplies the student needs during the school term. Students are reminded that any damage done to a textbook will result in the student replacing the books at their expense.

High School Fee Information (Grades 9 - 12)

Materials and fees not included in the district-wide annual enrollment fee will be collected separately. A list of these classes can be found in the Career Cruising website. If a student chooses to take these classes, the student will be required to pay for the class fee and any additional project supplies. These fees must be paid at enrollment.

Student Conduct

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.

A student who has detention time to make up or who is assigned an 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 assigned an ISS is not eligible to participate the day the ISS is assigned. Additional days of ineligibility can be determined by the building administration for multiple day suspensions.

A student who is out-of-school-suspended is not eligible to practice, attend, or participate.

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 email, 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.

Computer AND IPAD Usage

Use of District Computers and iPads/Privacy Rights

Computer systems and iPads are for educational use only. The district retains the right to discipline any student, up to and including expulsion for violations of this policy.

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.

Audits

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

Privacy Rights

Students shall have no expectation of privacy when using district e-mail or other official communication systems. Any email, computer or iPad application or information in district computers, computer systems, or iPads 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 email, computer systems, or iPads. 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 email 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 or iPad. 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 Websites

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

Website 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 websites. 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 websites 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.

Downloading Copyrighted Materials

Students 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.

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 parent’s 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.

Attendance and Activities

In order for a student, who attends PLHS in-person, 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. Students who attend Washburn Tech for half the day, will meet their ½ day attendance requirement through this attendance.

Make-Up Assignments

Students are responsible for work missed when absent. Students are encouraged to email teachers for homework and to discuss make-up assignments. If a student is gone for two or more days, parents or students may contact the office and request homework to be sent home. 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.

Sign In and 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.

Tardies

All students are expected to arrive to all classes on time. 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.

The following criteria apply to PLHS:

1. Any student arriving late for class without a pass from a teacher will be sent to the office for a tardy pass.
2. Office staff will determine the excused or unexcused status of each tardy and record such status.
3. Individual teachers may assign a 10-minute detention before or after school for unexcused tardies.
4. Failure to serve the 10-minute detention may result in further consequences as specified in the Discipline Point system.
5. Students will be given a lunch detention for every three unexcused tardy. Failure to serve the lunch detention will result in additional consequences per the Discipline Point System.

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. For Pre-approved absences students should contact each teacher in advance to obtain the required assignments they will miss. 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 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. PLHS administration will make the final determination on whether an absence is excused or not. 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.

Absence Due to Student Suspension

During the time a student is suspended or expelled from school, the student may not: 1) Be on school property or in any school building without the permission of the principal, and 2) Attend any school activity as a spectator, participant or observer.

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.

PLHS Student College Visits

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 and must complete a personal day leave form prior to going.

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.

Excessive Absences

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

- **5 Absences** – After 5 absences (excluding medical 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 (excluding medical 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 (excluding medical 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 dis-enrolled 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 doctor’s 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.**

TRUANCY

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined by law as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year whichever comes first.

PERRY-LECOMPTON HIGH SCHOOL STUDENT HANDBOOK

Level 1 Referral	Level 2 Referral	Level 3 Referral	Level 4 Referral	Level 5 Referral	Level 6 Referral
<i>1st minor-1 point and 30 mins det. 2nd minor-1 point and 1 hour det. Any further minor consequences are based on the student's total point level.</i>	<i>2 POINTS and Minimum - 1 hour det.</i>	<i>3 POINTS and Minimum - 2 hour det. Cumulative points of 3-4 fall in this consequence.</i>	<i>5 POINTS and Minimum- 3.5 hour det. Cumulative points of 5-7 fall in this consequence.</i>	<i>8 POINTS and 1-5 Days SUSPENSION (O.S.S. or I.S.S.) Cumulative points of 8-12 fall in this consequence.</i>	<i>13 POINTS and LONG TERM SUSPENSION *HEARING REQUIRED</i>
Cafeteria violation	Unauthorized call-in	Hazardous Driving	Intimidation, harassment or verbal conflict	Threats	Alcohol/Drugs--possession
Dress code violation	Forging passes	Physical Horseplay	Cheating/Plagiarism	Under the influence of drugs or alcohol	Explosives
Excessive Affection	Show up for event when ineligible	Assembly conduct violation	False 911 call/Fire alarm pull	Sexual Conduct/Indecent Exposure	Weapons
Not working/failure to cooperate	Unexcused absence (1 class)	Inappropriate computer/tech./ equip. use	Physical Intimidation/Confrontation	Drug Paraphernalia	Major Vandalism
5 th tardy/semester	6 th tardy/semester	7 th (+) tardy/semester	Tobacco possession/use	Fighting	Physical contact with staff
Parking lot violation	Inappropriate drawings or words	Skipping building level det.	Failure to serve Friday school	Minor Vandalism	Violent Threats
Class disturbance	Skipping classroom det.	Minor Theft	Unexcused absence - full day	Major Theft	
Electronic Device Violation		Knives	Ammunition/Fireworks		
Profanity/vulgarity		Skipping class			

* 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.

* Students may request homework assignments during short term suspensions, (less than 10 days). Homework credit will not be given during long term suspensions, (10 days or more)

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 ½ 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 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 USD #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, controlled substances 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 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, et 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 a 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 PLHS. (This policy includes "e-cigarettes".) 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.

The USD 343 board of Education, in an effort to protect the health and safety of its students involved in extracurricular activities from illegal drug and alcohol use and abuse or injuries resulting from the use of illegal drugs and or alcohol, has adopted a policy for drug testing of students participating in Kansas State High School Activities Association (KSHSAA) activities at Perry Lecompton High School. Those activities include all athletics, cheer, dance, band, debate, forensics, choir, student council, and scholar's bowl.

Recognizing that observed and suspected use of tobacco, alcohol and illicit drugs by USD 343 students (grades 9-12) is a serious concern; a program of deterrence (namely, Student Random Drug Testing of Extra-curricular Participants) will be instituted as a proactive approach to promote a drug free school environment. The purpose of the program is:

1. To provide for the safety of all students.
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs.
3. To encourage students who use drugs to participate in drug treatment programs.

Students who participate in extracurricular activities at 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 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, including electronic smoking devices, illegal drugs or improper use of other drugs is prohibited. PLHS will conduct random drug and alcohol testing throughout the school year of students participating in KSHSAA activities. Parents of students must give permission for students to take part in random drug and alcohol testing. Students over eighteen or turning eighteen during the school year will need to give their permission to be a part of the testing pool. A student wishing to participate in a KSHSAA activity must be a part of the testing pool. A student will be part of the testing pool for the remainder of the school year. PLHS will work with an outside entity to conduct a random drug and alcohol-testing program. Violation of this policy will result in the following:

FIRST OFFENSE - The first time a student has a positive test, or is caught in the possession of a prohibited substance, it will result in a ten (10)-calendar day suspension from participating in KSHSAA activities. The student is expected to continue to practice with the team, but cannot compete during the suspension period. During this ten day period the student/parent will need to schedule an appointment with a drug/alcohol counseling professional for an assessment and follow their recommendations. A written summary of the assessment, recommendations and progress must be provided to school officials. If the violation is for tobacco the student will not need to contact a counselor, instead they must complete the American Lung Association's in-depth counseling. This can be completed through PLHS. The student/family will be responsible for all costs associated with the assessment and recommendations. The student will also be required to complete a follow-up drug test within forty (40) calendar days that produces a negative reading. Failure to schedule and attend

an appointment during the ten-day suspension, will cause the student to remain suspended from the activity until the assessment is completed. If the assessment cannot be completed in the ten-day window due to unavailability of the professional counseling, the grace period will be extended with proper documentation and the student will be reinstated after serving the ten (10) -calendar day suspensions.

SECOND OFFENSE – With a second positive test, or is caught in the possession of a prohibited substance the student will serve a thirty (30)-calendar day suspension. With administrative approval and coach/sponsor consent, the student may practice, but not compete during the suspension period. The student/parent will need to schedule an appointment with a drug/alcohol counseling professional for an assessment and follow their recommendations. A written summary of the assessment, recommendations and progress must be provided to school officials. The student/family will be responsible for all costs associated with the assessment and recommendations. The student will also be required to complete a follow-up drug test that will be scheduled within forty (40) calendar days that will produce a negative reading.

THIRD OFFENSE – A third positive test, or is caught in the possession of a prohibited substance will result in a one hundred eighty (180) -calendar day suspensions. The student will not be able to practice or compete during the suspension period. The student/parent will need to schedule an appointment with a drug/alcohol counseling professional for an assessment and follow their recommendations. A written summary of the assessment, recommendations and progress must be provided to school officials. The student/family will be responsible for all costs associated with the assessment and recommendations. The student will also be required to complete a follow-up drug test that will be scheduled within forty (40) calendar days that will produce a negative reading.

Added note: If from the professional counseling assessment there is a stricter standard of follow up, that standard will take precedence over the USD 343 policy. If at any time the student fails to follow the assessment recommendations, they will be suspended until those requirements are fulfilled.

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.

Student Behavior

Care of School Property

This is your school! Students should respect the facilities that taxpayers 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.

Acceptable Student Conduct

Students are under the authority of any teacher, counselor, administrator, security officer, custodian, bus driver or secretary at 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 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 or who is assigned an 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.

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. The administration, faculty and staff of PLHS reserve the right to enforce reasonable dress guidelines to ensure a safe and orderly educational environment. Guidelines cannot take into account every possibility, so the cooperation of students and parents is requested and appreciated. Students should consider the following guidelines with respect to attire.

- Students' clothing should cover all private parts and undergarments.
- Clothing cannot be see through
- Shirts must cover the midriff, and not be cut out on the sides
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing must not threaten the health or safety of any other student or staff.
- Hats, caps and hoodies covering the head may be worn in the building during school hours. They may be worn in classrooms only at the discretion of the classroom teacher.

The student dress code and administrative enforcement of the student dress code should not create, reinforce, or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, gender expression, or cultural observance.

Book Bags/Purses

For safety reasons students may only take book bags and purses that will fit under the student desk to class. Any book bag or purse that does not meet this criterion will be kept in the student's locker. Students are expected to use their lockers for storage of books and academic materials.

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 iPad as a music device in the classroom is at the individual teacher's discretion. Each teacher will have classroom rules regarding the use of the iPad for listening to music. Just as each student is different, each teacher is different. Please be respectful and follow the guidelines set forth by each teacher. If using the iPad as a music player is allowed in a classroom, the music level must be low so as to not disturb other students. Teachers have the right to ban listening to music in the classroom should students fail to follow the rules. Parents must call the office when trying to reach students in an emergency situation and they will not be able to contact students through their cell phone during class time. Students are not allowed to use their cell phones or wearable technology when classes are in session at PLHS. Cell phones must be off and stored where they are not visible. Students are allowed to use their phones during passing periods, break, Power Hour/lunch. Violation of the cell phone or electronic device policy will result in disciplinary consequences.

No Cell Phone Policy-

1st offense phone taken and put in the office for the student to pick up. Warning recorded.

2nd offense points given, the student may pick up the phone at the end of the day.

3rd offense and beyond point given and a parent must pick up the phone at the office.

iPads

All PLHS students will have access to an iPad during the school day. After paying their enrollment fees, students will be able to take the iPad off campus to use at home throughout the school year. School issued iPads are the property of the school district and will be monitored or confiscated due to improper use. Students will be required to review expectations and sign an acceptable usage form prior to receiving the iPad for use. This fee must be paid in full by the end of 1st semester, unless other arrangements are made with the PLHS office.

Food and Drink

Food and drink are to be consumed only in the commons area. The hallways, theater, and classrooms are not considered the commons. Students are not allowed to take 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 and cup containers with tight fitting lids may be allowed in the hallways and in the classrooms at teacher discretion. **Students should refrain from bringing outside food and drink to extracurricular 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.

Transportation

Changes to the 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.

Assemblies

A variety of assemblies are scheduled at 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. The student is responsible for requesting assignments from classes they will miss prior to the scheduled trip date. Due dates for missed assignments may not be extended.

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

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.

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. Unacceptable examples include but are NOT limited to kissing and hugging. Other than holding hands between classes, physical contact is not considered appropriate. Students who demonstrate disregard for this policy will be assigned discipline points.

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, students, 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.

HAZING/HARASSMENT/INTIMIDATION/ BULLYING/MENACING

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

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. 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.

EXTRACURRICULAR ACTIVITIES

Attendance at Extracurricular 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).

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 Big 7 League and KSHSAA (Rule 52) sportsmanship guidelines.

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.

1. **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
2. **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.
3. **FCL/FCCLA:** Family, Career, 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.
4. **FFA:** A co-curricular student organization for those interested in agriculture and leadership. It is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields.
5. **H.E.R.O Club:** – A student-led and student-organized club that aims to create a safe, welcoming, and accepting school environment for all youth, regardless of sexual orientation or gender identity.
6. **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. Members will be required to serve 10 hours of service to the community on a yearly basis in order to remain a member of the NHS.
7. **SkillsUSA:** is a partnership of students, teachers and industry representatives, working together to ensure America has a skilled workforce. 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.
8. **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 student council representatives from each class.

9. **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.
10. **Book Club:** The PLHS book club is a reading group where students read and talk about books based on a topic or an agreed-upon reading list. The book club meets twice a month in the library. This is a student-led club sponsored by Mrs. Ellis. Students typically read one book a quarter and vote on which book they would like to read next. Many of the books read come from the surrounding public libraries however, there may be times when students have to find their copy on their own.
11. **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.

Class Funds: Upon graduation, class funds will be kept in their respective class account for one year. If not withdrawn by the class treasurer, the remaining balance will be transferred into the PLHS general student activities account.

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 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. Freshman 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.

Goal

The goal of the sports program at Perry-Lecompton 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 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 in three seasons. These programs are:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
-------------	---------------	---------------

Boys Cross Country	Boys Basketball	Boys Baseball
--------------------	-----------------	---------------

Girls Cross Country	Girls Basketball	Girls Softball
---------------------	------------------	----------------

Boys Football	Boys Wrestling	Boys Golf
---------------	----------------	-----------

Girls Tennis	Boys Track	
--------------	------------	--

Girls Volleyball	Girls Track	
------------------	-------------	--

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

PAY TO Participate

Perry-Lecompton High School implements a "pay to participate." To be eligible to participate in interscholastic athletics, a student must have their athletic fees paid or have a payment plan for the fees in place before the first day of competition. Fees for participation are 1st season \$50.00, 2nd season \$30.00, and 3rd season \$10.00.

Athletic Fee Refunds

The athletic fee by season may be requested and fully refunded prior to, but not after, the first team contest/game.

RANDOM DRUG TESTING OPT-IN FORMS

In accordance with the Random Drug Testing Policy at PLHS all students participating in any KSHAA sponsored interscholastic athletics/spirit groups, must have an Opt-In form on file in the office before the first day of competition.

Sports Participation

In all sports, when estimated participation is 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:

Boys Basketball	5 per team	Girls Basketball	5 per team
Football	11 per team	Volleyball	6 per team
Wrestling	5 per team	Cross Country	5 per team
Tennis	4 per team	Track (Boys/Girls)	
Baseball	9 per team	Softball	9 per team
Cheer	6 per team	Dance	6 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 proceeding 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 website.

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.

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. Students who are interested in participating in KSHSAA activities, through PLHS(all athletic teams, debate, forensics, scholars bowl, STUCO, dance, cheer, band and choir), will be a part of the USD#343 Random Drug and Alcohol Testing pool. Parents may also opt their student in if desired.

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 Tuesday. 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 attending PLHS in-person must be passing six classes to be considered academically eligible. Students not passing six classes will be on academic warning and will be on probation for a period of one week. After the week of probation, if a student is still not passing six classes, they will be classified as ineligible,--and they would be unable to participate in, or attend, any and all extracurricular activities until the student is passing six classes. This would include athletics, field trips, any school sponsored function, and any extracurricular 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 for home games. Once their game is complete, they are expected to leave school grounds. Athletes would not be eligible to attend away contests, until they are eligible. If a student must attend an activity because it is a class requirement, the teacher may have them attend the activity.

- When determining eligibility, seminar will be considered a class as students do receive credit (.25 credit per year) for this period.
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.

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 bona fide 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. Requests 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 inter-school competition, athletics, cheerleading, or pom-pom. 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 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 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. PLHS will conduct random drug and alcohol testing throughout the school year of students participating in KSHSAA activities. Parents of students must give permission for students to take part in random drug and alcohol testing. Students over eighteen or turning eighteen during the school year will need to give their permission to be a part of the testing pool. A student wishing to participate in a KSHSAA activity must be a part of the testing pool. A student will be part

of the testing pool for the remainder of the school year. PLHS will work with an outside entity to conduct a random drug and alcohol testing program. Violation of this policy will result in the following:

FIRST OFFENSE - The first time a student has a positive test, or is caught in the possession of a prohibited substance, it will result in a ten (10)-calendar day suspension from participating in KSHSAA activities. The student is expected to continue to practice with the team, but cannot compete during the suspension period. During this ten day period the student/parent will need to schedule an appointment with a drug/alcohol counseling professional for an assessment and follow their recommendations. A written summary of the assessment, recommendations and progress must be provided to school officials. If the violation is for tobacco the student will not need to contact a counselor, instead they must complete the American Lung Association's in-depth counseling. This can be completed through PLHS. The student/family will be responsible for all costs associated with the assessment and recommendations. The student will also be required to complete a follow-up drug test within forty (40) calendar days that produces a negative reading. Failure to schedule and attend an appointment during the ten-day suspension, will cause the student to remain suspended from the activity until the assessment is completed. If the assessment cannot be completed in the ten-day window due to unavailability of the professional counseling, the grace period will be extended with proper documentation and the student will be reinstated after serving the ten (10) -calendar day suspensions.

SECOND OFFENSE – With a second positive test, or is caught in the possession of a prohibited substance the student will serve a thirty (30)-calendar day suspension. With administrative approval and coach/sponsor consent, the student may practice, but not compete during the suspension period. The student/parent will need to schedule an appointment with a drug/alcohol counseling professional for an assessment and follow their recommendations. A written summary of the assessment, recommendations and progress must be provided to school officials. The student/family will be responsible for all costs associated with the assessment and recommendations. The student will also be required to complete a follow-up drug test that will be scheduled within forty (40) calendar days that will produce a negative reading.

THIRD OFFENSE – A third positive test, or is caught in the possession of a prohibited substance will result in a one hundred eighty (180) -calendar day suspensions. The student will not be able to practice or compete during the suspension period. The student/parent will need to schedule an appointment with a drug/alcohol counseling professional for an assessment and follow their recommendations. A written summary of the assessment, recommendations and progress must be provided to school officials. The student/family will be responsible for all costs associated with the assessment and recommendations. The student will also be required to complete a follow-up drug test that will be scheduled within forty (40) calendar days that will produce a negative reading.

Added note: If from the professional counseling assessment there is a stricter standard of follow up, that standard will take precedence over the USD 343 policy. If at any time the student fails to follow the assessment recommendations, they will be suspended until those requirements are fulfilled.

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 the 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. If a student goes home sick the 2nd half of the day the student would not be allowed to practice or compete in a contest the same day. A half-day is defined as being in school by 11:30 AM. Exceptions include approved personal days, and medical appointments with a note from the doctor.
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. The student is responsible for requesting assignments for classes they will miss due to competitions prior to being absent. Due dates for missed assignments may not be extended.
10. 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 the 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.
11. 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(s) 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.
12. A student must have an emergency sheet on file in the office before participating in his or her first practice.
13. There may be times when practices will require a student to provide his or her own transportation to another attendance center within the district.
14. When a student has detention to serve, the detention must be served on time before the student will be allowed to participate in any extracurricular activity.

Miscellaneous

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. PLHS reserves the right to use breathalyzers for randomly selected students during school sponsored dances.

Posters, Flyers and Invitations

All signs, flyers, or invitations distributed at PLHS 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.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The McKinney-Vento Act was established to provide rights to homeless students and as a guide to help educators identify these students. USD 343 will work hard to help any homeless student.

Homeless students include those that are living in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because they cannot find affordable housing.

These children have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Continue in the school they attended before they became homeless, if that is the choice of the parent and it is feasible.
- Receive transportation to the school they attended before the family became homeless.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records.
- Enroll and attend classes in the school parents choose, even while the school and the parents seek to resolve a dispute over enrolling.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

For further assistance, please contact our Homeless Liaison at the district office, (785) 597-5214.

Lunch Program

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

Each student at 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 four meal charge limit will be enforced. Upon reaching this 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. Unpaid balances may result in a cafeteria violation per the discipline policy.

USE OF SURVEILLANCE CAMERAS

The district may use surveillance cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage, which is a record of student behavior, shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Medical Policies

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 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 not within the responsibilities of the school. The parents of any student presenting with a tick will be notified. It is the responsibility of the parent or guardian to remove it or have it removed.

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. 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.

Distribution of Non-FDA Approved Medications

USD #343 will not allow distribution of non-FDA approved medication at school UNLESS the student's Doctor/Care Provider writes an order to assume liability for this type of medication. Non-FDA approved medications include, but are not limited to supplements, probiotics, and various herbal medications.

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.
3. Head Lice - Students will be checked for lice when they present symptoms such as excessive scratching or complaints. Once the presence of head lice is verified, the parent will be notified so that treatment may begin as soon as the child reaches home. Medication to treat the infestation may be purchased over-the-counter or may be prescribed by a physician. After the parent or guardian indicates on the “USD #343 Notice to Parent” form the date treatment began and the name of the topical anti-parasitic medication applied, the child may return to school. 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.