

Welcome to Perry-Lecompton Middle School



Home of the Kaws!

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[USD 343 Homepage](#)
[PLMS Google Calendar](#)
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WELCOME

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

MISSION STATEMENT

- The mission of PLMS is to help students become self-reliant, productive citizens.

BELIEF STATEMENTS

- We believe PLMS will foster a safe and inviting learning environment accessible to all students.
- We believe consistent and accurate communication is key to successfully educating our students.
- We believe students can achieve success given quality instruction and evaluation.
- To prepare students for post-secondary careers, we believe PLMS academic programs must offer valuable, real-world applications which support and challenge all students.
- We believe our teachers will model effective use of instructional technology.
- We believe PLMS staff will hold themselves and students to high expectations, while maintaining a positive relationship with students, parents, colleagues, and community.
- We believe teachers, administrators, the board of education, and parents will reinforce student accountability in the learning process.

SCHOOL PROFILE

- Mascot: Kaw
- School Colors: Blue and White
- Enrollment Size: Approximately 250
- Grade Configuration: 5 – 8
- Athletic League: Big 7 League

The culture of PLMS is the result of the decisions of its citizens. It 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 (both students and staff). 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. The less responsible the individual is as a school citizen, the more restrictions are imposed upon him or her by the school community.

Bringing attention to 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 desire.

- 1) Come to school regularly unless you have a legitimate excuse for being absent.
- 2) Establish personal goals that will challenge you to do your very best at everything you attempt. Please share those goals with staff and especially your parents.
- 3) Give due respect and consideration to all teachers, adults, students, guests, 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. If you hear of or see a conflict, please report it to PLMS staff. To maintain a positive environment/culture at PLMS, it is important for all students to communicate issues to PLMS staff.
- 6) Don't be afraid to ask for help before problems (academic, social, personal) become overwhelming.

As a PLMS Kaw, you have a responsibility to uphold high standards of scholarship and citizenship. The reputation of PLMS is the result of decisions our students make on a daily basis. Be courteous and respectful to everyone both at school and while representing PLMS on a field trip or athletic event.

Your teachers and principals welcome you to a new school year. You are challenged to obtain a well-rounded education through academics and participation in extracurricular activities. Please don't hesitate to contact any teacher or administrator for assistance at any time throughout the school year.

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 fight song. School spirit is the one most valuable tradition inherited from students who have preceded you at PLMS. Keep it with you and use it with pride.

NONDISCRIMINATION

It is the objective of Perry Lecompton Middle School (PLMS) 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 PLMS 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. PLMS 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. The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

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

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

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.

PLMS OFFICE HOURS

The office will be open from 7:30 to 4:00 daily. The office phone will be answered during business hours only.

PLMS BUILDING HOURS

Students may not enter the building before 7:45 nor remain in the building after 3:30 except under the direct supervision of a coach, sponsor, teacher, or with a parent or other adult designated by the parent. Students shall not remain in the PLMS/PLHS complex after 3:30 PM without an adult sponsor or coach.

Students must make prior arrangements with a teacher to enter the building before 7:45 and should proceed directly to the designated meeting place. Students who enter the building from 7:45 to 8:00 are to proceed to their morning meeting areas. Teacher supervisors will be on duty in the commons and available for student questions.

VISITORS AT SCHOOL

All entrances to the school are locked during school hours. All visitors should enter the building through the front (main east) doors, sign-in at the office, and obtain a visitors badge. Unauthorized persons in the building will be asked to leave. Students are not allowed to bring relatives/friends to school. Parents are always welcome. Due to our time schedule it may be helpful to call for an appointment to speak to a specific staff member. Please note that we believe that parent engagement is a critical factor in student success. USD 343 encourages families to contact the school counselor at any time for information on ways to become involved.

BELL SCHEDULES

5th Grade		6th Grade		7/8th Grade	
1	8:15 - 9:02	1	8:15 - 8:57	1	8:15 - 9:01
2	9:05 - 9:52	2	9:00 - 9:42	2	9:05 - 9:51
3	9:55 - 10:42	3	9:45 - 10:32	3	9:55 - 10:41
4	10:45 - 11:32	Clubs/Recess	10:35 - 10:55	4	10:45 - 11:31
5	11:35 - 12:52	4	10:57 - 11:39	5	11:35 - 12:51
6	12:55 - 1:42	5	11:42 - 12:52	6	12:55 - 1:41
7	1:45 - 2:30	6	12:55 - 1:42	7	1:45 - 2:31
8	2:33 - 3:15	7	1:45 - 2:30	8	2:35 - 3:15
		8	2:35 - 3:15		

SCHOOL CLOSURE

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 communication system in place. 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**
- Other media that will be notified as time permits would be **KSNT TV – Channel 27, KTKA TV – Channel 49, KTPK Radio – FM 106.9, KLWN Radio – Channel 1320, KANU Radio – Channel 91.5 and Sunflower Cable** in Lawrence – Channel 6.
- We recommend staying tuned to one of the stations listed above in order to receive this information in a timely manner.

Broadcasts will begin at 6:00am for all stations and will be reported approximately every 15 minutes until 9:00 am. School closings announced the preceding day would be broadcast on the 10:00 pm newscast. WDAF Fox, TV Channel 4 has a broadcast at 9:00 pm and again at 10:00 pm 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 and proceed to the evacuation area

DISTRICT AND PLMS NEWSLETTERS

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

SITE COUNCIL AND PTO

The Site Council is an appointed group of school personnel, parents, and community members responsible for providing advice and counsel in evaluating state, school district, school site performance goals, and objectives. The council also helps in determining the methods that should be employed at the school site to meet these goals and objectives. The staff at Perry-Lecompton Middle School encourages all interested parents/community members wanting to serve on the Site Council to contact Eryn Moland at (785) 597-5159, or stop by the school office. Each appointed term will be for two years and can be extended to a second term with Council and School Board approval.

The purpose of the Parent Teacher Organization is to promote the welfare of students in the home, school, and community; to bring closer relationships between the home, school and community; and to support the students and staff in their activities at Perry-Lecompton Middle School. Parents are highly encouraged to get involved with the PTO. The PTO is a valuable resource for different groups and organizations at PLMS. PTO schedules and facilitates their meetings.

ACADEMICS

IPS

An Individual Plan of Study (IPS) is both a product and a process that students use to help them define their career goals and postsecondary plans and make informed decisions about their courses and activities throughout high school.

The process of examining self-interest and aptitudes, setting goals, and laying out a plan that will lead toward those goals will serve students long after they have left high school. The IPS is not a one-time activity, but an ongoing process by which students define, explore, and then refine their interests and goals throughout high school via Xello. Students will create their IPS in 8th grade and use that to guide their decisions about high school courses and start a process of career and college exploration. The IPS is more effective when it is regularly reviewed and updated beginning in 8th grade and continuing through and beyond high school. Quality IPS activities provide opportunities for students to engage in three phases of skill development: 1) self-exploration, 2) career exploration, and 3) career planning.

8TH GRADE PROMOTION

- For students to take part in the promotion exercises, they must meet these criteria:
 - Must pass at least fourteen semester classes which includes Extended Learning, during their 8th grade year
 - Have met their financial obligations to the school and class.
 - Must meet the citizenship requirements for eligibility.
 - Must follow all expectations listed in the handbook including expectations for attire.

GRADING POLICIES

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

HOMEWORK SCORES

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

GRADING SCALE

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

F (59% & below) INC: Student has not completed all the given requirements at this time.

HONOR ROLL

The PLMS Honor Roll is determined by semester grades. A semester grade is the average of the 1st quarter grade with the 2nd quarter grade and/or the 3rd quarter grade with the 4th quarter grade. The grade from each quarter will be averaged together to determine the semester grade. This average is figured for each individual class.

The following Honor Roll criteria and recognition will be utilized for 6-8th grade PLMS Students.

- Kaw Honor Roll
 - Students who earn a 4.0 GPA for their semester grade
- Gold Honor Roll
 - Students who earn 3.75 – 3.99 GPA for their semester grade
- Blue Honor Roll
 - Students must earn 3.3-3.74 GPA for their semester grade

GRADE CARDS AND PROGRESS REPORTS

PLMS utilizes a method of reporting student progress to the parents in addition to grade cards. Beginning on the 2nd week of each grading period, weekly progress reports will be sent home on each Monday until the end of the quarter. These reports are mailed home (only to those students that are failing a class) to make the parents aware of the student's progress so steps may be taken to improve the work of the student before the end of the grading period. Note: Teachers may send informational reports home more often.

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

ENROLLMENT FEES / CLASS SUPPLIES

Enrollment fee will be paid at enrollment. Families, who think they qualify for the free textbooks program may pick up a form at the office, complete it, and return it to the office.

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

A school supply list will be available at enrollment as well as online on the PLMS webpage.

CLASSROOM SYLLABUS

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

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

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

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

STUDENT CONDUCT

STUDENT IN GOOD STANDING

A student in good standing at Perry-Lecompton Middle 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. As such a student in good standing must have fewer than 10 absences in a semester, less than 8 points on the PLMS discipline scale, and must be passing all of their classes.

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 violates the district Acceptable Use Policy. Unacceptable activities include, but are not limited to:

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

COMPUTER USAGE

Use of District Computers/Privacy Rights

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

Copyright

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

Installation

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

Hardware

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

Audits

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

Privacy Rights

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

Ownership of Employee Computer Materials

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

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

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

DISTRICT AND PLMS WEB SITES

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.

Web Site Rules

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

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material; board and administration shall determine web site content and monitor use by employees and students.
- District and school web sites are maintained to support the public relations and educational programs of the district and/or the schools. Web sites may be modified or terminated at any time by board action.

General Information

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

Student Privacy Rights

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number, or other personally identifiable information about any student shall not be posted on district or school 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.

Software Copyright

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

Downloading Copyrighted Materials

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question.

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

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

ABSENT WORK/ASSIGNMENTS

Each teacher will establish homework and missing assignment rules and policies at the start of the school year. In all classes, students have a minimum of two school days for each day of excused absence to submit make-up assignments for full credit. In all classes students will be expected to complete and submit all homework regardless of "credit". In laboratory classes, special arrangements may need to be made for making up activities. Some work cannot be made up because of its nature: guest speaker, demonstrations, or performance.

MAKE-UP ASSIGNMENTS

Students are responsible for work missed when absent and should contact teachers before or after school to discuss make-up assignments. Students will be expected to submit missing work within two school days following each day of absence. For example if a student is absent on Monday the work will be due Wednesday. If students are aware of an upcoming absence the expectation will be that students get the assignments before they are absent.

SIGN IN – SIGN OUT

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

If a student finds it necessary to leave the building for any reason, he or she is expected to come to the office and request permission to sign out. Before leaving school grounds, students must report to the office, request permission to sign out, and verify parental approval through a note submitted to the office or through a telephone conversation between the parent/guardian and a member of the office staff. Students who leave school without following proper procedure for checking out will not be excused even if parents call in later. Failure to follow proper procedure will result in the appropriate discipline consequences.

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, arriving or leaving more than 10 minutes early or suspensions, Those students with perfect attendance will be recognized in an assembly at the end of the semester, receive a certificate, and have their names published in the school newsletter.

TARDIES

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

EXCUSED ABSENCE

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

PLMS administration will excuse all absences and tardies that are related to being ill, medical appointments, funerals, and pre-approved family trips. Family emergencies will be dealt with on an individual basis. Students are allowed four tardies prior to receiving discipline consequences.

UNEXCUSED ABSENCE

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

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.

EXCESSIVE ABSENCES

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

- 5 Absences – After 5 absences in a class, a letter will be sent home to parents/guardians advising them of the absences and possible consequences for additional absences.
- 8 Absences – After 8 absences in a class, a mandatory meeting will be held with the student, his/her parent or guardian(s), the principal. A plan of action to correct the situation will be developed at this time. The student may be assigned to make up time for the missed class/classes.
- 10 Absences – After 10 absences in a class, the student will no longer be considered a student in good standing for that semester. The student will be on the ineligible list for the remainder of the semester. 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. However, a doctor's note must be specific as to which days the student **must** be out of school in order to qualify for this 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.

PLMS Discipline Matrix					
Level 1 Referral	Level 2 Referral	Level 3 Referral	Level 4 Referral	Level 5 Referral	Level 6 Referral
<i>1 POINT and</i>	<i>2 POINTS and</i>	<i>3 POINTS and</i>	<i>5 POINTS and</i>	<i>8 POINTS and</i>	<i>13 POINTS and LONG</i>
<i>Minimum- 30 min. toward detention</i>	<i>Minimum - 1 hour toward detention</i>	<i>Minimum - 2 hour detention</i>	<i>Minimum – 5 days lunch detention and Extended Wednesday School</i>	<i>1-5 Days SUSPENSION - Either ISS or OSS or combination</i>	<i>TERM SUSPENSION</i>
					<i>*HEARING REQUIRED</i>
General Rules Violation	Unauthorized call-in	Defacing property of others		Vandalism- school	Major Vandalism—severe
Cafeteria violation	Forging Notes	Verbal Conflict	Verbal Conflict with staff	Threats	Alcohol/Drug Possession
Dress code violation		Minor Theft	Cheating / Plagiarism (test or homework)	Under the influence of drugs	Explosives
PDA / Excessive Affection	Show up for event when ineligible	Assembly conduct violation			Under the influence of alcohol
Not working / uncooperative	Skipping classroom detention	Confrontation-pushing-physical	Intimidation, harassment, threats or verbal abuse	Fighting	Physical contact with staff
Inappropriate words	Inappropriate drawings	Skipping building level det.	Tobacco, including any type of electronic smoking device possession/use	Drug Paraphernalia	Violent Threats
Class disturbance	Profanity/vulgarity	Acts intended to demean or ridicule others	Unexcused absence - full day	Major Theft	
Electronic Device violation	Unexcused absence (1 class)		False 911 call	Sexual Conduct/Indecent Exposure	
		Physical horseplay	Fire alarm pull/Door security device misuse		
Bus referral		Inappropriate computer / technology /equipment use			
5 th Tardy					
6 th (+) Tardy			Knife (pocket)		

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 the base of the point system; there is no banking of points.

Minor Violations: This is a three strike system. After the third strike students would have the consequence of the full number of points they have accumulated.

- Dress code violations
- Tardy Violations
- Cafeteria Violations

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 levels and consequences for any specific violation.

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

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

Repeated/chronic behaviors will receive escalating consequences.

GUN-FREE SCHOOLS POLICY

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

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

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

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

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

WEAPONS AND DESTRUCTIVE DEVICES

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

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

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

PENALTIES FOR POSSESSION

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

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

DRUG-FREE SCHOOL POLICY

If PLMS is to be a safe and pleasant place to get an education, it must be a drug-free environment. It is the policy of U.S.D. #343 for the administration to make necessary searches of lockers and/or student property if

there is reasonable suspicion that matter prohibited by law or school regulations exists. In addition, the administration may authorize law enforcement officers or licensed private agencies to use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees.

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

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

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

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, ct seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such 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, including any type of electronic smoking device, herbal chew,, or other drugs (or drug-like) in any form at PLMS. Students shouldn't use or possess these items on school property or within school jurisdiction. Any violation of a controlled substance will be reported to the appropriate law enforcement agency.

PROVIDENCE WORKING CANINES

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

STUDENT BEHAVIOR IN RELATION TO:

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 BEHAVIOR

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

UNACCEPTABLE BEHAVIOR

Acts of behavior that interfere with the maintenance of a good learning environment or jeopardize the welfare of others are not acceptable. If necessary, law enforcement personnel will be contacted. Some specific acts of behavior that could lead to disciplinary action can be found outlined on the PLMS Discipline Point system grid.

The list of actions on the point system grid is not inclusive. The administration reserves the right to determine what behavior is unacceptable to guarantee a safe school and insure a positive learning environment for all. Any misconduct on the part of a student may result in suspension or expulsion.

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

PERSONAL APPEARANCE

PLMS administration and staff believe that the responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, administration and staff expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate in school and for extracurricular activities.

School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender neutral and consistent.

MINIMUM SAFE ATTIRE

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school personnel.

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
2. When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities. Tops must have a strap and at no time may any part of a student's buttocks be exposed.
3. Clothing must cover **all** undergarments. No underwear or undergarments may be visible at any time. Clothing may not be see through.
4. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips, and other activities where unique hazards or specialized attire or safety gear is required. Bare feet are not permitted at any time.

Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang-related activity, use of tobacco, alcohol or drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or that could be used as a weapon are prohibited. For the safety of our students and staff, hats, hoodies, and other non-religious head coverings will not be permitted.

DRESS CODE ENFORCEMENT

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, contact will be made seeking parental cooperation and assistance.

The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories, and/or appearance meet acceptable standards. All school personnel shall be responsible for reporting violations of this dress code. When a dress code violation occurs, the student will be required to change into proper attire. Continued violations of the dress code will be referred to administration for disciplinary action.

BOOK BAGS

Students may not carry bags and/or purses from class to class. Students are expected to store book bags and/or purses in their locker. Students can still carry bags to and from the PE locker room.

TELEPHONE CALLS

Students will not be excused from classes to take telephone calls or make calls except in emergencies. Telephone numbers and messages will be taken and delivered to students at the convenience of the office. If a student must use the telephone, he/she must get a pass from the teacher, sponsor, or office first to use the

student phone at the office. Students shall follow the same procedure to use a cell phone. Contact with students is to be made through the office.

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

ELECTRONIC DEVICES

All electronic devices are the sole responsibility of the student. PLMS will not be responsible for investigating lost or stolen items. Students are not allowed to use their cell phones or wearable technology when classes are in session at PLMS. Cell phones must be off and stored in lockers. Students may be allowed to use their phones with permission in the PLMS Office. 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.

No Cell Phone Policy –

Because cell phones create a distraction in the learning environment students must turn off and store cell phones in lockers during the school day. Students will not be allowed to use their cell phones. The following steps will be taken when students fail to follow the phone expectations.

- 1st offense phone taken and put in office for student to pick up, warning recorded
- 2nd offense points given and student can pick up the phone at the end of the day
- 3rd offense and beyond points given and parent must pick up cell phone

Student use of the iPads as a music device in the classroom are 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.

IPADS

All PLMS Students will have access to an iPad during the school day. After paying their enrollment fees, 7th and 8th grade students will be able to take their 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. The enrollment fees must be paid in full by the end of the 1st semester, unless other arrangements are made with the PLMS office.

FOOD AND DRINK

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

LUNCH PROGRAM

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

Each student at PLMS 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. at the PLMS office. 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 an \$11.00 charge limit will be enforced. Once a student has charged \$11.00,, 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. Students on Free/Reduced lunches must still pay for Ala carte items and/or extra milk.

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

Each student will be assigned a locker for coats and books. Locks for these lockers are built into the locker doors.

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.

Seventh and eighth grade students will be assigned a gym locker for physical education class. Gym lockers are for PE and athletic purposes only. These lockers will be available for students before school, during PE class, and after school only.

Note: All articles the student brings to school including book bags, purses, backpacks, items for personal entertainment, etc. should be stored in his/her hall locker during the school day. Hints for good use of lockers include the following:

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

HALL CONDUCT

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

PUBLIC DISPLAY OF AFFECTION (PDA)

Public displays of affection, including holding hands, lingering hugging, kissing, etc. are not acceptable behaviors for students at PLMS.

HALL PASSES

A student must have a hall pass or planner signed by an administrator, teacher, counselor, or secretary to be in the corridors during class time.

LIBRARY EXPECTATIONS

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

PHYSICAL EDUCATION CLASSES

Anyone who is, for an extended time, unable to participate in PE classes should bring notification from a physician. Temporary exemptions require a note from the parent. In 5th/6th PE classes, students do not dress out for PE.

GYM TRAFFIC

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

ASSEMBLIES

A variety of assemblies are scheduled at PLMS including 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.

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 2:30pm. 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.

DISMISSAL

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

The student loading zone is reserved for buses-only before school until 8:15.

FIELD TRIPS

Field trips provide enriching opportunities and extend educational experiences for students while being recreational and enjoyable. Teachers will submit a list of students scheduled to attend the field trip to the office and staff. Students ineligible or not in good standing may not be permitted to attend the field trip.

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

REWARD TRIPS

The school may schedule a reward trip for students who are in good standing. To be considered a student in good standing, a student cannot have eight discipline points or more. All fee and lunch balances must be paid. Other criteria may be applied if announced to students at the beginning of each quarter. A staff member will be available to stay with students not eligible for the reward trip. These students will be in a study hall.

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

BICYCLES, MOPEDS, AND AUTOMOBILES

Bicycles and mopeds should be parked on the concrete pad on the east side of the 5/6 wing doors. A lock to prohibit "borrowing" is recommended. Middle school students who drive to school must notify the middle school office and will be required to complete the PLHS parking application. Students will then park in the south PLHS parking lot.

LOST AND FOUND

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

POSTERS, FLYERS AND INVITATIONS

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

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

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.

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.

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

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.

PLMS students who wish to attend a PLHS event should go home or leave school grounds immediately after school. They may return at or shortly before the designated start time for the PLHS event. Students may not stay on campus, unsupervised, waiting for the PLHS event to start. The PLHS administration may designate a PLMS seating section.

PEP CLUB

All PLMS students are considered to be members of the school pep club and will sit in the sections designated for the pep club at all games and athletic contests. While attending home games, students are responsible for following behavior expectations stated in the school handbook.

STUDENT ACTIVITY PASSES

After enrollment fees are paid, PLMS students will be issued an activity pass. This pass is good for only PLMS athletic events.

Students are expected to stand for the national anthem, school song, and time-out cheers. In addition, students are expected to give their schoolmates the respect they deserve for participating and representing our school by applauding and providing positive encouragement at appropriate times. Students are expected to follow all Big 7 League and KSHSAA (Rule 52) sportsmanship guidelines.

INTERSCHOLASTIC COMPETITION

PRINCIPLES

There are ten educational principles for athletes who compete at Perry-Lecompton Middle 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

The goal of the sports program at Perry-Lecompton Middle School is to instill the ideals of good sportsmanship, ethical behavior, and integrity through involvement in the sports arena. The purpose of PLMS programs is to focus on skill enhancement, teamwork, sportsmanship and participation. PLMS has a no cut policy for all athletic teams.

ATHLETIC PROGRAMS

Programs are offered during three seasons. Weightlifting may be offered in the summer. School year programs include:

FALL	WINTER	SPRING
Boys Cross Country	Girls Basketball (Oct-Dec)	Boys Track
Girls Cross Country	Boys Wrestling (Oct-Dec)	Girls Track
Boys Football	Boys Basketball (Dec-Feb)	
Girls Volleyball	Scholars Bowl (Feb-March)	

PAY TO PARTICIPATE

Perry-Lecompton Middle School implements “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 - \$25.00, 2nd season - \$15.00, and 3rd season - \$5.00. Cheerleading is a flat \$25.00 for students who wish to participate.

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. Students are also required to complete a concession form.

The annual history and the physical examination shall not be taken earlier than May 1 preceding the school year for which it is applicable. The KSHSAA recommends completion of this evaluation by athletes 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.

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

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 Middle School. Participation is a voluntary endeavor and certain restrictions and expectations are placed on us, whether we agree with them or not. Students participating in extracurricular activities must be enrolled in a minimum of 6 classes at PLMS in order to become part of an extracurricular activity.

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. To be eligible for participation (practice or play) in extra-curricular activities at PLMS, students must meet all KSHSAA guidelines including the requirement to be in "good standing" with the school. Fifth and sixth grade students are not eligible to participate in middle school extracurricular activities in any capacity. 7th and 8th grade students must meet the following criteria for both academics and citizenship to be in "good standing" at Perry-Lecompton Middle School.

ACADEMIC CRITERIA

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

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.

CITIZENSHIP

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

KSHSAA ELIGIBILITY REGULATIONS

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

1. A student is required to pass at least five subjects of unit weight in his or her last semester of attendance. Vocational or Trade school courses approved by the Kansas Department of Education are acceptable.
2. A student must be enrolled in at least five subjects of unit weight during the current semester.
3. A student must be a bonafide student in good standing.
4. A student who is under suspension from school or whose character or conduct brings discredit to the school or to the student is not in good standing.
5. A student who uses any form of tobacco, including any form of electronic smoking device, 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 must not engage in outside competition in the same sport during a season in which he or she is representing his or her school.
8. A student shall not participate in training sessions or tryouts held by colleges while a member of a school athletic team.
9. 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.
10. A student cannot be a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
11. A student is not eligible to practice or represent his/her school in interschool athletics, cheerleading, or pom pom until there is on file with the school a signed statement by a practicing physician certifying the student has passed an adequate physical examination and is physically fit to participate in interschool competition, athletics, cheerleading, or pom 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 for PARTICIPATION

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

1. Possession or use of alcoholic beverages, any form of tobacco, including any type of electronic smoking device, illegal drugs or improper use of other drugs are prohibited. Violation of this policy will result in the following:
 - First Offense – 1/3 season suspension, (based on varsity schedule), or a total of 21 days of season, which can roll over to the next athletic season. This may be reduced to 10 days with official documentation from a meeting with a drug/alcohol counselor.
 - Second Offense – Dismissal from participating in all sporting activities for a calendar year starting from the date of the second offense.
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. Exceptions include earned personal days.
6. A student who has an unexcused absence all day or any part of the day will not be allowed to participate in a practice, contest, or performance. The particular practice, contest, or performance may or may not be the same day as the unexcused absence. The principal and coach or sponsor will take into consideration extenuating circumstances. A coach or sponsor may require the presence of the student at practice, contest, or performance even though participation will not be allowed.
 7. Unexcused absences from practice, contest, or performance will not be tolerated. Disciplinary action will occur on the first and second unexcused absence and immediately following the third unexcused absence, a recommendation for dismissal will occur.
 8. A student has responsibility to the team, group, and self to notify the coach or sponsor of any absence.
Failure to do so in itself may be grounds for an unexcused absence.
 9. Listed below are some examples of inappropriate behavior that may reflect a poor attitude and may bring about disciplinary action:
 - A. Failure to attend practice on time.
 - B. Showing a lack of respect to teammates or those in authority.
 - C. Failure to listen when 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.
 10. Each student is expected to ride on transportation provided by the school to and from contests when contests are at other schools. A parent may request for their son or daughter to ride home with them from an away contest. The parent should verbally communicate the request at the event to the sponsor or coach. Notes signed and dated by the parent are also acceptable for giving students permission to ride home with their parents or other parents. A note must be given directly to the sponsor or coach prior to the student leaving the activity. If the coach or sponsor feels it is in the best interest of the team or group to ride home together, the request of the coach or sponsor should be respected.
 11. A student must have an emergency sheet on file in the office before participating in his or her first practice.
 12. There may be times when practices will require a student to provide his or her own transportation to another attendance center within the district.
 13. When a student has detention to serve, the detention must be served on time before the student will be allowed to participate in any extracurricular activity.

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

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

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.

MISCELLANEOUS

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.

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.