



2016-2017

STUDENT HANDBOOK

Unified School District #311
 Pretty Prairie, KS 67570

2016-2017 School Year (2B)/Rev. 4/22/16		8:05-8:58	Seminar	9:29-10:22	10:25-11:18	11:21-12:14	12:17-12:40	12:43-1:36	1:39-2:32	2:35-3:28
Kiblinger	Adv. Math	X	Geometry	Physics	Geometry	X	Alg. II	Alg. I	PLAN	
Ray	Eng. II	X	Creative Writing	Eng I	English II	X	English IV	English III	PLAN	
Johnson	8th Grade Social Studies	X	Sociology/Economics	Cont. World Issues	American History	X	Cont. World Issues	Govt	PLAN	
Young	PE	X	Chemistry	Marine Biology	General Science	X	Biology	Biology	PLAN	
Mead	Career & Life/Human Growth	X	Family Studies/Nutrition & Wellness	7th/8th Study Skills-FACS	Lunch	8th grade	Consumer & Personal Finance	7th grade	PLAN	
Grabner	Graphic Design	X	Business Law/Business Mgmt	Emerging Technologies/Computer Graphics (W/S)	Lunch	8th grade	Computer Graphics	District Tech	PLAN	
Lewis	Ag Leadership & communication	X	Ag Science	Animal Health/Vet Health	Lunch	8th grade	Plan	Horticulture	Adv. Ag Structures OR Welding	
Ramirez	X	X	X	X	X	X	X	X	Band/Vocal	
Lesage	X	X	X	Speech -II-III	Speech II-III	X	Library	Library	X	
Resource Room	SPED	X	SPED	SPED	SPED	X	SPED	SPED	SPED	
HCTEA SB:155 (FREE)	YES	X	YES	YES	Return 11:30am	X	X	X	X	
HCC - ITV Fees Apply	X	X	Spanish	Sociology/Music Appreciation	X	X	English Comp	X	Speech/ General Psychology	
HCC - Online/ Student Choice Fees Apply	YES	X	YES	YES	YES	X	YES	YES	YES	
Pratt CC - Online	Animal Science Livestock Production	X	Animal Science Livestock Production	Animal Science Livestock Production	Animal Science Livestock Production	Animal Science Livestock Production	Animal Science Livestock Production	Animal Science Livestock Production	Animal Science Livestock Production	
SB: 155 (FREE)		X				X				

PRETTY PRAIRIE HIGH SCHOOL
MISSION STATEMENT

*WE, THE PRETTY PRAIRIE HIGH SCHOOL STAFF,
PROPOSE THIS MISSION:*

**TO PROVIDE OUR STUDENTS WITH THE
BEST POSSIBLE LEARNING ATMOSPHERE,
WE WILL ENGENDER WITHIN EACH STUDENT
AN IMPROVED SELF-IMAGE, FOSTER CRITICAL
THINKING SKILLS, SPARK CREATIVITY,
ADDRESS BOTH VOCATIONAL AND
AVOCATIONAL SKILLS, PROVIDE COLLEGE
PREPARATION, PROMOTE POSITIVE PAREN-
TAL INVOLVEMENT IN THE EDUCATIONAL
PROCESS, IMPROVE COMMUNICATION
BETWEEN SCHOOL AND COMMUNITY, AND
INCULCATE RESPONSIBILITY.**

NOTICE OF NONDISCRIMINATION--Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the School District are hereby notified that this District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Pretty Prairie School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons, is directed to contact: Superintendent Bradley K. Wade, who has been designated by the Pretty Prairie School District to coordinate the district's efforts to comply with the regulations implementing these laws. Title: Superintendent of Schools; Location: Central Office; Telephone: 459-6241. You can also contact the Section 504 Coordinator at the Kansas State Board of Education by calling (785) 296-2424.

PRETTY PRAIRIE HIGH SCHOOL
SCHOOL SONG

*Pretty Prairie, Pretty Prairie, She's Our Dear Old School.
She's the finest in the land, to this our native rule.
Pretty Prairie, Pretty Prairie, We love you that's true,
Fight fellows, fight for Dear Old Red and Blue.*

*Pretty Prairie, Pretty Prairie, She's Our Dear Old School.
She's the finest in the land, to this our native rule.
Pretty Prairie, Pretty Prairie, We love you that's true,
Fight fellows, fight for Dear Old Red and Blue.*

SCHOOL COLORS

The school colors are **Red and Blue.**

MASCOT

The school mascot is the **Bulldog.**



STUDENTS IN GOVERNMENT

SENIORS:

Pres. –

V.P. –

Treasurer –

Sponsor: Anjie Ramirez &

Debbie Mead

FRESHMEN:

Pres.–

V.P.–

Sec./Treas.–

Sponsor :

JUNIORS:

Pres. – Keely Schmidt

V.P. – Morgan Markus

Sec./Treas. – Zane Williams

StuCo: Cassidy Keeler,

Bayley Rogers, Mady Wewe

Sponsor: Anjie Ramirez &

Steph Gehring

STUCO EXEC. BOARD:

Bayley Rogers

Keely Schmidt

Morgan Schrag

Sponsor: Debbie Mead

FFA:

President – Wyatt Krehbiel

V.P. – Sara Schlickau

Secretary – Jordan Barlow

Treasurer – Eric Moore

Reporter – Haley Keeler

Sentinel – Alex Markus

Parliamentarian – Pepper Unruh

Historian – Claire Krehbiel

Sponsor: Sarah Lewis

SOPHOMORES:

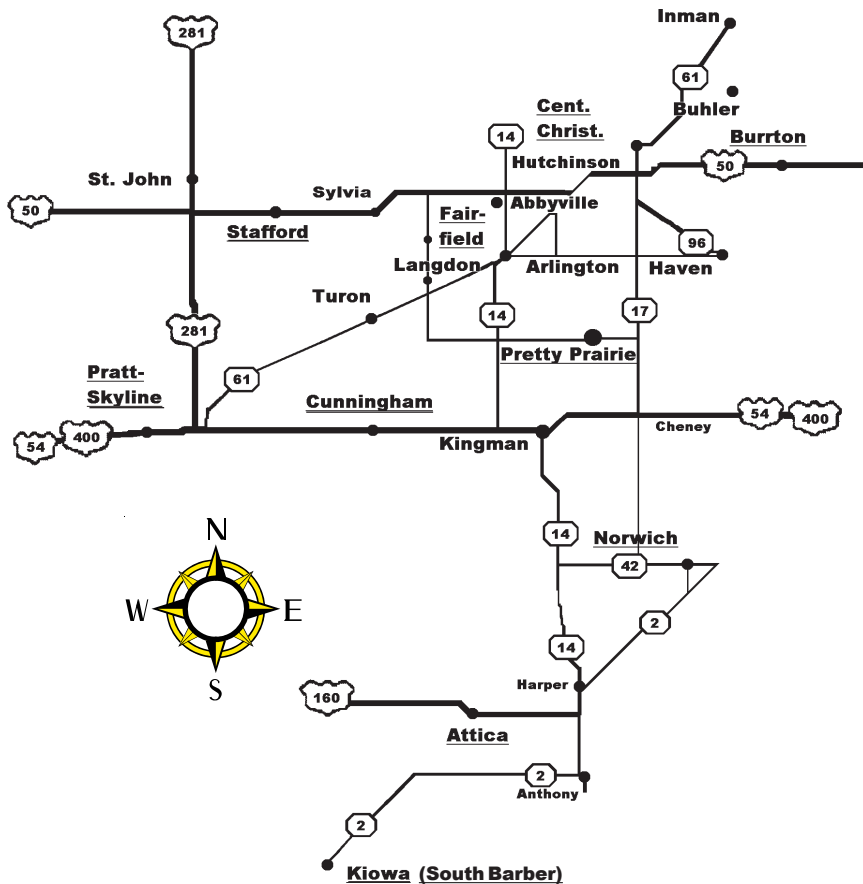
Pres.– Jordan Barlow

V.P.– Haley Keeler

Sec./Treas.– Claire Krehbiel

Sponsors: Debbie Mead

Heart of the Plains League Schools Locator



HEART OF THE PLAINS LEAGUE SCHOOLS

- | | |
|----------------------------------|--------------------------------|
| Attica Bulldogs | Norwich Eagles |
| Burrton Chargers | Pretty Prairie Bulldogs |
| Central Christian Cougars | Skyline Thunderbirds |
| Cunningham Wildcats | South Barber Chieftains |
| Fairfield Falcons | Stafford Trojans |

CONTENTS

Mission Statement	Inside Front Cover
USD #311 Administration & Staff, HS Faculty	2-3
Attendance Procedures	3-4
Tardies/Make-up Work	5
Incompletes, Permit to Leave, College Visits, Visitors	6
Driving, Telephones, Student Conduct	7
Dress Code	7-8
Relationships, Dances, Harassment, Weapons	8-10
Drug Free Schools Policies	10-11
Tobacco Use/Child Abuse	11
Lunches	12
Guidance Services	12
Discipline Menu	12-15
School Property/Backpacks & Bookbags/Lockers	15
Fees, Course Offerings	16-17
Advanced Placement/Grading Scale	17
College Courses, Summer School, Classification/Vo-Tech	18
Student Records, Aides, Graduation, Scholarship & Honor Roll/Grade Reports	18-19
Withdrawal, Library, Health Room, Fire & Severe Weather Drills	20
Ex-Curr. Activities, Eligibility	21
Lettering Requirements, Detention & Suspension (Ex-Curricular)	22
Ticket Prices, Gym & Weight Room, StuCo, Clubs & Club Officers	22-23
School Bus Safety & Regulations	23-24
Activity Bus	24
Computer & Internet Use	25-27
Public Participation at Board Meetings	27
Alert Solutions	27-28
Kansas Graduation Requirements (KSDE)	28-29
Qualified Admissions—KS Residents	30
2016-17 Academic Calendar	31
HOP League Schools Locator	32
School Song, Colors & Mascot Class & StuCo Officers	Inside Back Cover
Class Schedule	Outside Back Cover

**UNIFIED SCHOOL DISTRICT #311
ADMINISTRATION AND STAFF**

Superintendent Bradley K. Wade
 Secretary/Clerk of the Board Diane Warfield

PRINCIPALS
 Grade School Bradley K. Wade
 Middle School/High School Randy Hendrickson

BOARD OF EDUCATION
 Beckie Blew Member
 Pete Haflich Member
 Ronald Hedgecock Member
 Shawn Hollenbeck Member
 Ron Keeler President
 Stacey Krehbiel Vice-President
 Donna Richards Member
 Bradley K. Wade Superintendent
 Diane Warfield Clerk of the Board
 Nancy Stucky Treasurer

FACULTY
 Burgess, Bailey Counselor
 B.S. Sterling College
 Dettner, Dennis Basketball
 B.S. Sterling College
 Lewis, Sarah Agriculture
 B.S. Kansas State University
 Graber, Betsy Business Education
 B.S. Emporia State University
 Johnson, Jon Social Science
 B.S. Emporia State University, M.A.T. Friends University
 Unruh, Carmon Library
 B.S.-Duquesne University
 Kiblinger, Robert Math Education
 B.S. Kansas State University
 Kirkbride, Mary Ellen Math/Science
 B.S. Northwestern Oklahoma State University
 LeSage, Michelle English/Forensics
 B.A. Fort Hays State, M.A. University of Kansas
 Mead, Debbie Home Economics
 B.S. Kansas State University
 Ramirez, Anjeanette Instrumental & Vocal Music
 B.M.E. Sterling College
 Ray, Charles English
 B.A. Wichita State University, M.A. Wichita State University
 Young, C.T. Science
 B.S. Sterling College

**Pretty Prairie USD #311 Academic Calendar 2016-2017
(APPROVED 05/17/16)**

2016-2017 School Year														The Year In Review			
August 2016							January 2017							August 2016			
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Enrollment, All Schools	11		
	1	2	3	4	5	6	1	2	3	4*	5	6	7	Athletic Practice Begins	15		
7	8	9	10	11	12	13	8	9	10	11	12	13	14	Teacher Inservice--No School	25-26		
14	15	16	17	18	19	20	15	16	17	18	19	20	21	Teacher Work Day--No School	29		
21	22	23	24	25	26	27	22	23	24	25	26	27	28	First Day of Classes	30		
28	29*	30	31				29	30	31					September 2016			
September 2016							February 2017							Labor Day--No School			
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Teacher Inservice--No School	14		
				1	2	3				1	2	3	4	October 2016			
4	5	6	7	8	9	10	5	6	7	8	9	10	11	End of First Quarter (1:15 dismissal)	27		
11	12	13	14	15	16	17	12	13*	14	15	16	17	18	Fall Break--No School	28		
18	19	20	21	22	23	24	19	20*	21	22	23	24	25	November 2016			
25	26	27	28	29	30		26	27	28					K-12 Parent/Teacher Conference (2-6 p.m.)	4		
October 2016							March 2017							Early Dismissal (1:15)			
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	K-12 Parent/Teacher Conference (4-8 p.m.)	7		
						1				1	2	3	4	Thanksgiving Break--No School	23-25		
2	3	4	5	6	7	8	5	6	7	8	9	10	11	December 2016			
9	10	11	12	13	14	15	12	13	14	15	16	17	18	End of First Semester (1:15 dismissal)	22		
16	17	18	19	20	21	22	19	20	21	22	23	24	25	Christmas Vacation--No School	Dec 23-Jan 4		
23	24	25	26	27	28	29	26	27	28	29	30	31	January 2017				
30	31													New Years Day	1		
November 2016							April 2017							Christmas Vacation--No School			
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Teacher Work Day--No School	4		
						1							1	Classes Resume	5		
6	7*	8	9	10	11	12	2	3	4	5	6	7	8	Teacher Inservice--No School	16		
13	14	15	16	17	18	19	9	10	11	12	13	14	15	February 2017			
20	21	22	23	24	25	26	16	17	18	19	20	21	22	K-12 Parent/Teacher Conference (4-8 p.m.)	13		
27	28	29	30				23	24	25	26	27	28	29	Early Dismissal (1:15)	20		
December 2016							May 2017							K-12 Parent/Teacher Conference (2-6 p.m.)			
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	March 2017			
				1	2	3							1	End of Third Quarter (1:15 dismissal)	8		
4	5	6	7	8	9	10	7	8	9	10	11	12	13	Spring Break	13-17		
11	12	13	14	15	16	17	14	15	16	17	18*	19*	20	April 2017			
18	19	20	21	22	23	24	21	22	23	24	25	26	27	Good Friday--No School, Designated Snow Day	14		
25	26	27	28	29	30	31	28	29	30	31				May 2017			
														HS Graduation	13		
CALENDAR LEGEND							INSTRUCTIONAL DAYS							TOTAL STAFF DUTY DAYS			
— Teacher inservice							First Quarter							41	School Days		166
* Teacher workdays							Second Quarter							36	Parent Teacher Conference Days		2
⋯ End of 9 weeks							Third Quarter							44	Inservice Days		4
□ Vacation							Fourth Quarter							45	Work Days		3
^ Parent Teacher Conference							Total							166	Total		175



be equivalent to, or the same as, a high school course.

Courses must be taken at the high school level to count toward Regents' Qualified Admissions requirements. No eighth grade courses will count toward Qualified Admissions.

Where can I find more information about Regents' Qualified Admissions requirements?

The Kansas Board of Regents has information available on their website: <http://www.kansasregents.org/ga requirements>

Who is the contact if there are questions?

Jessica Noble, 785-296-3163, jnoble@skde.org

QUALIFIED ADMISSIONS—KANSAS RESIDENTS

Five of the six state universities in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, and Wichita State University, use the standards below to review applicants for undergraduate admission. The University of Kansas has a different admission standards from those listed below, visit admission.ku.edu for more information. Standards are set by the Kansas Board of Regents.

ACCREDITED HIGH SCHOOL

If you are a Kansas resident who will graduate from an accredited high school during the 2015-2016 academic year or later, you can guarantee admission to five of the state's universities by completing the Qualified Admissions or Kansas Scholars curriculum with a 2.0 GPA and by meeting one of the following requirements:

- ACT score of at least 21; OR
- SAT score of at least 980; OR
- Graduate in the top 1/3rd of your class

If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.

QUALIFIED ADMISSIONS PRECOLLEGE CURRICULUM

Kansas Course Codes are used to identify courses that fulfill Qualified Admissions curriculum requirements. A complete list of courses is available at the Kansas Board of Regents website: kansasregents.org/qualified_admissions. Additionally, your high school counselor has a list of courses at your high school that fulfill these requirements.

One unit is equivalent to one year, or two semesters. Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the Qualified admissions curriculum requirements. All courses must appear on your high school transcript, and courses completed in middle school or junior high do not fulfill the Qualified Admission Math requirement.

SPECIAL FACULTY--RENO COUNTY EDUCATIONAL COOPERATIVE

Interrelated.	
School Psychologist.	
Gifted Facilitator.	Emily Graham

OTHER PERSONNEL

Food Service Manager.	Kristen Kaufman
Cook	Brian Bett
Custodians.	Connie Potter/Denita Goering
Secretary	Nancy Stucky

SPONSORS

Activities Director	C.T. Young
Cheerleaders	Mardee Hollenbeck
Forensics	Michelle LeSage
National Honors Society	Betsy Graber
Quiz Bowl	Jon Johnson
Student Council.	Debbie Mead

COACHES

Head Cross Country	Jon Johnson
Head Football	C.T. Young
Assistant Football	
Head Volleyball	Nicole Putnam
Assistant Volleyball	
Head Boys Basketball	Dennis Detter
Assistant Boys Basketball	
Head Girls Basketball	C.T. Young
Head Track	
Assistant Track.	
Girls & Boys Golf	Chuck Ray

STUDENT ATTENDANCE

The State of Kansas has a compulsory attendance law for public schools. This law's main purpose is to ensure equal opportunity for all youth to receive instruction in foundational education. If a student is not in school, he or she is considered absent. Also, after five (5) absences in a semester or three (3) consecutive absences or 7 unexcused absences in a school year, other than verified sickness or other school approved absences, a student will be declared truant and his or her name will be given to the Reno County Attorney's Office as set forth by law KSA 72-1113.

If a student has nine (9) or more absences per semester in any class, he or she will receive a failing grade for that class for insufficient attendance.

All failing grades due to insufficient attendance (IA) will be reviewed by the building principal, counselor, teacher, and attendance officer. Exceptions

may be made for extreme medical or health problems, which are fully documented, or for extreme hardship situations. A student is not ELIGIBLE to receive credit in a semester if he or she has more than five (5) unexcused absences. Any student who will not receive credit due to excessive absences shall be granted the right to use the appeals process to present any pertinent information which might alter the loss of credit (Principal, Superintendent, and Board of Education). Absences resulting from suspensions will be applied to the maximum allowable number of absences per semester. A student must finish a course to receive credit. Students not receiving credit due to excessive absences will have this noted on their transcripts and an "F" will be used to calculate grade point averages.

Attendance Procedure

Students should be in attendance every day their health permits. When a student is absent from school, a parent or guardian should call the school office between 7:30 and 8:30 a.m. to inform school personnel of the reason for the absence. Immediately following an absence, students will report to the office to get an absence slip. The absence slip should then be taken to each teacher for initialing; this allows the teacher to know if the absence was excused or unexcused. *All medical visits (doctor's note) must be reported and verified within 2 school days of the absence to receive an excused absence.*

Excused absences: 1. Personal illness and professional medical appointments; 2. Serious illness or death of a member of the family; 3. Emergencies calling for the student's services or presence at home; 4. Obligatory religious observances; 5. Participation in a district-approved or school sponsored activity.

Special circumstances requiring student absence can be arranged with the building principal. Students must be in good standing and make arrangements for assignments prior to the absence.

Students on field trips or excursions will need to obtain permission consent slips from the office and have them completed the day before the trip.

For extracurricular activities, coaches will keep participants and parents informed with information carried by the student to the parents. Students and parents should expect attendance at events by everyone out for an extracurricular activity. Parents who do not want their child attending a scheduled event or practice should make their wishes known with a note of explanation to the coach or principal.

Unexcused absences - Absences not fitting the excused category include, but not limited to: oversleeping, car trouble, pictures, sleeping in, shopping, hair appointments, hunting, babysitting, missing bus, working at a job, etc.. Any absences classified as unexcused will be subject to disciplinary action by the principal.

The principal shall determine whether the absence is classified as excused or unexcused.

- One unit of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education.
- Six units of elective courses.

Can the local board of education increase the number of graduation requirements?

Any local board of education may increase the number of units of credit required for graduation.

Any additional requirements of the local board of education that increase the number of units of credit required for graduation apply to those students who enter the ninth grade in the school year following the effective date of the additional requirement.

Can the local board of education adopt different graduation requirements for certain students?

Districts are required to award diplomas to requesting students who have met the state minimum graduation requirements and were in custody of JJA or DCF on or after their 14th birthday. For more information about these requirements, please see the [Diploma for Students in Custody of JJA and DCF \(SB 23\) Fact Sheet.](#)

Local boards of education may adopt a different number of graduation requirements for adult learners whose four- and five-year cohorts have graduated or for students attending an alternative school or program. Most typically, diplomas are awarded to these students for successful completion of the state minimum graduation requirements.

Local boards of education can also adopt policy giving the superintendent and/or principal the discretion to waive local graduation requirements that are in excess of the state minimum for students on a case by case basis. Situations that would be appropriate to receive this discretion include, but are not limited to, students who experienced high mobility, teen pregnancy and long-term illness. KSDE does not support policies that automatically waive local graduation requirements for students with disabilities that are in excess of the state minimum.

Is a district allowed to waive the PE/Health requirement?

The PE/Health requirement shall be waived if the school district is provided with either of the following:

- A statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or
- A statement, signed by a lawful custodian of the pupil, indicating that the requirement is contrary to the religious teachings of the pupil.

Can a student earn high school credit for a course taken in eighth grade?

It is up to each local district whether an eighth grade course will count as a high school credit. If high school credit is given, the eighth grade course must

ALERT SOLUTIONS

Alert Solutions is an automated system that USD 311 uses to inform parents and guardians of important school information. AlertSolutions allows the school district to send important information quickly via phone and/or an e-mail account, to inform parents and guardians about emergency situations and school delays or cancellations due to inclement weather. At the school level, it allows staff to remind parents about various events and circumstances such as report card distribution, open house, delayed buses, class field trips, testing schedules, school programs, and more. As the parent/guardian of a student, it is important for you to understand how messages will be delivered to you.

- For non-emergency messages, you may receive a telephone call most likely to your home phone.
- Should a school emergency occur, in addition to being called at home, you may also be notified through the various phone numbers you have included on your child's registration form.
- In addition to being notified by phone during a school emergency, you may also receive messages via e-mail.
- This new notification system has the capability of calling five of your phone numbers (home, alternate or cell, and work) and sending messages to up to five different e-mail accounts for parents/guardians identified as residing with the student or identified as receiving copies of student reports.
- Multiple phone numbers and e-mail addresses may only be used to notify you during a school emergency, closing, or cancellation.

KANSAS GRADUATION REQUIREMENTS (KSDE)

What are the minimum high school graduation requirements in Kansas?

Each local board of education must have a written policy specifying that students are eligible for graduation only upon completion of at least the following requirements:

- Four units of English language arts, which shall include reading, writing, literature, communication, and grammar. *The Building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject.*
- Three units of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography.
- Three units of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course.
- Three units of mathematics, including algebraic and geometric concepts.
- One unit of physical education, which shall include health and which may include safety, first aid, or physiology.

Absences due to suspension or expulsion - The days a student is suspended or expelled shall not be counted as unexcused.

Significant part of the day: If a student arrives after 10:0 a.m. or leaves before 1:30 p.m. the absence will be considered a significant part of the day.

TARDIES

Unexcused tardies will require the serving of make-up time. A warning will be given for the first tardy. The second and subsequent tardies will require attendance of 30 minutes of detention for each tardy. Students will have 2 days to serve the detention after they have been notified. If the student has not served the detention time after 2 days, he or she will be issued 1 day of In-School-Suspension and or Saturday School. Three tardies in one class will constitute an unexcused absence.

MAKE UP WORK

To get make-up work properly completed, it is important that students who are absent communicate with their teachers immediately when they return to school. Communication can clear up any misunderstanding the student may have about any work missed. It is the student's responsibility to initiate this communication process. The amount of make-up work is up to the discretion of the teacher for that particular class. A reasonable amount of time for makeup might be interpreted as the number of days absent plus one day.

Assignments requiring three or more days to complete should be handed in upon return to class. Exceptions will be made only in cases of prolonged illness or other valid circumstances approved by the administration.

Excused Absences - Parents may request make-up work when students are absent. Requests and arrangements for the assignments may be made by calling the school office. Students will be allowed to make up work within the prescribed limits given above.

Unexcused Absences - There will be no credit for work missed due to an unexcused absence unless it is a major assignment or a test which covers a period of time longer than the absence. This work must be completed upon return.

Absences Due to Suspension: Students will be allowed to make up major assignments and tests. Credit will be given for daily work missed during suspension. However, suspended students must contact the school office to obtain assignments, and those assignments will be due when the student returns to classes.

In-School Suspension: Credit will be given for work done in In-School Suspension. The assignment is due when a student returns to class.

INCOMPLETES

Incompletes or unfinished course work requirements must be completed within five school days after each of the first three nine weeks periods. The fourth nine weeks period requires that all work must be completed by the end of the grading period unless other administration approved arrangements are made. If work is not satisfactorily completed on time, the incomplete grade will be entered as an "F" on the school records.

PERMISSION TO LEAVE SCHOOL

Students needing to be excused during the school day should have arrangements made by their parents through the office in advance of the absence. Notification should indicate the reason and dismissal time.

Students are not allowed to leave the school grounds during regular school hours for any reason without permission of school personnel. Permission to leave the school grounds will only be granted with written or verbal requests from the student's parents or guardian. For the safety of the students, parents should report to the office before taking any student from school during the school day. Leaving school without permission will be considered **skipping school**.

Students missing more than one-half of the school day due to illness will be considered ineligible for interscholastic competition that day. Exceptions must be approved by the principal or activity/athletic director.

PERMISSION TO LEAVE CLASSROOM

Students leaving the classroom must have a room pass with them. Leaving the classroom for any reason will be discouraged by the teacher. Only trips deemed necessary by the teacher will be considered acceptable. Failure of the student to secure a proper pass will result in detention of thirty minutes before or after school.

COLLEGE VISITATION

Seniors are allowed to visit colleges and trade schools to determine their future education choices. Arrangements must be made in advance through the Guidance or Principal's office. Trips to visit or enroll should be kept to no more than two colleges unless approved by the principal. Advanced Absence forms must be completed prior to the trip.

VISITORS

All visitors to USD 311 facilities must be approved through the office. Minors not enrolled, suspended or expelled from USD 311 may be on school property for business purposes only. Non-approved visitors will be asked to leave the premises. Failure to leave when asked will be construed as an act of trespassing.

To avoid any misunderstandings or unintended disruptions to the educational process, please clear all guests to school with the office before the date

- invading the privacy of individuals
- posting anonymous messages or material
- possessing any data which might be considered a violation of these rules in paper, magnetic or any other form

Further transmission of any material over the internet that is in violation of any state or federal law is prohibited. This includes, but is not limited to:

- copyrighted material
- threatening material
- obscene material
- inflammatory material

Use of the internet at school is a privilege. No use of the internet is allowed unless a signed consent form has been approved and is on file at the school. Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

- suspension or revocation of internet access
- suspension or revocation of computer network privileges
- suspension or revocation of computer access
- school suspension
- school expulsion, and/or legal actions and prosecution.

The school district has the right to restrict or terminate computer information network access at any time for any reason. USD 311 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer information network.

PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

If you have input you wish to share with the Board of Education, you should follow these guidelines:

- You are reminded that Board policy (BCBI) requires that any person wishing to speak to the Board shall notify the superintendent seven days prior to the meeting and state the reason(s) for the request.
- The board president may, at his discretion, ask those patrons attending the board meeting if any of them have something to bring to the board's attention. Indicate to the board president prior to the meeting your desire to speak and the topic on which you wish to speak.
- The board president may impose a limit on the amount of time a visitor may have to address the board.
- Appoint a spokesperson if several people are interested in addressing the same topic.
- You are reminded that discussion concerning identifiable individuals may need to be done in executive session in order to protect the interests of that person.

Most issues can be resolved before reaching the board of education level. The board can operate more efficiently when those most directly involved cooperate to solve problems or find better ways of doing things.

(judgment will be at the discretion of administration).

Violation of computer ethics is defined per Kansas State Statute 21-3755:

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other property;
2. Using a computer, computer system, computer network, or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services, or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other property.

Consequence of violations:

1. Confiscation of any questionable storage devices or materials
2. Payment for damages and/or costs of replacement
3. Charges for unauthorized printing at 25¢ per page
4. Conference with administration, in school suspension, or out-of-school suspension with the possibility of a due process hearing for a long-term suspension or expulsion.
5. After one warning, any computer violation will result in removal of computer privileges for the balance of the semester. Should a student be enrolled in a computer class, the student will be removed from the class and a grade of "F" will be recorded for the semester.
6. Students will be responsible for actions resulting from the use of their log-on I.D. Students are not to access or attempt to access the internet without approval and a signed parent consent form.

Internet Use

Access to the internet enhances the educational opportunities of students. When used responsibly, the internet provides students access to educational resources that may not otherwise be available: however, some parts of the internet may contain material that is not appropriate for student or school use. The purpose of this policy is to provide guidance for proper use of the Internet and to explain consequences of inappropriate use.

Use of the internet and USD 311 computer communication network for any illegal activity is strictly forbidden. Illegal activity and improper network uses include but are not limited to:

- intentional disruption of network traffic, equipment or system performance
- use of the USD 311 computer communication network for commercial or financial gain or fraud
- gain unauthorized access to data files of others, or vandalizing data files of another user,
- gain or seek unauthorized access to resources or entities
- forging electronic mail messages or use of an account owned by another user,

they will visit. Visitors create situations which interfere with the normal, orderly school day. Invitations to visitors should be held to an absolute minimum, and the visit should be limited to one hour or two at the most.

DRIVING

Students are to drive carefully to and from school. Because so many younger students are crossing the streets before and after school, careful driving at those times is a requirement. Students are not to drive or be in their cars without permission during the school day. Parking is limited to legal parking spaces in the west parking lot and on Christy Street; students should not park in driveways or access areas around the buildings.

TELEPHONES & INFORMATION EXCHANGE DEVICES

The office phones should be used in situations of important necessity only. Students should keep their usage to a minimum. The line into the building must be kept open as much as possible to accommodate school business.

Cell phones (including text messaging), and other information exchange devices are not to be used during school hours. Violation of this policy will result in confiscation of electronic devices.

STUDENT CONDUCT

Students are under the authority of ANY USD 311 employee (teacher, secretary, cook, custodian, and bus driver) at ANY time they are on the school grounds or at a school activity. Students are to be respectful to all district employees at all times. Students are to follow all reasonable requests made to them by staff members. Disobedience of a reasonable request will be considered insubordination.

Classrooms shall be orderly and shall be conducted in such a manner as not to interrupt other classes. The responsibility of an orderly room is the teacher's, but each student should cooperate in maintaining a well disciplined room.

Students are to pass in an orderly manner in the halls and throughout the buildings at all times. Students are expected to be responsible for self-discipline. Pushing, shoving, wrestling, or loud talking or shouting will not be acceptable. Repeated violation of this rule will result in detentions of at least thirty minutes.

DRESS CODE

USD 311 recognizes that the apparel of the student is primarily the responsibility of the parent. However, the school will insist upon attire that is conducive to the learning environment. The guidelines listed below are designed to prevent distractions in order to provide an atmosphere that is conducive to learning. The parent and student are responsible for ensuring that the student is in compliance with all aspects of the policy during the time the student is at school or participating in school related activities. Failure by the

student to correct dress code violations may result in disciplinary action.

Building administrators are the final authority as to whether clothing is or is not in compliance with dress code policy. All clothing should be modest and appropriate for school. The guidelines for appropriate attire are:

1. Pants, capris, shorts and skirts should be modest and appropriate for school. Sagging is not allowed. Tight-fitting pants must be covered appropriately.
2. Shorts or skirt length must extend to the fingertips.
3. Shirts should be modest and appropriate for school. Straps must cover undergarments and midriff. No halter tops, racer back, off the shoulder, or one shoulder tops are allowed.
4. Shoes must be worn at all times.
5. Headwear, including hats, scarves, bandanas and hoods are not to be worn except on special days as approved by the administration.
6. Any item that advocates or advertises tobacco, alcoholic beverages, drugs, illegal substances, violence, racist organizations/symbols, gangs, obscenities, nudity or have double meanings are not allowed.

The following procedures will be followed regarding enforcement of the Student Appearance policy:

- 1st offense: The student is notified that they have violated the dress code. IF a student is asked to change, a t-shirt will be provided by the office.
- 2nd offense: A parent/guardian is contacted; the student must go home and change (if needed) or a t-shirt will be provided by the office. A detention will be assigned.
- 3rd offense: A parent/guardian is contacted and is asked to meet with the reporting teacher and/or administrator for a parental conference; the student must go home and change (if needed) or a t-shirt will be provided by the office.
- 4th offense: This would be an administrative decision as to further consequences.

BOY-GIRL RELATIONSHIPS

Proper relations between students are expected at all times during school and at school sponsored events. Displays of affection other than holding hands will not be acceptable. Disciplinary action will result from improper displays; repeat offenders may be suspended.

DANCES

Dances are open to PPHS students and their date or guest. Dates and guests will be limited to one date or guest and must be approved at least two days in advance by administration. All dates and guests are subject to the same rules as high school students. Prom and banquet dates and guests shall be no younger than freshman and no older than 20 years. PPHS handbook defined dress code will be enforced.

principal, sponsor, or coach.

Activity buses to special games or activities may be offered for spectators. General guidelines are listed below:

1. Middle school and high school students and patrons of USD 311 may ride the activity bus. Students have priority.
2. At least 20 riders must sign up and ride or the trip will be cancelled.
3. Riders must be signed up before 12:00 noon the day prior to the trip. Departure time will be on the sign-up sheet.
4. The sign-up sheets will be in the high school office.
5. Stops for meals will be up to the driver and principal.
6. Sixth grade and younger children must be accompanied by a parent/legal guardian.
7. Bus rules apply.
8. Riding the activity bus is a privilege. Students breaking bus rules or school rules at the activity will lose riding privileges.

COMPUTER AND INTERNET USE

Students shall have no expectation of privacy when using district e-mail or computer systems or when using other electronic devices and network. 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 the staff and board of education. 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.

The purpose of the computer networking system is to enhance the educational opportunities of students through computer technology. Violations of this privilege include but are not limited to:

- using another student's log-on I.D. with or without permission.
- giving another student your log-on I.D.
- accessing programs not assigned by a teacher.
- accessing any drive other than A, C, or H.
- using any means to break out of the student menu.
- bringing programs from any source with the intent to access them here
- loading programs on the network or a stand-alone hard-drive
- accessing the internet without teacher consent
- using the information network for commercial or financial gain or fraud
- gaining unauthorized access to data files of others
- forging electronic mail messages or using an account owned by another user
- posting anonymous messages or materials
- requesting, transmitting, or possessing obscene or threatening material

age, students are to be discharged only at regular bus stops. Stops for personal activities should be handled by the parent.

SCHOOL BUS REGULATIONS STUDENT DISCIPLINE ON BUSES:

1. Students shall board the bus without crowding and pushing, and shall remain seated while the bus is in motion.
2. Students shall not extend arms, legs, or head out of windows.
3. Students shall not talk to driver while bus is in motion.
4. Students shall not open bus windows except when permitted by driver.
5. Students shall not mar or deface bus or its equipment. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
6. Students shall not indulge in fights or scuffles, throw any objects from bus windows or use profane language.
7. Books, lunches and other objects shall be kept out of the aisles.
8. Students are expected to be at assigned bus stop at the scheduled time. Buses will enter lanes only at turn arounds and in bad weather. Special cases for entering lanes will be considered.
9. Buses will not stop on the highway to discharge students after an activity trip.
10. Students not going home on the school bus, wanting to leave the bus at another destination along the same route, or planning to ride a different bus, must bring a written parental request to the building principal prior to departure.
11. Students are not to leave building to load on buses until all buses are in their stall, even though the dismissal bell has rung.
12. Students are not permitted to leave the bus until they have reached their home unless they have permission from the office.
13. No pop or candy shall be eaten on the bus during regular route.
14. Be courteous and responsible passengers at all times. Help look after the comfort of small children.

ACTIVITY BUS

Students and athletes are expected to ride to an activity in school transportation; they should also ride home in the school vehicle provided. If the student has a permission note from parents or guardian, he/she may ride home with them. Parents may also sign a permission form provided by the coach or sponsor which allows for transportation by the parent or guardian following the activity.

Any alternate arrangements for transportation of students or athletes should be made through the office at least 24 hours in advance and approved by the principal. Students and parents must understand that the school seriously considers the safety of the child when making transportation arrangements to and from activities. Students riding with adults other than their parents must have the written permission of their parent/guardian and the adults with whom they ride. Emergency situations will be handled on an individual basis by the

HARASSMENT

Pretty Prairie High School is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or parent is strictly prohibited and shall not be tolerated in the district in accordance with K.S.A. 72-8286.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including suspension and/or expulsion. Parents whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the principal or superintendent including but not limited to denied access to district facilities, vehicles and transportation.

USD 311 and the State Board of Education define sexual harassment as "unwanted or unwelcome or unsolicited sexual behavior."

Each allegation of sexual harassment will be investigated by the administration and dealt with appropriately. Disciplinary action may include assigned detention, in-school suspension, suspension and/or expulsion from school, and/or a referral to the appropriate authority.

WEAPONS POLICY

A student shall 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 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 calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of Board policy JDC (Probation).

As used in this policy, the "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 an 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. JCDBB

DRUG FREE SCHOOLS POLICY

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The School Board of USD 311 reserves the right to allow periodic breathalyzer checks at school functions, particularly student dances. The unlawful possession, use, 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.I. 102-226, 103 St. 1928.

STUDENT CONDUCT

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, inhalants (including solvents, aerosols, and gases), controlled substances, tobacco products, electronic cigarettes or alcoholic beverages on or off school district property, or at any activity, whether it is school sponsored or not. If the student is participating in a sport, then the student will have to adhere to the coach's training rules as well as the following sanctions. A complaint will be filed with local law enforcement in the cases when school officials and staff are aware of violation of laws pertaining to controlled substances.

The School Board of USD 311 reserves the right to allow law enforcement agencies to conduct periodic, unannounced searches of school facilities and parking areas for illegal drugs using trained drug dogs. Students in possession of illegal drugs through these procedures will face all penalties as outlined in the USD 311 Drug Free Schools Policy and shall be liable to legal penalties as apply. Administrators may give the Kansas Highway Patrol Drug and Alcohol Evaluation to students to determine possible chemical impairments. Students must not use or have possession or be under the influence of alcohol, drugs, or tobacco at any time. Any student in possession of or under the influence of the above mentioned substances on school grounds; at school events; while in any way representing Pretty Prairie Schools; or away from school grounds when it can be substantiated by self-admission or a reliable source such as the police, a faculty member, or an administrator. Students found to be in violation will be subject to the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions:
 - a. A punishment of a short-term suspension from school and a suspension from all extracurricular activities for a minimum of 15 school days.
 - b. A student, who through self-admission, may be reinstated to participate in extracurricular activities after he or she has completed 15 hours of community service as assigned by the building principal (only applicable to first offense).
2. Second Offense. A second time violator during the same school year shall be subject to the following sanctions:
 - a. A punishment of a long-term suspension from school and a suspension from all extra-curricular** activities for a period of not less than 45 school days.
3. Third and Subsequent Offenses. A student who violates the terms of this policy for a third time during the same year, and any subsequent violations, shall be subject to the following sanctions: a. A punishment that includes expulsion from school for remainder of the school year; b. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student along with parents, guardian or

at least one judge for the tournament.

4. Follow all guidelines and rules of conduct for sportsmanship and behavior.

DETENTIONS AND SUSPENSIONS

The coach will have policies dealing with In-school Suspensions and assigned detentions. If an athlete receives an Out of School Suspension, the athlete will miss one week of competition.

TICKET PRICES

Ticket prices for games are set by the Heart of the Plains League. Presently, the prices are: Adults \$4.00 and Children \$2.00 (high school age and below). Pretty Prairie High School students are admitted free to home high school games. Senior citizens 70 & older free with a Senior Citizens Pass (available at High School Office). Pretty Prairie Middle School and Grade School students are admitted for \$1.00.

GYMNASIUM AND WEIGHT ROOM

The gymnasium and weight room must be used with direct staff supervision. Students are not to be in the rooms or using any of the equipment without direct supervision of a staff member. Students should not be on the gym floor in street shoes.

STUDENT COUNCIL

Those seeking membership in the student council must have a 2.0 GPA and be failing no classes. Students falling below this requirement will be replaced on the council. Students council members breaking school rules will be removed from their office and replaced by the other council members. The sponsor and administration will determine of the offense merits dismissal.

CLASS AND CLUB OFFICERS

All class and club officers must maintain a C average. If at the end of the nine weeks grading period they do not have a C average, the class or club will elect a new officer.

SCHOOL BUS SAFETY

Parents should study with the pupil the list of transportation regulations issued by the school. The importance of observing these regulations should be stressed to the pupil not only for his own safety but to protect the lives of all students riding the school bus.

Help the driver maintain his schedule by making sure that pupils are ready on time. If parents send their children late to bus stops the time consumed by the driver in waiting for these pupils could increase the bus time up to one half hour beyond its normal schedule. Bus schedules are planned with sufficient time for pupil loading at each stop but no time has been allotted for tardy pupils.

According to state rules and regulations and because of insurance cover-

the student will be declared ineligible until such time as a passing grade has been earned.

> A student on probation for one class who fails another class will not receive probation for the second class, but will be declared ineligible.

> No student shall be made eligible by taking special tests or extra credit. After a student has been declared ineligible, he or she is not permitted to participate in extracurricular activities. ("Extra Curricular activities include but are not limited to the following: Academic Contests, Cheerleading, Cross Country, Football, Volleyball, Basketball, Golf, Track, Quiz Bowl, School Plays, Forensics, Pep Band, Vocal/Band Contests, Pep Rallies, Math Contests, Dances, Spelling Bees, Yearbook, Field Trips, Challenge Seminars, Assemblies, Student Council, Class Parties, Spring Fling.) The student is still allowed to practice.

LETTERING REQUIREMENTS

Due to injury or illness, a student may receive a letter at the discretion of the coach.

VOLLEYBALL—Any student who completes the season and is in good standing with the school may receive a letter if they meet any one of the following requirements:

- A. Participate in at least one-half of total number of varsity matches.
- B. Compete in volleyball all four years.
- C. Any contributing member the coach feels should receive a letter but is not included in the above requirements.

TRACK—To letter in track you must score at least 20 points in varsity meets and maintain a regular practice schedule.

GOLF—Participate in one varsity golf tournament.

BASKETBALL—To letter in basketball you must participate in at least 20 varsity quarters and maintain a regular practice schedule.

CROSS COUNTRY—Medal at HOP League meet, medal at two varsity meets, or medal at three JV meets.

FOOTBALL—To letter in football you must participate in at least one half of varsity quarters and maintain a regular practice schedule.

VOCAL MUSIC—See Choir director for points worksheet.

INSTRUMENTAL MUSIC—See Band director for points worksheet

QUIZ BOWL

In order to letter one must: participate in three competitions including Freshman/Sophomore, Varsity and State Competitions; be willing to practice during practice period.

FORENSICS

In order to letter in forensics, a student must meet the following criteria:

- 1. Participate in at least 65% of the after school work sessions.
- 2. Attend at least 3 tournaments and place at one or more; or attend 4 tournaments.
- 3. Help at the PPHS Invitational Forensics Tournament. The coach will assign a duty to each student. In addition, each student will be required to recruit

sponsor have completed a drug and alcohol education and rehabilitation program at an acceptable approved program; c. Suspension from participation and attendance at all school activities for twelve (12) months.

**Extra Curricular activities include but are not limited to the following: Cheerleading, Cross Country, Football, Volleyball, Basketball, Golf, Track, Quiz Bowl, School Plays, Forensics, Pep Band, Vocal/Band Contests, Pep Rallies, Math Contests, Dances, Spelling Bees, Yearbook, Field Trips, Challenge Seminars, Assemblies, Student Council, Class Parties, Spring Fling.

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 actions against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with the names and addresses of contact persons for the program 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. **The building principal reserves the right to amend the above policies at his or her own discretion.**

TOBACCOUSE

No tobacco or electronic cigarettes will be permitted to be used or be in the possession of any student or student's guest on the school premises or at a school sponsored activity. Any student found in violation of this rule is subject to suspension.

A complaint will be filed with local law enforcement in the cases when school officials and staff are aware of violation of laws pertaining to controlled substances.

CHILD ABUSE

Every physician or surgeon, including doctors of medicine and dentistry, licensed osteopathic physicians, certified psychologists, doctors of chiropractic, residents, interns, social or case workers, examining, attending or treating a child under the age of eighteen (18), and every registered nurse, or school nurse, examining, attending or treating such a child in the absence of a physician or surgeon, and every teacher, school administrator, or other employee of a school which such child is attending, and having reasons to believe that such child has had serious injury or injuries inflicted upon him or her as a result of abuse or neglect, shall report the matter promptly to the

juvenile court of the county in which such examination or attendance is made, treatment is given or school is located. (House Bill No. 1096 passed by the 1970 Session of the Kansas Legislature.)

SCHOOL LUNCHES

Breakfast and lunch are available to students every day. Breakfast is served in the lunchroom 7:40-8:00 a.m., and the cost is \$1.90. The cost for lunch is \$2.55. Applications for free or reduced-price meals may be obtained at the high school office. Eligibility for this program is based on family size and income.

Delinquent Accounts: All students eating school breakfasts or lunches are required to pay for their meals in advance. Payment is due on the 1st of each month. If payment is not received by the 10th of the month, a form letter will be sent to the parents, stating how much is owed and requesting immediate payment. If payment is not received by the 20th of the month, the student will no longer be served breakfast or lunch.

Lunch procedure: All students will report to the high school lunchroom. After eating, students are to remain in the lunchroom until dismissed. Students are not allowed to reenter the high school building during their lunch period. Students who disrupt the orderly flow of the lunchroom process will be asked to eat their lunch away from other students and be subject to disciplinary action. Disruptive behavior during the lunch period will not be tolerated.

During school, candy and pop are not to be brought into the building except with teacher permission. Sunflower seeds are not to be eaten in any of the buildings because of cleanliness problems associated with the shells. Gum chewing is discouraged.

GUIDANCE SERVICES

Students wishing help with class schedules, college information, career materials, scholarship information or credits as well as personal problems and concerns are encouraged to make appointments to see Ms. Burgess. Students should make appointments to avoid missing classes. Usually the counselor will be in the high school each morning from 7:30-11:00.

DISCIPLINE MENU

With any referral to the office, the parent/guardian will be notified either by phone or mail of the visit. All after school detentions must be made up within two school days of the infraction or one day of in school suspension will be assigned.

Language (Disrespectful, Abusive):

- 1-1 day ISS
- 2-3 days ISS
- 3-5 days ISS

Profanity (Obscenity) - Language or Gestures:

- 1-1 day ISS
- 2-3 days ISS
- 3-5 days OSS

FIRE AND SEVERE WEATHER DRILLS

Fire and Tornado drills are required by law and are held periodically so orderly evacuation of buildings can be accomplished without panic.

When a fire alarm is sounded, students are to walk quickly and quietly out of the building without books. No talking or visiting should be allowed. Students should remain together in class groups so teachers can account for all students and to give any announcements necessary.

Severe weather drills and evacuation notices will be by signal or public address. Students are to move to designated areas quickly and without talking. Each room will have instructions posted as to location of protected areas.

ACTIVITIES

Conduct at School Events

You, as an individual involved in an activity offered at our school, are recognized as an official representative of Pretty Prairie High School and this community. Your conduct and sportsmanship on and off the school premises should display the highest possible standards.

Fund Raising Activities

Students not participating in class fund-raising activities will be required to pay a fee to attend class activities such as: Senior Education Tour, Prom, and other class sponsored events.

Eligibility

Before a student athlete or cheerleader is permitted to report for practice, he/she must have a physical examination and a completed, current KSHSAA physical examination form on file in the school office. The form is available online at www.kshsaa.org, click on Forms, etc, Related Links, then Physical Forms. The form gives a summary of the KSHSAA rules of eligibility and requires both parent and student signatures. Students and parents should keep a copy of this information for reference. If you have further questions, refer your questions to the principal or activities director.

Students must be in good standing with the school to attend school sponsored activities. Those on in-school or out-of-school suspensions may not attend activities the day of any suspension unless the principal grants permission to do so.

EXTRACURRICULAR ACTIVITIES/WEEKLY ELIGIBILITY REQUIREMENTS

A participant must have maintained a passing grade in every subject up to the end of the week preceding that in which the activity occurs. There will be a weekly eligibility report on each student.

- > Eligibility checks will begin after the third week of each semester.
- > Students with a failing grade will be placed on a one-week probationary period.
- > If at the end of the probation weeks, the grade has not been raised to passing,

Student Grade Point Average is tabulated by the high school counselor at the end of each term and/or semester. A listing of all Honor Roll students will be published at the end of each grading period.
High Honors–3.85-4.00; Honors–3.51-3.84; Honorable Mention–3.00-3.50

GRADE REPORTS

Grade reports are issued at the end of each nine week period. Letter grades are used to designate a pupil's progress. Mid-nine week reports are also sent to parents of students who have low grades or who need special attention. Grades are also available on-line through PowerSchool, *powerschool.usd311.com*.

WITHDRAWAL OF STUDENTS

Any student wishing to withdraw from Pretty Prairie High School must report their intentions to the main office. A record is made of books checked in, equipment checked in and settlement of all bills owed or credited to their account. The school will withhold all credit work until such a time as withdrawal arrangements are properly made with the school.

LIBRARY

Library hours are 8:00 a.m. to 3:30 p.m. Students going to the library must have a library pass signed by their classroom teacher. The pass must be signed at the library when a student returns to the classroom. Books may be checked out for three weeks and are renewable. A student may request an extended due date at check out time if necessary. Overnight books that are checked out should be returned by first period the following day. When library materials are lost or damaged, replacement cost is charged. Current periodicals and newspapers may be checked out for one day.

Students with overdue interlibrary loan books will be assessed a fine of 10¢ per day. Interlibrary loan books will not be ordered or checked out to students who have overdue items or outstanding fines. Other overdue library materials on loan to students will be assessed a fine of 5¢ per day.

Candy, food, and beverages should not be brought into the library.

HEALTH ROOM

A health room is available when a student becomes ill at school. A student must have permission from the teacher or the office before going to the health room. The school staff does not give medicines, give treatments, or make diagnosis. This includes aspirin and cough medicine. The staff only provides first aid when needed. No student will be sent home until parents or other responsible persons have been notified. Each student must have a person's name and phone number on file in the office to call in case of illness or emergency.

Assault against student:

1–3 days OSS
2–10 days OSS Refer to Authorities
3–1 Semester OSS

Assault against staff:

1–5-10 days OSS
2–1 Semester OSS Refer to Authorities
3–Expulsion

Fighting (Mutual):

1–3 days ISS or OSS
2–5 days ISS or OSS
3–10 days ISS or OSS

Cheating or Plagiarism:

1–No credit, 1 detention
2–No Credit, 3 detentions or 1 day ISS
3–No credit, 1 to 3 days ISS

Willful Disobedience/Defiance/Disrespect:

1–1 to 3 days ISS
2–5 days ISS
3–3 days OSS or 5-10 days ISS

Destruction of Property (Vandalism):

1–1 to 3 days ISS
2–2 to 5 days ISS Refer to Authorities
3–3 to 5 days OSS **Note: Restitution may be paid in such instances**

Public Display of Affection:

1–After School Detention
2–3 After School Detentions or 1 day ISS
3–3 days ISS

Possession, Use, Distribution or Sale of Alcohol, Drugs, and Tobacco:

1–Short term suspension from school/extracurricular activities for 1 month. Student may be reinstated when he/she and parent/guardian complete YES program or other such program approved by administration.
2–Long term suspension/suspension from extracurricular activities for 1 semester or 4 months.
3–Suspension for the remainder of the year/student may be readmitted only if he/she along with parent or guardian has completed a drug or alcohol rehabilitation program.

Students violating Alcohol/Drug policy will be referred to local authorities.

Leaving Campus/Truancy:

1–1 to 2 days ISS Refer to Authorities
2–2 to 3 days ISS Refer to Authorities
3–3 to 5 days ISS Refer to Authorities

Class Conduct: Talking in Class, Lack of Materials, Refusal to do Work:

- 1-After School Detention
- 2-1day ISS
- 3-3 to 5 days ISS

Failure to Serve Detention:

- 1-1 day ISS or 1 day OSS
- 2-3 days ISS or 3 days OSS
- 3-5 days ISS or 5 days OSS

Forgery:

- 1-1 to 2 days ISS
- 2-3 days ISS Refer to Authorities
- 3-3 to 5 days ISS or 3 days OSS

Bullying (Hazing):

In-School Suspension, Out-of-School Suspension and or expulsion and referral to Authorities depending on severity and frequency.

Theft:

- 1-1 to 5 days ISS
- 2-5 to 10 days OSS Refer to Authorities
- 3-1 Semester OSS

Threats (Against Students):

- 1-Detention or short term ISS
- 2-Short term ISS or OSS Refer to Authorities
- 3-Long term OSS

Electronic Devices (ipods, radios, video games, cell phones):

- 1-Confiscate, 1 day ISS. Parents must pick up confiscated materials.
- 2-Confiscate, 2 days ISS. Parents mustpick up confiscated materials.
- 3-Confiscate, 3 days ISS. Parents must pick up confiscated materials.

No Hall Passes, Tardies:

- 1-Verbal warning
- 2-After school detention for every subsequent tardy or lack of hall pass

Unexcused Absences:

For every hour of unexcused absence, the student must serve a 30-minute after school detention. (1 hour=30 min; 2 hours=1 hour)

Dress Code Violations/Piercing:

- 1-Student must change or remove item
- 2-Change/Remove item, parent contacted
- 3-Change/Remove item, parent contacted, suspension

Harassment (verbal, physical, sexual):

- 1-3 days ISS
- 2-5 days ISS
- 3-3 to 10 days OSS Refer to Authorities

VOCATIONAL TRAINING OUTSIDE OF SCHOOL

Junior and Senior students may apply to attend vocational classes through Hutchinson Community College. These classes are for 3-units credit and students attend for three hours each day. The courses offered at the present time are Building Trades, Printing, Machine Shop, Welding, Auto Mechanics and Auto Body Repair. Applications must be made through the Guidance Office and final approval is made by the District Administration.

ACCESS TO STUDENT RECORDS

The school district, as required by federal law, provides to military recruiters and institutions of higher education, upon request, the name, address, and telephone number of each secondary school student, unless the student or the student's parent has advised the district that this information is not to be disclosed without prior written consent.

If a parent does not want the district to disclose any of this information, or any specific item of information, without the parents' prior written consent, the parent must notify the district, in writing or at enrollment.

AIDES

Teachers may have one aide. Only Seniors may be Teacher's Aides. Library aides, Office aides, and Kitchen aides may be any approved student; the number is limited only by need. A student may be an aide only one period of the school day. Permission to be an aide will come from the teacher, secretary, librarian, cook, and the administrator. Students will receive a grade of "S" for satisfactory or "U" for unsatisfactory work and may earn up to one credit per year. Any exceptions to these rules must be approved by the administrator.

GRADUATION EXERCISES

Formal public graduation activities will be conducted only at the high school level. Graduation exercises will be under the control and direction of the building principal. All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participation is denied for just cause by the Board. In emergency situations, either the building principal or superintendent may deny or permit participation. Diplomas will be awarded when all obligations are resolved. Participation in commencement exercises may be permitted without actually awarding the diploma.

SCHOLARSHIP AND HONOR ROLL

An award is presented to the student having the highest grade point average in each of the freshmen, sophomore and junior classes. In the senior class a Valedictorian and Salutatorian are presented awards for their overall grade point average for all four years.

Grade points are based on the following scale:

A=4 B=3 C=2 D=1 F=0

ADVANCED PLACEMENT

Some courses are designed for students wishing to receive dual credit from the high school and the America College Board. Students taking these courses will be required to pay for the AP test to receive the dual credit. The AP courses allow the student to gain high school and college credit for work done while in high school.

PPHS GRADING SCALE:	A	=	92-100
	B	=	83-91
	C	=	73-82
	D	=	62-72
	F	=	61 and below

COLLEGE CREDIT COURSES

College credit courses may be taken by any student who has attained senior, junior or sophomore standing or 15 units of credit. These courses are offered by Hutchinson Community College through ITV classes at PPHS, at the near-by colleges as night classes or can be taken by correspondence courses. Arrangements for such courses should be through the Principal or Counselor.

Junior and Senior students may take advanced courses on-line for dual credit, or they may attend college classes off campus during the day or on campus after hours for dual credit if approved by the administration. High School credit may be earned by receiving a grade: A, B, C, D, or a successful pass/fail grade.

Students with less than 24 credits earned or enrolled in must take the classes for a grade. Students taking courses that are needed to meet minimum school requirements must take classes for a grade. Students must declare during the first week of the class if they are taking the course for a grade or for pass/fail credit.

CORRESPONDENCE COURSES

Students needing to either make up courses or take special courses have the option to take correspondence courses. Arrangements and permission should be made with the Principal or Counselor.

SUMMER SCHOOL

Students may take needed courses at the ESSDACK Learning Center in Hutchinson. Offerings, times, and schedules vary; arrangements for these courses should be made through the Principal or Counselor.

STUDENT CLASSIFICATION

To be classified as a Sophomore, a student must have successfully completed 6 units of credit. To be classified as a Junior, a student must have successfully completed 12 units of credit. To be classified as a Senior, a student must have successfully completed 18 units of credit.

False Alarms:

Any student who tampers with fire alarms or fire extinguishers will compensate for the damage and either short term or long term suspension will be administered as well as being referred to authorities.

Bomb Threats:

Any student making a bomb threat will be suspended from school and referred to the authorities. Every school day missed for such threat will be made up.

Weapons:

Expulsion. Refer to Authorities.

Bus Misconduct:

- 1—The first minor infraction will result in a conference with the student
- 2—After school detention
- 3—1-3 days ISS or loss of riding privileges

Note: With all disciplinary actions, the principal reserves the right to exercise the discretion to skip to any appropriate disciplinary level in this schedule, based on the severity of the violation. It is further understood that the principal or governing body will exercise the discretion to deal with any unforeseen disciplinary problems or extenuating circumstances on a case by case basis.

CARE AND TREATMENT OF SCHOOL PROPERTY

We want students to take pride in the appearance of their school. Students must not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, marker, or any other instrument. Any student responsible for damage beyond normal wear and tear of textbooks or library books will be charged for the cost of rebinding or replacement. Students responsible for damage beyond normal wear and tear of school musical instruments will be charged for the costs of repairs or replacement. Students must not tamper with fire alarms, fire extinguishers or any electrical system in the school. Any student who shall intentionally or accidentally destroy or damage any school property will immediately compensate for such damage. Any student causing damage due to vandalism, arson or larceny, or who creates a hazard to the safety of other students will be suspended from school and reported to the proper law enforcement agency.

BACKPACKS/BOOK BAGS

A backpack or book bag is defined as any bag used to carry books or notebooks. Students may not use backpacks or book bags during the school day. Students are to leave backpacks and book bags in their lockers throughout the school day including lunch.

LOCKERS

The locker is the joint property of the school and the student and is subject to search by school authorities at any time.

At the time of enrollment each student is assigned a locker with a lock if they choose to have one. It is the student's responsibility to secure his/her belongings. Students are cautioned not to leave money or valuables in their lockers. The students, not the school, are responsible for student valuables. Do not bring current electronic devices such as but not limited to: MP3 players, laptops, Kindles, iPads, iPods, Smartphones, etc., cameras, or large amounts of money to school.

Lockers are to be kept clean and tidy at all times. Students may decorate the inside of their lockers with easily removed pictures or personal items. No pictures of alcohol beverages, tobacco products, drug paraphernalia, drugs, scantily clothed human bodies, or anything which might be considered objectionable shall be put in or on the lockers.

BOOK RENTAL AND SPECIAL FEES

All students are responsible for the book rental fee. Other fees are assessed for the following reasons or activities:

Book Rental.....	\$55.00
Lab Fees:	
Chemistry.....	\$9.00
Biology	\$19.00
General Science.....	\$7.00
Ag Mechanics/Adv. Ag Mech.....	\$30.00
Ag Science	\$20.00
Ag Structures/Electricity.....	\$30.00
Ag Horticulture	\$20.00
FFA (for National Dues).....	\$12.00
Career/Life Planning.....	\$20.00
Consum. Ed, Fam. Studies or Food Service.....	\$15.00
Nutritioon/Wellness	\$20.00
Horn Rental (per month charge).....	\$10.00
Percussion (one time charge).....	\$20.00
Music.....	\$10.00
Athletic/Activity Fee (per ex-curr. activity).....	\$30.00
Yearbook	\$35.00

COURSE OFFERINGS

AGRICULTURE

Ag Mechanics
 Ag Science
 Ag Structures/Elect.
 Ag Welding
 Animal Science
 Horticulture

SOCIAL SCIENCE

American History
 American Government
 World History
 Psychology

BUSINESS

Computer Graphics
 Accounting
 In House Training
 Graphic Design
 Econ/Management
 Applied Business

MATHEMATICS

Algebra I
 Algebra II
 Advanced Math I
 Advanced Math II
 Geometry

MUSIC

Vocal Music
 Instrumental

HUMAN SERVICES

Family Studies
 Food Science
 Nutrition & Wellness
 Human Growth & Dev.
 Consumer Ed
 Career & Life Planning
 Career & Community Con.
 Teaching as a Career

PHYSICAL EDUCATION

P.E. I & Health
 P.E. I & Health

SCIENCE

Food Science
 General Science
 Biology, Adv. Biology
 Chemistry
 Physics
 Marine Biology

LANGUAGE ARTS

English I, II, III, IV
 Forensics
 Eng./Tech. Comp.

FOREIGN LANGUAGE

Apex Learning-Spanish
 Apex Learning-French

DRIVER'S ED.

Bookwork 1/8 unit
 Driving 1/8 unit

Not all courses are offered every year.

Driver's Education students must have completed eighth grade before taking the class.

Students must be full-time students for eight semesters. Sixteen units of credit are required.

The minimum requirements include:

Four units of English: English I, II, III, and one elective English class
 Three units of Social Studies: America History, Government, and one elective

Three units of Mathematics
 Three units of Science: one must be a lab course
 One-half unit of Health
 One-half unit of Physical Education
 One-half unit of Web and Digital Communications
 One unit of Fine Arts

One-half unit of Family and Community Services

*Exceptions may be made for transfer students if necessary.

As a minimum requirement, each student is to take eight electives which bring the total units to twenty-four (24). Students may graduate with several more units of credit than the minimum requirements. Students dropping a course before the end of a semester will receive the grade of "F" for the uncompleted semester.

COURSE DESCRIPTIONS

Course descriptions will be available in the Counselor's office and copies will be given to students planning their high school career.