

PRETTY PRAIRIE MIDDLE SCHOOL
MISSION STATEMENT

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

PRETTY PRAIRIE MIDDLE SCHOOL STRIVES TO PROVIDE A POSITIVE ENVIRONMENT WHICH FOSTERS EMOTIONAL, INTELLECTUAL AND PHYSICAL DEVELOPMENT IN ALL STUDENTS, AND IT RECOGNIZES AND EMBRACES ITS RESPONSIBILITIES AS AN EDUCATIONAL INSTITUTION BY PROVIDING:

- ♦ A BALANCED CURRICULUM WHICH INCLUDES: MATH, SCIENCE, LANGUAGE ARTS, SOCIAL SCIENCES, TECHNICAL EDUCATION, PHYSICAL EDUCATION, AND THE FINE ARTS.
- ♦ OPPORTUNITIES FOR STUDENTS TO ACQUIRE SKILLS IN GOAL SETTING, ORGANIZATION, CRITICAL THINKING, AND DECISION MAKING.
- ♦ ADULT ROLE MODELS WHO ENCOURAGE EACH STUDENT'S INDIVIDUAL RIGHTS, WHO PROMOTE THE INDIVIDUAL WORTH OF EACH STUDENT, AND WHO ENCOURAGE EACH STUDENT TO RESPECT THE PROPERTY, RIGHTS, AND IDEAS OF OTHERS.
- ♦ OPPORTUNITIES TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES WHICH COMPLETE THE ACADEMIC PROGRAM.
- ♦ OPPORTUNITIES FOR STUDENTS TO REALIZE THEIR INDIVIDUAL RESPONSIBILITIES AS CONTRIBUTING MEMBERS OF SOCIETY.

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

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 MIDDLE SCHOOL
STAFF ASSIGNMENT DIRECTORY

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Bradley K. Wade	Superintendent
Randy Hendrickson	Principal
Sarah Goering	6th Grade
Betsy Graber	Intro to Computers
Jon Johnson	8 Soc. Studies
Mary Ellen Kirkbride	5th Grade/7 & 8 Math
Sarah Lewis	Intro to Agriculture
Amy Markus	Secretary
Debbie Mead	Intro to Human Services
Dee Moore	7th & 8th Language Arts/ 5th & 6th Title Reading
Anjie Ramirez	.5-8 Music
Carmon Unruh	Librarian
Lori Young	7 & 8 Sci., 7th Soc. Studies & 5-8 P.E.

SPONSORS

Dee Moore	Scholars Bowl
Nancy Stucky	Yearbook

COACHES

Jon Johnson & Steph Gehring	Cross Country
Lori Young	Volleyball
Dennis Detter	Football
	Girls Basketball
Scott Goering	Boys Basketball & Asst. Track
	Track
	Cheer

RCEC STAFF

	Interrelated
Emily Graham	Gifted
	School Psychologist
Denita Goering	Para
Sandy McKay	School Social Worker

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“YOU HAVE THE RIGHT TO”

Students have the right to learn.
Teachers have the right to teach.
Simple rules:

1. Be present and on time.
2. Bring learning materials to class.
3. Exhibit respect for other people and their property.
4. Be prepared to participate and do assignments.
5. Follow directions given by the teachers.
6. Follow all classroom rules.

“FIGHT SONG”

***Fight all ye Bullpups,
Fight for our dear school.
Win all ye Bullpups,
Loyal, brave and true.
Onward ye Bullpups,
With thee we stand.***

***Fight all ye Bullpups,
Fight for our dear school.
Win all ye Bullpups,
Loyal, brave and true.
Onward ye Bullpups,
With thee we stand.***

***Pretty Prairie's the best team in the land!
Pretty Prairie's the best team in the land!!!***



***Go! Go! Go! Go! Bullpups!
Fight! Fight! Fight! Fight! Bullpups!
Win! Win! Win! Win! Bullpups!
Go! Fight! Win!***



“THERE IS NO PLACE LIKE HOME ROOM”

The purpose of home room is to provide each student contact with one teacher and their classmates. Home room classes will meet the first five minutes of each day for the purpose of lunch count, announcements, class meetings, and other items of interest during the year.

“MAKING THE GRADE”

All teachers are expected to consistently document student performance results in order to evaluate progress and assign both achievement and citizenship marks at the end of each nine weeks grading period. The following grading scale will be used:

100-92 = A	74-68 = D
91-84 = B	67/below = F
83-75 = C	

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.

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.)

MIDDLE SCHOOL SPECIFICS

PROMOTION PROCEDURE

Eighth grade promotion ceremonies will take place at the Middle School under the control and direction of the building principal.

ATHLETICS--Lettering Criteria

1. The size of letters should be the same for all sports.
2. High standards of achievement should be required for awards in all sports.
3. Awards should be made after the completion of the playing season.
4. The requirements for the awards should be clearly understood by all concerned.
5. All participants shall complete the season in good standing, remain scholastically eligible, and return all equipment and uniforms in good condition.
6. Injuries that occur while the athlete is participating in sports should not exclude that athlete from an award.
7. Occasionally a situation will arise in which a coach will have to determine the merit of the individual case. Rigid regulations serve a useful purpose only when such regulations do not harm an individual in unusual situations. Such unusual situations should be handled by the coach.

AWARD SYSTEM

The first time a boy or girl earns a letter they receive the letter award. Each time they letter thereafter they receive a metal emblem to be placed on the letter.

HEART OF THE PLAINS LEAGUE

Pretty Prairie Middle School is one of ten schools in the Junior High Heart of the Plains League. The other member schools are; Attica, Burrton, Central Christian, Cunningham, Fairfield, Norwich, Pratt-Skyline, South Barber and Stafford.

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.

“WHAT'S NEWS”

Daily announcements are available on-line through Power School, powerschool.usd311.com. A school newsletter containing items of interest to students and parents will be distributed in home room. *The Pinnacle* will feature upcoming events, articles about the middle school program, and timely information for both students and parents. Extra copies of *The Pinnacle* are available in the middle school office.

The *Bulldog Tracks* is the school district's newspaper, printed as a bi-monthly supplement to the *Ninnescah Valley News*. The *Tracks* contains newsworthy items generated from the three building levels along with original student work. Besides being mailed to subscribers of the *NVN*, copies of the *Tracks* are distributed, one per family, to the eldest child in school.

“MEMORIES, LIGHT THE CORNERS OF OUR MINDS”

A Memory Book is published each year. Students may order a yearbook at enrollment or during the yearbook sales campaign in the spring. The cost of the book is \$20.00 and they will be distributed at enrollment.

“IN OR OUT?”

School classes begin at 8:05 a.m. Students may enter the main building at 8:00 a.m. through the east door. Upon arrival during inclement weather, students are to enter the building and remain in the hall in front of the office. Following dismissal by a staff member at 8:05 students may move to their home room.

“YOU'RE KIDDING! NO SCHOOL?”

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical means will be used to notify parents of cancellation. The following media stations will receive notification no later than 7:00 a.m.:

RADIO: KWBW-KHUT, KWHK, KFDD, KFH, KZSN

TELEVISION: KAKE, KSNW, KWCH

“NOT IN HERE”

Our school has a three-part policy which governs the use of gum or candy while at school. The only exception to this policy is when the teacher gives the candy as a reward. Then it will only be eaten in the class where it is given.

The policy is as follows:

1. **No candy or gum allowed.**
2. **No candy or gum allowed.**
3. **No candy or gum allowed.**

“DON’T LEAVE HOME WITHOUT IT”

Students are responsible for their school supplies. The following is the list of supplies needed at the beginning of school:

FIFTH GRADE: wide-line notebook paper (loose leaf), 1 composition non-spiral notebook, 1 spiral w/graph paper, (1) 3-ring binder (1.5 inch), 8 index colored dividers for binder, good quality pointed scissors, 12" non-flexible ruler w/metric side, #2 pencils and/or mechanical, eraser, 1 red ballpoint pen, glue or glue stick, colored pencils (12 count or more), box of fine **Crayola Classic Colors** markers (8 count only), school box (6" x 12" please!), box of tissue, school bag inexpensive earbuds w/mic & stylus.

SIXTH GRADE: wide or narrow line notebook paper (loose leaf) or 1 spiral notebook, 1 spiral graph paper notebook, school box (any size), (1) 3-ring binder or Trapper Keeper, dividers for binder, 12" ruler w/metric side, 6" or larger good quality scissors, erasers, #2 pencils and/or mechanical, glue stick or bottle of glue, crayons or colored pencils, box of 8 markers, calculator, 1 red pen, 1 highlighter (any color), 2 boxes of tissues, school bag, headphones, dry erase marker (any color).

SEVENTH & EIGHTH GRADE: 3 boxes tissue, 4 pkgs. 200 sheet filler paper, 3-ring binder, 2 composition books--not perforated, box of fine Crayola Classic Colors markers (8 count only), 12 dark blue or black ball point pens, 2 red ink pens (A MUST-NOLIGHT OR BRIGHT INK COLORS, PLEASE!), 24 #2 pencils, scissors, 12" ruler w/metric side, inexpensive earbuds w/mic & stylus, scientific calculator (inexpensive).

5TH-8TH P.E.: clean gym shoes (NO STREET shoes allowed for P.E.), knit shorts (NO cutoffs), t-shirt, sweat socks, deodorant. (All choices for P.E. clothing should adhere to handbook dress code.)

8TH GRADE FACS: 1 good pair of sewing shears, sewing pins with colored ball tops, pin cushion.

5TH GRADE BAND: Parents-PLEASE WAIT UNTIL AFTER THE BAND MEETING ON SEPTEMBER 26, 7:00 P.M.

5TH GRADE CHOIR: Folder that can stay in the classroom, pencil, concert uniform: khaki pants and white shirt.

6TH GRADE BAND: Essential Elements 2000 book 2 (for your specific instrument)

6TH GRADE CHOIR: Folder that can stay in the classroom, pencil, concert uniform: khaki pants and white shirt.

7TH/8TH GRADE BAND: Flip folder and lyre for your specific instrument, marching band uniform: black pants, black socks, black shoes

7TH/8th GRADE CHOIR: Pencil, concert uniform: black pants and white shirt.

(Please label all items with child's name & replace items as needed throughout the year.)

2. For the following diseases no written permit is necessary for a child to return to school, but the child should be cared for as stated below. These are meant to be guidelines and may be modified by a written opinion from an attending physician.

Regular measles (red measles): Exclude from school seven days following onset of rash.

Chicken pox: exclude from school seven days following the onset of the rash.

Mumps: exclude from school seven days from onset or until swelling is gone whichever is longer.

Rubeola (three day measles): exclude for three days from the appearance of the rash.

Vomiting or diarrhea: Exclude until able to eat solid foods for 24 hours without vomiting or diarrhea has disappeared.

Scabies: exclude until free of evidence of disease.

Severe head cold: exclude if the child has a fever of 99.6 and until temperature has been normal for 24 hours.

Ear infection: exclude until pain and fever are gone or until drainage has stopped.

Pediculosis (head lice): exclude until evidence of the medical lice shampoo is presented and student is nit free. Repeated shampoos should be administered as prescribed on the shampoo box.

Students with skin rashes of unknown cause should be kept home until the rash is gone or until medical recommendation has been obtained.

3. For the following diseases or conditions a physician should be consulted and a permit must be obtained from the physician before returning to school.
Diphtheria, Poliomyelitis, Small Pox, Trench Mouth, Hepatitis, Impetigo, Streptococcal infections including strep throat and scarlet fever, Meningitis, Encephalitis, Tinea capitis (ringworm of the scalp), Typhoid fever, Pink eye, Brain concussion, Any other serious or unusual disease or serious injury
4. In case of injury, minimum first aid will be given. If the injury is serious, the parent is to be notified and asked to come to the school for the student. If the parent cannot be contacted, the school authorities will take what action they feel is necessary to protect the health of the child. If parents work or are out of town quite often, the school should be given the name and telephone number of someone to contact in case of an emergency.
5. In some instances, parents do not wish their children to take part in physical education classes or to go outside during recess periods. In such cases, a written note from the parent must be presented to the teacher asking that the student not take part in these activities. A doctor should be consulted if the student is to miss more than three (3) days of physical education.

The above NOTICE is required to be published by the Family Educational Rights and Privacy Act of 1974. Under this law, the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the educational records of their children. Publication of the above notice is required. What the notice is saying is that the district will publish such things as honor roll, team rosters, etc., as the district has done in the past. If you do not wish your child's name, etc. to be published, you need to notify Superintendent Bradley Wade in writing on or before September 1, 2016.

MANAGEMENT OF STUDENTS AND EMPLOYEES WITH ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)/ HTLV-III INFECTION

Medical research indicates that AIDS/HTLV-III cannot be transmitted through casual physical contact. The school-age child infected with AIDS/HTLV-III presents a negligible risk of transmission to his/her classmates or to other adult school personnel and thus does not affect their health and safety. For the same reason, adult school personnel infected with AIDS/HTLV-III, under ordinary school circumstances, will not infect school children or co-workers. Therefore, both children and adult school personnel infected with AIDS/HTLV-III should, in most instances, continue to attend school and to participate fully in programs and activities offered by the Pretty Prairie schools.

Removal of a student or an adult employee infected with AIDS/HTLV-III from the school setting is normally not justified. However, procedures will be established for the case-by-case review process for any student or employee known to have AIDS/HTLV-III. The Board grants the superintendent authority to act on the recommendation of the Communicable Disease Review Board.

STUDENT HEALTH AND INJURIES:

It shall be the policy of the Board of Education to require students to observe certain health rules and for the school personnel to follow certain steps in caring for students involved in accidents and who receive injuries while school is in session or during school activities.

Procedure:

1. Specific symptoms or signs which indicate that children should be kept at home include the following:

- Nausea (sick at the stomach)
- Diarrhea (frequent bowel movements)
- Skin rashes or hives
- General feeling of illness, muscle aches and pain
- Fever of 99.6 or more
- Vomiting
- Difficult breathing
- Sore throat, or any other unusual disabling symptom

Any student developing any of the above symptoms will be sent home from school.

“WHEELS”

Bicycles are to be placed in the rack on the west side of the building upon the arrival at school. Students are not to ride bicycles on the sidewalks.

“MY STUFF AND WHERE IT BELONGS”

1. Sixth, seventh and eighth graders will be assigned individual lockers for school supplies and personal belongings.
2. Fifth graders will be assigned individual lockers for personal belongings in the north hallway. They will keep school supplies in their desks in the classroom.
3. A locker in the gym locker rooms will be assigned by the physical education teacher. Padlocks for these lockers will be provided.
4. Lockers are the property of USD 311 and may be searched at any time by school personnel. Students are expected not to deface lockers in any fashion, either by writing, bending, or removing parts, or attaching stickers inside or out. Students who deliberately deface or damage lockers will be required to pay for all damages.
5. Lockers will be kept clean by the students and searched by school personnel on a regular basis.
6. The school provides locks for lockers upon request. All locks are the property of the school and the responsibility of the students. A deposit will be required and will be forfeited if the lock issued is not returned.

“EXCESS BAGGAGE”

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.

“THE RIGHT TO PASSAGE”

Students should be in the halls only at the beginning and close of school and while moving from one class to another. Class breaks are to be used for drinks and restroom needs. Any student in the hall during class time must have a hall pass from a teacher.

Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

“SCHOOL DUDS”

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.

“TIME TO CHANGE”

The clothing for participation in physical education or similar school activities will be of proper fit to afford modesty and permit the student free action in carrying out P.E. activities. The class instructor shall determine whether the clothing meets the requirements.

Students who do not bring proper clothing will not be allowed to participate in and will be required to make up time missed. A warning will be issued by the office for the first and second incidents each nine weeks. The third and subsequent incidents will require attendance at one hour of assigned detention for each time the student fails to bring proper gym clothing.

Students may need to be excused from P.E. due to injury or illness. Any injury or illness warranting an absence from P.E. longer than 3 days requires a doctor's note. Students excused from P.E. will also be held out of any recess time.

“FINDERS, KEEPERS LOSERS, WEEPERS”

To avoid problems with personal property, students should:

1. Be responsible for all books and possessions. Books that are lost or damaged

- b. Shall not be using any form of tobacco, illegal drugs, or alcoholic beverages, etc. at school events;
 - c. Shall not be using an assumed name while competing.
5. Students shall be regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they are participating;
6. Students shall not have more than two (2) semesters of possible eligibility of grade seven and two (2) semesters in grade eight.
7. Students who reach the age of 14 by the 7th grade, or 15 by the 8th grade, after September 1, shall be eligible for the remainder of that school year.
8. Transfer students shall be eligible if their parents have made a bona fide move to a new permanent residence in the vicinity of the new school to which the student transfers.
9. Students shall not have competed for money or merchandise and shall have observed all other provisions of the Amateur and Awards Rules.
10. Students shall not engage in outside athletic competition in the same sport while a member of a school squad.
11. Students shall not be a member of any fraternity or other organization prohibited by law or by the rules of KSHSAA.
12. Students shall not participate in training sessions or tryouts held by colleges or other outside agencies in a sport while a member of a school athletic team in that identical sport.

STUDENT INFORMATION POLICY

NOTICE TO PARENTS OR GUARDIANS OF STUDENT ENROLLED IN THE SCHOOLS OF PRETTY PRAIRIE UNIFIED SCHOOL DISTRICT 311 DURING THE 2016-2017 SCHOOL YEAR, AND ALL PERSONS WHO ARE OR WILL BE EIGHTEEN YEARS OF AGE AND WILL BE STUDENTS AT PRETTY PRAIRIE UNIFIED SCHOOL DISTRICT DURING THE 2016-2017 SCHOOL YEAR AND ALL OTHER PERSONS CONCERNED:

Each of you is hereby notified that the Board of Education of USD 311, designated the following student information categories as Directory Information.

- (a) Name, address and telephone listings
- (b) Date and place of birth
- (c) Participation in officially recognized school activities and sports
- (d) Date of attendance
- (e) The most recent previous educational agency or institution attended by the student
- (f) Diploma and awards received
- (g) Honors achieved
- (h) Athletic roster information, including height, weight, class and gender

The above categories of “Directory Information” will become public records of each student, unless you inform USD 311, Pretty Prairie, Kansas 67570, on or before September 1, 2016, that any information designated shall not be released without your prior consent.

card, they are removed from participation until the interim report is filed for the next 9 week period (4 1/2 weeks).

CITIZENSHIP: All students at PPMS are expected to conduct themselves in a manner which will not interfere with the rights of others. Students are expected to give respectful attention to the request and directions of all teachers regardless of whether they have that teacher as an instructor. Any student creating a severe disruption or repeatedly failing to follow directions may be referred to the principal's office. Any referral to the principal's office for unacceptable behavior listed in our handbook under "Conduct Code" can and will result in a loss of extra curricular privileges. The following are disciplinary actions that can and will result in the loss of participation in extra curricular activities: 1) After School Detention; 2) In-School Suspension (ISS); 3) Out-of-School Suspension (OSS); and 4) Expulsion.

STUDENT OBLIGATION: Student athletes must return uniforms and equipment and resolve all financial obligations prior to participation in the next athletic season.

SIXTH GRADE PARTICIPATION: As stated in the Heart of the Plains League constitution, 6th graders may be used to fill A or B teams in the Heart of the Plains Junior High League. Pretty Prairie Middle School will use the following guidelines to determine participation by 6th graders:

- Boys and Girls Cross Country—Any 6th grader is eligible to participate.
- Boys Football—6th grade boys are not eligible under KSHSAA regulations.
- Girls Volleyball—6th grade girls will be allowed to participate.
- Girls Basketball—6th grade girls will be allowed to participate.
- Boys Basketball—6th grade boys will be allowed to participate.
- Boys Track—Any 6th grader is eligible to participate.

ELIGIBILITY REQUIREMENTS FOR KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

Students involved in activities offered at Pretty Prairie Middle School are recognized as official representatives of the school. Their conduct and sportsmanship on and off the school premises should display the highest possible standards.

Below is a brief summary of important Kansas State High School Activities Association eligibility requirements. Students may consult their coach or principal for additional information or if they have questions.

1. An annual physical examination form or an optional physical exam with parental consent shall be completed and filed with the school prior to the first practice in which the student participates.
2. Students shall have passed five subjects of unit weight the previous quarter of attendance.
3. Students shall be enrolled and attending at least five subjects of unit weight.
4. Students shall be a bona fide member of the school and in good standing.
 - a. Shall not be under penalty of suspension; character of conduct must not bring discredit to the school or the student;

beyond normal wear must be paid for by the students.

2. Keep all valuable possessions in locked lockers during physical education or athletic practice.
3. Report lost and found items to the office where an attempt will be made to locate the item and/or the owner.
4. All lost and found items that remain unclaimed will be displayed the last week of school and remain available to be claimed until June 1. After June 1, all unclaimed items will be donated to a charitable organization.
5. Leave toys, video games, CD and cassette players, large amounts of money and other personal non-school related items at home.

Pretty Prairie Middle School and USD 311 are not responsible for lost/stolen personal electronic devices, iPods, iPads, cell phones, etc..

“BE PREPARED”

Fire and tornado drills are held at several different times each year. These are to ensure student safety in the event of a real emergency. Remember these basic rules:

1. Check the instruction in each classroom (they are posted) for where to go in the event of a tornado and how to leave the building in case of a fire.
2. Walk. No talking. Move quickly and quietly to the designated area and count off to help the teacher check roll.
3. Pay attention to all instructions.

“YOU CALLED?”

The school phone is a business phone. Students will be allowed to use the phone in the office only in emergency situations (i.e., illness, injury) or with teacher permission for school related business (i.e., forgotten assignments, books, lunches, etc.). Incoming calls for students will be handled by the office secretary. Many times parents request the school office deliver messages to students and this is always done.

“YOUR CALL CANNOT BE COMPLETED AT THIS TIME!”

Cell phones and other electronic devices are not allowed. Cell phones are not to be used during school hours. Electronic devices are not allowed during school hours unless school issued.

“IF I KNEW YOU WERE COMING I'D HAVE BAKED A CAKE!”

Parents are always welcome to visit the school for purposes of observation. We suggest you review the following guidelines:

1. All visitors are asked to report to the office prior to attending the classroom. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the program.
2. Parents are encouraged to visit the school only when prior arrangements have been made with the student's classroom teacher or the administration.

3. Visitations for longer than a two (2) hour period should be cleared with the building principal.
4. Students from other schools who wish to visit classes may do so with the approval of the classroom teacher and building principal.
5. Parents are encouraged to make school visitations from October through April to avoid the chaos of the beginning and ending months of school.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office before going to any other part of the school. No students will be permitted to leave the building with a visitor unless cleared through the school office.

“FOOD FOR THOUGHT”

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. Lunch is served in the lunchroom 11:21-11:44 for 5th, 6th, 7th and 8th graders. The cost for lunch is \$2.55. Additional milk is available for \$.40. Every student is expected to buy lunch or bring a sack lunch from home. Sack lunches should not contain pop, candy, or excessive amounts of junk food.

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.

Applications for free or reduced-price meals may be obtained at the middle school office. Eligibility for this program is based on family size and income.

“NO MANNERS NEEDED HERE — NOT”

Some rules to follow in the cafeteria:

1. PPMS has a closed lunch period.
2. Students will report to the cafeteria with their teacher unless they have been granted permission to do otherwise.
3. Cutting in line or saving places is not permitted.
4. Students may sit at any available table and may not move unless they have permission from the lunch supervisor.
5. Wandering from table to table for social purposes is not permitted.
6. Inappropriate behavior during the lunch period may result in a student being assigned a seat for a specified period of time and/or loss of cafeteria privileges.
7. Students are expected to leave their area clean.
8. Students may leave their table only when excused.

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.

PPMS SITE COUNCIL

The Kansas Legislature passed K.S.A. 72-6439 during its 1992 session. This legislation established school site councils. School site councils are part of the school reform movement, representing shared decision making at the building level by involving teachers, administrators, other school personnel, parents and community members. The council is responsible for providing advice and counsel in evaluating state, school district, and school site performance goals and objectives and in determining the methods that should be employed at the site to meet these goals and objectives. The council meets once a month, September through May; no meeting in December. Meetings open to the public.

PPMS ACTIVITIES ELIGIBILITY REQUIREMENTS

Any middle school student who participates in an extra curricular activity that is adjudicated (athletics, music, band, quiz bowl, etc.) and in any student government body such as student council must meet the following requirements to be considered a "student in good standing":

GRADES: To remain eligible and/or free from probationary status, a student must maintain a passing grade in all subjects. All participating students' grades will be checked four times during the nine-week period as follows:

2 week period - obtained from a grade report sheet

4 1/2 week period - obtained from interim report

7 week period - obtained from grade report sheet

9 week period - obtained from report card

If a student receives an F in a particular subject during two or more consecutive grade report periods, he/she will be removed from participation until the grade is raised to passing. However, if a student receives a 9-week grade of F on their report

4. Pupils are to walk on the far side of the road facing traffic when going to bus stop.
5. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road.
6. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Reminder, your safety is in his/her hands.
7. Outside of ordinary conversation, PPMS conduct code is to be observed. Bus drivers are required to report disturbances to the Superintendent of Schools. Students causing disturbances will be disciplined. Order must be maintained on the buses to prevent accidents. The bus is an extension of the school, and disciplinary action will be taken with kids who violate the regular code of conduct thereon.
8. Pupils must not throw wastepaper, gum or other rubbish on the floor or out the windows of the bus. Help keep your bus clean at all times.
9. Animals, caged or loose, are not permitted on bus.
10. Pupils must not at any time, extend arms or head out of the bus windows.
11. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
12. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear and on the direction of the driver.
13. During stormy weather when the buses cannot make their routes, school will be dismissed. If the buses do not run, this information will be announced over area radio stations no later than 7:00 a.m. There may be occasions when the schools will be dismissed early because of weather conditions or other factors. Parents must make the necessary arrangements in case the schools are dismissed early. If you do not want your children to ride the bus home early, please make arrangements to pick them up at school. You should contact your child's principal if your child is to remain at school until he is picked up. School personnel cannot be responsible for your child unless arrangements are made. Please plan in advance and if we can assist you in any way, please call.
14. Students requesting to be picked up or let off at some place other than the normal loading or unloading point must present a written request from the parent to the building principal before this permission will be granted. The written request will state the period of time that the student is to be picked up or let off at his new point. The building principal will notify the bus driver that the student has this permission.

ALERT SOLUTIONS

Alert Solutions is an automated system that USD 311 uses to inform parents and guardians of important school information. Alert Solutions 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

“DOCTOR, DOCTOR GIVE ME A CLUE . . .”

When medication is necessary for a student to remain in school, a written note from a parent is needed for over the counter medication and a note from a physician must accompany ALL prescription medication or treatment to be administered by school personnel. All medications are to be brought to the Middle School office. PPMS does have a school nurse available for emergencies, to review and supervise all medical records and provide the school with assistance with health instruction and information.

“AWOL”

The State of Kansas has a compulsory attendance law for public schools. This law's main purpose is to insure equal opportunity for all youth to receive instruction in foundational education. If a student is not in school, he or she is considered absent. Three (3) consecutive unexcused absences, 5 in a school semester, or 7 in a school year will result in a report being made. If the student is under 13, the report will be made to the Department for Children and Families. If the student is 13 or over, it will be reported to the county or district attorney.

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. 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; 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. All other absences will be deemed unexcused.

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 such as: 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.

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

“BUT I WAS JUST A FEW SECONDS LATE!”

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.

“WHAT DID I MISS?”

Excused Absences - Parents may request make-up work when students are absent. Requests for the assignments and arrangements for the pick-up of those assignments may be made by calling the school office. Following an absence a student is entitled to full academic make up privileges with no penalties. For short absences the student will be given one make-up day for each day absent up to three days total. Make-up time for longer absences will be determined in a reasonable manner so the student will not be unnecessarily penalized. Make-up time will only be given for work assigned while absent. Teachers will give needed assistance in mak-up efforts.

Absences Due to Suspension or Expulsion: Make-up work due to a suspension or expulsion will be due at 8:00 a.m. on the second day the student returns to school.

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

“HOW DO I GET OUT OF HERE?”

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 the 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 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 an agenda 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.

given out at enrollment or upon request from the middle school office is the KSHSAA Insurance Summary of Coverage.

“ON THE ROAD AGAIN”

Bus transportation will be furnished to and from school for resident students living 2.5 or more miles from the school of attendance. All routes will be set up by the superintendent of schools. Bus routes will be determined by where the students live and the shortest time for all students to be on the buses.

USD 311 will provide transportation for school sponsored activities including after school practice.

Students who come to school on the bus should return home on the bus. Changes such as riding a different bus, having a guest ride, or not riding at all should be arranged prior to the trip by notifying the school in writing or a parent telling a staff member in person that they will be taking the student. Any student who has not made the proper arrangements will be placed on their normal route bus.

On field/activity trips, students are expected to remain at the activity with their group and/or sponsor or coach. If a student needs to leave for any reason, he/she must have permission from the sponsor or coach. An Alternate Transportation release form or a note signed by a parent or guardian and approved by the administration is required before a student may leave any activity other than by USD 311 transportation. All students will ride to field/activity trips on USD 311 transportation unless prior arrangements have been made by the parents and the administration. A cellular phone is available on most activity trips that will arrive home after school hours. A calling tree will be developed for each trip to notify parents of the approximate arrival time to Pretty Prairie. The office must be notified for each trip to include any parent wishing to be on the calling tree.

Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. A list of bus rules is listed below.

“YOU'VE GOT A TICKET TO RIDE”

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. In most cases the driver will assign a seat to each student. Students in less desirable seats may move to a second seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
3. Pupils must be on time: the bus cannot wait for those who are tardy. Bus drivers are required to report all tardy students to the Superintendent of Schools. If tardiness becomes a habit, parents will be contacted by letter asking that they make sure their children are on time. If tardiness continues the privilege of riding the school bus may be denied to these students. Example: One bus makes 18 stops. If the bus must wait 2 minutes at five of these stops, all students must ride the bus ten minutes longer. This is not fair to all students.

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.**

“FLIRTIN’ WITH DISASTER”

Student consumption and/or possession of any alcoholic beverage, any form of tobacco and/or electronic cigarettes, illicit drugs or other controlled substance in or near the school premises, or at any school sponsored activity is prohibited. Violators will be subject to suspension/expulsion and/or referral to the appropriate law enforcement agency.

Explosives (including fireworks), ignitors (including lighters and matches), knives, sharp objects, laser pointers, and/or weapons (including realistic toys that look like a weapon) are not allowed in school. Violators will be subject to suspension and/or referral to the appropriate law enforcement agency.

Bomb/Terrorist threats: Students will face long-term suspension and prosecution if found to have participate in this activity. For each day interrupted by bomb or terrorist threats, a day will be added at the end of the school year.

“ARE YOU COVERED?”

Student accident insurance is available at a reasonable price at enrollment and during the first week of school. This is an optional program, however, looking at the price of medical care today, this would be a wise investment for any parent even if they already have a hospitalization policy. Student Assurance Services offers the following coverages: 1) full-time (with no sports); 2) full-time (with all sports except football grades 9-12); 3) school-time (with no sports); 4) school time (with sports except football grades 9-12); 5) extended dental; and 6) football grades 9-12. Also

Failure of the student to secure a signed agenda pass can result in a detention or thirty minutes before or after school.

“WHEN WE ALL GET TOGETHER”

At all times a student's behavior should be respectful and courteous. A school's reputation is often based on the conduct of its student body at any assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, booing, talking during a program and all other areas listed in our conduct code. Students may not leave an assembly without permission from a staff member. Appropriate disciplinary action will be taken for those who choose not to demonstrate appropriate behavior during an assembly or any other school sponsored student gathering such as an athletic competition or school music concerts.

“STUDENTS IN GOVERNMENT”

Pretty Prairie Middle School has a student council. The purpose of the council is to promote leadership and to provide students the opportunity to participate in the procedures of democratic government. This council will also sponsor special activities for the entire student body.

“ANOTHER TIME, ANOTHER PLACE, BUT NOT IN STUDY HALL”

Study Hall classes are to be used for the completion of homework or activity projects. Card games, video games, board games, sleeping and socializing are activities for another setting—not for study hall.

“DO YOU HAVE WHAT IT TAKES?”

Student Grade Point Average is tabulated by the 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. All Middle School Honor Roll students will be awarded ribbons.

Red Ribbon Honor Roll= 4.0 GPA

White Ribbon Honor Roll=3.0 GPA

“THE GOOD, THE BAD, AND THE AWESOME”

Nine weeks report cards will be available on PowerSchool on November 1st, January 5th, March 10th and May 22nd. Parent/Teacher Conferences for Middle School parents will be held November 4th and November 7th, and on February 13th and 20th.

Student progress reports will be sent between grading periods to parents of students earning a grade below a C, who need special attention, or have made outstanding progress.

“HERE COMES THE CAVALRY”

Counselors help students obtain valid information about themselves—personal, vocational and education interests, aptitudes and abilities—thereby enabling them to use this information to make decisions. The counselor will work closely with the students with a goal of knowing them as individuals. The counselor is a good listener who respects the confidence of students.

The guidance program and counseling services are designed to assist students in making the most effective use of their assets and in setting reasonable and attainable goals.

Students wanting to see the counselor should make an appointment with the counselor or with the office secretary.

“HOW SWEET IT IS (TO VISIT THE 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 two weeks and are renewable. 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 library materials on loan to students will be assessed a fine of 5¢ per day.

At times students leave library books in appropriate places for the custodians to pick up and return to the library. If a custodian returns a book checked out to a middle school student, that student will be assigned to work in the library for 15 minutes during recess, during free time after lunch, or after school. Library tasks would include -- but not be limited to:

- Cleaning table tops
- Dusting shelves
- Shelving books
- Cleaning computer/TV screens
- Cleaning AV carts

“YOUR PASSPORT TO THE WORLD-WIDE-WEB”

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

policy is required by the 1989 Amendments to the Drug Free Schools and Communities Act, P.L. 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 and/or 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 has completed a drug and alcohol education and rehabilitation program at an acceptable approved program; c. Suspension from participation and attendance

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 must pick 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

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/expulsion 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:

Suspension/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.

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

- 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 (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 of computer ethics:

1. Confiscation of any questionable district equipment, zip drives, etc.
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
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,
- invading the privacy of individuals
- posting anonymous messages or material
- possessing any data which might be considered a violation of these rules in paper, electronic 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
- obscene material
- threatening 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.

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 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 and/or expulsion from school.

“CHEATERS NEVER WIN”

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

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
- 2–1 day 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, 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

5. Disobedience of an order of a teacher, peace officer, or any other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or attendance center or invasion of the rights of others.

"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

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**

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

"OOPS . . ."

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.

"CONDUCT CODE"

The following positive behavior will be recognized and rewarded:

1. Hardwork
2. Leadership
3. Responsibility
4. Enthusiasm for school
5. Respect
6. Controlled emotions
7. Compatibility
8. Teamwork

The following is negative behavior that will not be tolerated:

1. Profanity
2. Possession of tobacco and/or electronic cigarettes, alcoholic beverages and/or drugs at school or school sponsored events or any student under the influence of alcohol or drugs.
3. To show disrespect by act, word or deed to any staff member, student or visitor at PPMS.
4. Stealing another's property.
5. Destruction of personal or school property.
6. Fighting (defined as mutual combat in which two or more people have contributed to the situation by verbal and/or physical action) on or near school property or at any school sponsored activity.
7. Any continuing negative behavior which disrupts or interferes with other students' right to learn or a teacher's right to teach.
8. Insubordination - Disobedience of a reasonable request by a USD 311 staff member.

Student Conduct: Students are under the authority of ANY USD 311 employee (teachers, secretaries, cooks, custodians, and bus drivers) at ANY time they are on the school grounds, in a school vehicle, or at a school activity. Students are to be respectful to all district employee at all times. Students are to follow all reasonable requests made to them by staff members.

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, tussling, or loud talking or shouting will not be acceptable. Repeated violation of this rule will result in detentions of at least thirty minutes.

“DO UNTO OTHERS”

Pretty Prairie Middle School is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or parents 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.

“LOVE POTION NUMBER 9”

Proper relations between students are expected at all times during school and at school sponsored events. Physical displays of affection will not be allowed. Disciplinary action will result from improper displays; repeat offenders may be suspended.

“STUDENT BEHAVIOR AND DISCIPLINE”

Generally, infractions of school rules or regulations will be handled on an individual basis. A progressive step by step process will be used to discipline repeat offenders. The severity of the rules violation will determine the severity of the disciplinary procedure.

1. Personal and/or private conference between staff member and the student.
2. Written referral by the staff outlining reason for referral. Parent and principal notified.
3. Written referral to the principal. Parents will be notified.

Students should expect disciplinary action for misconduct or inappropriate behaviors. Action may include student/teacher conference, referral to the principal, probation, detention, in-school suspension, short term suspension, removal from the class or activity with loss of credit, or long term suspension with the possible penalty of expulsion. Law enforcement will be notified if the student's action violates the law.

Parent/Staff conference may be a part of the disciplinary process at any of the levels.

Written records of conferences and administrative actions shall be maintained.

Conference means the student and teacher will attempt to solve the problem. Referral is the formal written notice sent to the principal and to the parents outlining the disruptive behavior and the actions taken. Probation means that the student will be put on notice not to repeat the unwanted behavior. Behavior contract may be used as part of probation. Detention means that the student will stay with the staff member before or after school.

“IT’S NEVER TOO LATE TO LEARN”

In-School Suspension (ISS) is designed to accommodate students who have violated the disciplinary policies of Pretty Prairie Middle School to the extent that exclusion or suspension from regular classes and extracurricular activities is warranted.

ISS is designed for handling attendance problems, excessive tardiness, hall violations, classroom disruptions, and any other disruptive behavior which the administration feels is appropriate in lieu of an out-of-school suspension.

“THREE STRIKES YOUR OUT”

Out-of-School Suspension (OSS) is designed for handling 1) willful violation of published regulation for student conduct; 2) conduct which substantially disrupts, impedes or interferes with the operation of Pretty Prairie Middle School; 3) conduct which substantially infringes upon or invades the rights of others; and 4) direct disobedience of a reasonable request of a teacher, peace officer, or any other school authority. Suspension will be used only in connection with a serious or persistent violation of school discipline policy or the laws of this state.

Expulsion is when the student is removed from the school for an extended time and is removed from the class rolls. Authority to suspend or expel any student shall be exercised when such suspension or expulsion is in the best interest of the other students or of the school or attendance center.

Reasons for expulsion:

1. Willful violation of any published regulation for student conduct adopted or approved by the board of education.
2. Conduct which substantially disrupts, impedes or interferes with the operation of any school or attendance center.
3. Conduct which substantially impinges upon or invades the right of others.
4. Or conduct resulting in suspension or expulsion outlined under KSA 72-8901.