

Pretty Prairie Middle School & High School Student/Parent Handbook

Pretty Prairie Middle School Mission Statement

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 complement the academic program.
- Opportunities for students to realize their individual responsibilities as contributing members of society.

Pretty Prairie High School Mission Statement

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 parental 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.

Administration

Randy Hendrickson	Superintendent
Kevin Hedrick	K-12 Principal / Activities Director

Board of Education

Ron Keeler	President
Stacey Krehbiel	Vice President
Jay Gehring	Member
Sid Graber	Member
Shawn Hollenbeck	Member
Priscilla Hoyt	Member
Jon Schrag	Member

Diane Warfield	Board Clerk
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A complete listing of current Faculty/Staff can be found in the "Who's Who in USD 311", which is published every Fall and on the district website www.usd311.com.

SCHOOL POLICIES & INFORMATION – listed in alphabetical order

ACTIVITY BUS – see PEP BUS

ALCOHOL, DRUG & TOBACCO POLICY (DRUG FREE SCHOOLS)

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.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, 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 an extracurricular activity, then the student will have to adhere to the coach/sponsor'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.

USD 311 reserves the right to allow law enforcement agencies to conduct periodic, unannounced searches of school facilities and parking areas for illegal narcotics 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.

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 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.

3. 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.**

ANNOUNCEMENTS & SCHOOL NEWS

Daily announcements are available on-line through Power School and the district website.

SwiftReach is an automated system that USD 311 uses to inform parents and guardians of important school information such as cancellations due to inclement weather, school delays or emergency situations. It is also used to inform and update parents on various school activities and events and to provide access to certain PowerSchool reports. SwiftReach contacts parents/guardians through their cell phone(s) and or email accounts. Parents/Guardians can update this contact information through PowerSchool.

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. Copies of the *Tracks* are distributed, one per family, to the eldest child in school.

ATTENDANCE – see also TARDIES, TRUANCY

Policy: The State of Kansas has a compulsory attendance law for public schools. If a student is not in school, he or she is considered absent. If a student has nine (9) or more absences per semester in any class, he or she will not receive credit for that class and will receive either a grade of P# (Pass but no credit received due to insufficient attendance) to replace any passing grade, or a grade of F if the student was already failing the class. All grades of P# 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. 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, to the Principal, Superintendent, and/or Board of Education. Absences resulting from Out of School suspensions will be applied to the maximum allowable number of absences per semester. Parents/Guardians will be notified by letter when a student reaches 5 absences in any class. A meeting with student, parent/guardian and school administration will take place when a student reaches 7 absences. Students are not allowed to leave the school grounds during regular school hours without permission of school personnel.

Procedure: At the MS/HS level attendance is taken for each class period and/or subject. Students will be marked U (unexcused absent) until a call or note from a parent/guardian is received by the school office, excusing the student for the day or for a specific time period. At that time the absence will be marked/changed to E (excused absent). Preferably, the office should be notified the day of the absence or by no later than 8:00 am the day following the absence. The Principal reserves the right to change an absence from E to U if it is deemed that the absence was unnecessary. Parents shall be notified in such cases. 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 must sign out in the school office, before leaving school. For the safety of the students, parents should report to the office before taking any student from school during the school day.

BACKPACKS/BOOK BAGS

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

BELL SCHEDULE

School begins at 8:05 am and dismisses at 3:28 pm each day. Complete class schedules are available on the district website and in the school office.

BICYCLES

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.

BULLYING/HARASSMENT

Pretty Prairie USD 311 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.*

KSDE defines harassment or bullying as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e. internet, cell phone, or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Students whose behavior is found to be in violation of this policy will be subject to discipline, as found in the student handbook under Behavior Consequences.

Adults 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.

CANCELLATION OF 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, including SwiftK12. The following media stations will receive notification no later than

7:00 a.m.: RADIO: KFDI, KHCC, KHUT
 TELEVISION: KAKE, KSNW, KWCH

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.

CAREER CRUISING

Career Cruising is a tool for students, and utilized by teachers, to implement an individual plan of study and career readiness. Information obtained can also be useful to students and parents when applying to technical schools and colleges and/or applying for scholarships and other financial aid.

CAREER & TECHNICAL EDUCATION ACADEMY

Junior and Senior students may apply to take courses through the Hutchinson Community College Career & Technical Academy. Most classes are for 3-units credit and students attend for three hours each day. A listing of courses is available through the school Counselor's Office and the HCTEA website. Students must apply through the Guidance Office, generally the spring semester before attending, and final approval is made by both the HCTEA program directors and USD 311 Administration.

CELL PHONES & DIGITAL DEVICES

Cell phones (including text messaging and other communication exchange apps) and other personal digital devices are not to be used during school hours. Violation of this policy will result in confiscation of said device. Confiscated devices will be turned into the school office and school administration will return it to the student at the end of the day.

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.)

CLASS AND CLUB OFFICERS

The process of election of class officers will be determined by the class/club sponsor and approved by the school administration. All class and club officers must maintain a C average. If at the end of the semester they do not have a C average, the class or club will elect a new officer.

COLLEGE 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.

COLLEGE VISITS

To assist in planning for their future, Juniors and Seniors will be allowed to make visits to 2 or 4-year colleges and/or vocational schools. Such visits must be approved in advance through the school guidance office. Juniors will be allowed 2 days and Seniors 3 days for the year. These days will not count towards a student's maximum allowable absences, *unless* a student uses more than their allotted days or if they fail to have the visit approved in advance.

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 (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, 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.

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.

CONSEQUENCES for MISCONDUCT

With any referral to the office, the student's parent/guardian will be notified either by phone or e-mail. All after school detentions must be made up within two school days of the infraction. Failure to do so will result in one day of in school suspension. The following consequences are guidelines. The School Administration reserves the right to modify consequences on a case by case basis.

Assault against faculty/staff:

1st offense – 5-10 days OSS

2nd offense – Suspension for 1 semester and referral to authorities

3rd offense – expulsion

Assault against student:

1st offense – 3 days OSS

2nd offense – 10 days OSS and referral to authorities

3rd offense – Suspension for 1 semester

Bomb Threats: Any student making a bomb threat will be suspended from school and referred to the authorities.

Bullying (Harassment): ISS, OSS, Suspension or Expulsion depending of severity and frequency. Referral to the authorities may also be made

Bus Misconduct:

1st offense – conference with student

2nd offense – after school detention

3rd offense – 1-3 days of ISS and possible loss of riding privileges

Cheating or Plagiarism

1st offense – no credit on assignment & 30 min detention

2nd offense – no credit on assignment & 1 day ISS

3rd offense – no credit on assignment & 3 days ISS

Class Conduct (talking in class, lack of materials, missing assignments):

1st offense – after school detention

2nd offense – detention with principal

3rd offense – 1-5 days ISS

Destruction of Property (Vandalism)*:

1st offense – 1-3 days ISS

2nd offense – 2-5 days ISS and referral to authorities

3rd offense – 3 days OSS

*restitution may also be required in such instances

False Alarms: Any student who tampers with fire alarms or extinguishers will compensate for the damage. The authorities will be notified and student will serve a short term or long term suspension.

Fighting (Mutual):

- 1st offense – 3 days suspension
- 2nd offense – 5 days suspension
- 3rd offense – 10 days suspension

Forgery:

- 1st offense – 1-2 days ISS
- 2nd offense – 2-3 days ISS and referral to authorities
- 3rd offense – 3-5 days ISS

Language (Disrespectful, Abusive):

- 1st offense – 1 day ISS
- 2nd offense – 3 days ISS
- 3rd offense – 5 days ISS

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

- 1st offense – Short term suspension from school/extracurricular activities for 1 month
Student may be reinstated when he/she and parent/ guardian completes a drug awareness program approved by administration.
- 2nd offense – Long term suspension/suspension from extracurricular activities for 1 semester or 4 months.
- 3rd offense – 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

Public Display of Affection:

- 1st offense – after school detention
- 2nd offense – 1 day ISS
- 3rd offense – 3 days ISS

Profanity (Obscenity) - Language or Gestures:

- 1st offense – 1 day ISS
- 2nd offense – 3 days ISS
- 3rd offense – 5 days OSS

Theft:

- 1st offense – 1-5 days ISS
- 2nd offense – 5-10 days OSS and referral to authorities
- 3rd offense – long-term OSS

Threats Against Students:

- 1st offense – detention or 1 day ISS
- 2nd offense – 1-3 days ISS and referral to authorities
- 3rd offense – long term OSS

Truancy: All cases of truancy will be reported to the proper authorities

Unexcused Absence:

- 1st offense – 1-2 days ISS
- 2nd offense – 2-3 days ISS
- 3rd offense – 3-5 days ISS

Weapons: Student will be expelled and referred to authorities.

Willful Disobedience/Defiance/Disrespect:

- 1st offense – 1-3 days ISS
- 2nd offense – 5 days ISS
- 3rd offense – 5 days OSS

COURSE DESCRIPTIONS & CLASS SCHEDULE

Current course schedules and descriptions will be available in the Counselor's office and on the school website. Not all courses are offered every year.

COURSE RECOVERY

Students needing to either make up courses or take special courses have the option to take on-line courses. Arrangements must be made with the school Counselor and approved by the Principal.

DANCES

Dances held/sponsored by Pretty Prairie High School are open to PPHS students and their date or guest. Each student will be limited to one date or guest and must have their date or guest 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. Student handbook defined dress code will be enforced.

At different times throughout the school year the Middle School may have school-sponsored dances. If/when these events take place, the following rules will apply: 1) attendance will be open to PPMS students only, unless otherwise specified, 2) student handbook dress code and conduct at school events applies to all students and any guests.

DRESS CODE

USD 311 recognizes that the apparel of the student is primarily the responsibility of the parent/guardian. However, the school will insist upon attire that is conducive to the learning environment. The guidelines listed below are designed to prevent distractions and to provide an appropriate learning atmosphere. We ask that parents work with their students on using good judgement when making clothing choices. Building administrators are the final authority authority as to whether clothing is or is not in compliance with dress code policy. Failure by the student to correct dress code violations may result in disciplinary action. The guidelines for appropriate attire are as follows:

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

Students determined to be in violation of the dress code will report to the school office. If it is a first-time offense they will be notified that they have violated the dress code, and IF a student is asked to change, a t-shirt will be provided by the office. Further offenses will result in the parent/guardian being contacted and the student may be asked to go home and change. It will be an administrative decision if other consequences are needed.

DRIVING

Students with a valid driver's license are allowed to drive to school. 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. Students are not to drive or be in their cars, without permission, during the school day.

DRUG FREE SCHOOLS – see *ALCOHOL, DRUG & TOBACCO POLICY*

DUAL CREDIT – see *COLLEGE COURSES*

EIGHTH GRADE PROMOTION

Eighth grade promotion ceremonies will take place at the Middle School. The ceremony and accompanying reception will be under the control and direction of school administration. Students must have all obligations cleared with the school office to participate in promotion ceremonies.

EXTRACURRICULAR & SCHOOL-SPONSORED ACTIVITIES

Conduct at School Events

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

School-sponsored Activities:

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. 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.

Extracurricular Activities:

KSHSAA sanctioned activities are open to students in grades 7-12. In addition, 6th grade students may participate in cross country, volleyball (girls), basketball and track.

Before a student athlete is permitted to report for practice, he/she must have the following signed forms on file with the school office: 1) a physical examination and a completed, current KSHSAA physical examination form. Forms are available online at www.kshsaa.org or in the school office. 2) a KSHSAA Concussion & Head Injury Information Release form.

All athletes will also be required to attend a Heat & Hydration Information Session before their first competition.

Academic Eligibility: Per KSHSAA regulations, all students must pass a minimum of 5 new subjects each semester to be eligible to participate in KSHSAA sponsored activities. The school has also set forth the following policy that will apply to all KSHSAA activities as well as any activities that the school determines to be "extracurricular":

An Ineligibility List will be ran every 3 weeks. Dates would be determined in advance and published. A student failing one or more classes will be determined ineligible for the minimum length of 1 week and for as long as said grade(s) remain "failing". An "Ineligible" student may not participate in any contests (games, meets, etc.). It will be at the discretion of the Head Coach as to whether the student will be allowed to participate in scheduled practices. To become eligible, a student must bring their grade to a passing grade. This will be verified by the student obtaining a signed note from the teacher and school counselor, stating the student's grade is now passing, and then presenting this documentation to the head coach/sponsor and athletic/activities director.

Attendance Requirement: To be eligible to participate in an extracurricular activity, students must arrive to school by 12:15 if the absence is due to illness. A student who will be gone for more than half the day and for a reason other than illness, must have, in advance, the approval of the principal or athletic director to participate.

Lettering Requirements: Varsity lettering requirements will be set by the Head Coach/Sponsor and approved by the Athletic/Activities Director. Requirements will be given to students/parents at a pre-season meeting. The Head Coach/Sponsor reserves the right to alter requirements due to student injury or illness.

Transportation: 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 principal, sponsor, or coach.

FEES

All students will be assessed a book fee and an I-pad rental fee. Other fees may be assessed for specific activities that a student chooses to be involved in. Students may also be assessed fees for a specific reason such library late fees or damage to school property. A complete listing of school fees is available in the school office and on the district website. All fees will be administered through PowerSchool. Arrangements may be made through the school office, for families to set up payment plans and/or make payments.

FIRE AND TORNADO 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.

GRADING SCALE

A – 90-100%	D – 60-69%
B – 80-89%	F – 0-59%
C – 70-79%	P - Passing
P# - no credit received due to insufficient attendance	

GRADUATION EXERCISES (Commencement Ceremony)

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 of Education. In emergency situations, either the building principal or superintendent may deny or permit participation. Diplomas will be awarded when all obligations are resolved. A student not receiving a regular diploma may be granted permission by the building Principal to participate in graduation exercises.

GRADUATION HONORS

The school shall recognize a senior class Valedictorian(s) and Salutatorian(s). These honors will be determined by the final Class Ranking which is calculated by a student's Cumulative Grade Point Average. The class Valedictorian(s) & Salutatorian(s) will be awarded a medal and asked to give a speech at the Graduation Ceremony. National Honor Society members will also be recognized and given an honor cord to wear at the Graduation Ceremony.

GRADUATION REQUIREMENTS

The Kansas State Department of Education sites that each local board of education must have a written policy specifying that students are eligible for graduation only upon completion of set requirements. The local requirements must meet the minimum state requirements but are not limited to the state requirements, and can be increased by the school board. The USD 311 Board of Education has set forth the following requirements for high school graduation:

1 semester = .5 units of credit

4 credits of English: English I, English II, English III and 1 elective

3 credits of Social Science: American History, American Government and 1 elective

3 credits of Mathematics

3 credits of Science: 1 course must be a lab course

1 credit PE/Health

1 credit Fine Arts

½ credit Family & Community Services

½ credit Web & Digital Communications

8 credits of Elective Courses

24 Total credits required for Graduation

*Exemptions to graduation requirements may be made for transfer students if necessary. Any exemption must be approved by school administration.

GUIDANCE OFFICE

The guidance office 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 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 the school counselor. Students should make appointments to avoid missing classes.

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.

HEALTH ROOM / MEDICATIONS

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 does not have a nurse on staff. School staff are not allowed to give medicines, give treatments, or make diagnosis. This includes pain relievers (aspirin, ibuprofen, etc.) and cough drops. 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.

When prescription medication is necessary for a student to remain in school it will be kept in the school office. All prescriptions must be in their original container and accompanied by a signed note from the prescribing physician. All medication will be self-administered by the student, under the supervision of office staff. If a student is not able to self-medicate a parent or guardian will need to make arrangements to come to the school to administer the medication.

HONOR ROLL

Honor Roll will be calculated at the end of each semester and based on the student's Semester Grade Point Average. GPAs will be recognized as follows: 3.85-4.0 High Honors (Blue Ribbon), 3.51-3.84 Honors (Red Ribbon), 3.0-3.5 Honorable Mention (White Ribbon). A listing of all Honor Roll students will be published at the end of each semester.

iPad

All students will be issued an iPad for school use and charged a yearly maintenance fee. All I-pads are the property of USD 311. Use of the iPad in school falls under the guidelines of the school's Acceptable Use Policy for Technology. In addition, students will be required to sign an iPad Usage Agreement, detailing the terms of use.

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 by the librarian when the student is ready to return 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.

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. 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. 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.

LUNCH PROGRAM

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 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.

MAKE UP WORK

There is a direct correlation between school attendance and student success in the classroom. However, at times students will be required to miss school. At these times, it is important that make-up work is properly completed and in a timely manner. To achieve this, students who are absent should communicate with their teachers immediately when they return to school. It is the student's responsibility to initiate this communication process. The amount of time allowed to complete missed 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.

Culminating Assignments with set due dates 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.

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.

NOTICE of STUDENT INFORMATION POLICY

Notice to parents/guardians of students enrolled in the schools of Pretty Prairie USD 311 during the 2018-19 school year, and all persons who are or will be eighteen years of age and will be students of USD 311 during the 2018-19 school year and all other persons concerned:

Each of you is hereby notified that the Board of Education of USD 311 has designated the following student information as Directory Information:

- Name, address & telephone listings
- Grade level, class rosters
- Participation in officially recognized school activities and athletics
- Athletic roster information including height & weight
- Honors achieved
- Diploma and awards received

The above information will become public record of each student unless you inform the Superintendent of USD 311, in writing, on or before September 1, 2018, that any information designated shall not be released without your prior consent.

The above notice is required to be published by the Family Educational Rights and Privacy Act of 1974.

OFFICE TELEPHONES

The School Office phones should be used in situations of necessity only. The line into the building must be kept open as much as possible to accommodate school business. Students will not be excused from class to receive a phone call unless it is an emergency. Rather, a message will be taken and given to the student between classes.

PEP BUS

Activity buses to special games or activities may be offered for spectators.

General guidelines are listed below:

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

Riding the activity bus is a privilege. Students breaking bus rules or school rules at the activity will lose riding privileges.

PERMISSION to LEAVE CLASSROOM

There is a direct correlation between attendance and success in the classroom. Students should remain in class for the entire period and leaving will be discouraged by the teacher. Only trips deemed necessary by the teacher will be granted permission to the student to leave. Students leaving the classroom must have a room pass with them. Failure of the student to secure a proper pass will result in either a marked Unexcused Absence or a Tardy.

POWERSCHOOL

USD 311 utilizes PowerSchool as its student information system (SIS). The schools use the SIS to document, maintain and store student information including, but not limited to, current grades, historical grades, student attendance, school and lunch fees, and other necessary information. Students and parents are given access to certain information through an on-line PowerSchool student or parent account. Other district information and calendar information is also accessible.

PUBLIC DISPLAYS of AFFECTION

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.

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 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.

RELEASE OF STUDENT INFORMATION FOR RECRUITMENT PURPOSES

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.

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 coverage, 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.

SITE COUNCIL

The School Site 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. Parents and community members are asked to serve on the site council by the school administration. The council meets monthly during the school year. Meetings are open to the public.

STUDENT CLASSIFICATION for HS STUDENTS

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. One Semester = .5 unit of credit. Student Classification is primarily used for KSHSAA purposes.

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 and are to follow all reasonable requests made 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, loud talking or shouting, or cell phone use will not be acceptable. Repeated violation of this rule will result in detentions of at least thirty minutes.

STUDENT COUNCIL

Student Council members will be elected in the Fall. 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 if the offense merits dismissal.

TARDIES

The first 15 minutes of a class are the most important. In addition to this, being on time is a valuable skill for employability. Therefore, unexcused tardies will require the serving of make-up time. A warning will be given for the first tardy. The second and all 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.

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 that intentionally destroys or causes damage to school property will immediately compensate for said damage. Any student causing damage through vandalism, arson or larceny will be suspended from school and reported to the proper law enforcement agency.

TRUANCY

The State of Kansas has a compulsory attendance law for public schools. If a student is not in school, he or she is considered absent. If the school does not receive notification from a parent/guardian the student is considered Unexcused Absent (U). Students that have 3 consecutive unexcused absences, or 5 unexcused absences in a semester or 7 unexcused absences in a school year, will be declared truant. A student declared truant will have his or her name given to the Department for Children and Families, if the student is under the age of 13, or to the Reno County Attorney's Office, for students over 13 years of age, as set forth by law KSA 72-1113.

VISITORS

All visitors to USD 311 facilities must be approved through the office, before the date of the visit, and must report to the office upon their arrival. Minors not enrolled, suspended or expelled from USD 311 may be on school property for business purposes only. Parents are encouraged to visit the school only when prior arrangements have been made with the student's classroom teacher or the administration. Non-approved visitors will be asked to leave the premises. Failure to leave when asked will be construed as an act of trespassing.

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.

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.

USD 311 reserves the right to allow law enforcement agencies to conduct periodic, unannounced searches of school facilities and parking areas for firearms and/or ammunition using trained dogs.

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. Students under the age of 17 must have a parent/guardian officially withdrawn them.