

Plainville

USD 270

Where the students are...



Respectful
Responsible
Reliable
Resilient
Resourceful
Ready

Student Handbook
2024-2025



**CARDINAL
PRIDE!**



August 1, 2024

Dear Parents/Guardians and Students,

The entire staff of USD 270 welcomes each student and parent/guardian back for another great year. We are ready and excited to begin the 2024-2025 school year. We look forward to providing a positive learning environment where students can reach their academic and social potential. It is our goal for each and every student to achieve success, and we value our role in this process. We are thankful for the support we receive from our parents/guardians. The commitment you have for your child's success is recognized and appreciated by us. We look forward to working with you and sharing your child's accomplishments throughout the year.

This Student Handbook details the daily operation of our buildings. All students, along with parents/guardians, are encouraged to read the handbook. It has been prepared to assist in having a positive and productive year. The information presented cannot possibly anticipate every situation; however, it should serve as a guideline or reference for questions that may arise. Each classroom teacher will establish classroom rules and expectations of student conduct. Those rules serve as an extension of the general policies outlined in the handbook. Please do not hesitate to contact your child's teacher or administrator if you have any questions.

Once again, we wish you a wonderful year at USD 270. GO CARDS!

Sincerely,

Jhon Haehn
7-12 Principal

Chris Rinehart
PreK-6 Principal

USD 270 SCHOOL CALENDAR

2024-2025

STUDENTS DISMISSED AT 11:30

August 15
October 11
October 24
March 7
March 13
May 16

STUDENTS DISMISSED AT 1:30

September 4
October 2
November 6
December 4
January 8
February 5
April 2
May 7

NO SCHOOL FOR STUDENTS

September 2	Labor Day
October 14	Teacher Inservice
October 25	Teacher Compensation Day
November 1	
November 25-29	Thanksgiving Break
December 20	Teacher Workday
December 23-January 3	Holiday Break
January 20	Teacher Inservice
February 12	FCCLA District Star Events
February 17	Teacher Inservice
March 14	Teacher Compensation Day
March 17-21	Spring Break
April 18-April 21	Good Friday/Easter Break

GRADING PERIODS

First Semester	
October 11	1st Quarter/Midterms
December 19	2nd Quarter
Second Semester	
March 7	3rd Quarter/Midterms
May 16	4th Quarter

USD #270 Plainville Student Outcomes

USD #270 has high expectations for our students. In an effort to communicate those high standards in measurable terms, the following student outcomes have been approved. Each outcome has specific expectations for students at the PreK-3, 4-6, 7-8 and 9-12 grade levels.

Student Outcome #1- Plainville students will be Respectful.

Students will be courteous and make eye contact with others when spoken to. They will use appropriate language and manners and follow staff directions. They will value other people's space and property and show pride and sportsmanship in their school and community.

Student Outcome #2- Plainville students will be Responsible.

Students will be prepared for class, use class time wisely when completing assignments, meet deadlines, and use technology appropriately. Students will clean up after themselves, use self-control and accept the consequences for behavior.

Student Outcome #3- Plainville students will be Reliable.

Students will show integrity, honesty, and maintain good standing. Students will complete their own work to the best of their ability and show trustworthiness.

Student Outcome #4- Plainville students will be Resilient.

Students will have a positive attitude and be proactive when help is needed. They will learn from mistakes and keep trying. Students will empathize with others who struggle.

Student Outcome #5- Plainville students will be Resourceful.

Students will advocate for their learning needs and use problem-solving skills to solve issues and resolve conflict. Students will conserve time, resources, and be active listeners.

Student Outcome #6- Plainville students will be Ready.

Students will acquire the academic preparation, problem-solving skills, and employability skills to be successful in postsecondary education, in a vocational-technical program or in the workforce.

Civil Rights Statement

USD 270 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment of students or employees, in its programs or activities. Any questions regarding the district's compliance with Title VI, Title IX, or Section 504, including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the Title IX Coordinator or Section 504 Coordinator which is the Superintendent of Schools at 785-434-4678. Any student complaint of discrimination shall be resolved under the district's discrimination procedure.

Family Educational Rights and Privacy Act (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 270. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if
 - a. we have your prior written consent for disclosure; or
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law.
 - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
 - The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 270 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 270 policies for complying with FERPA. A copy may be obtained from: 203 SE Cardinal Ave., Plainville, KS. 67663.

Directory Information

For purposes of FERPA, Unified School District No. 270 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs).

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file a written notification to this effect with Unified School District No. 270 at (the Plainville School District Office at 203 SE Cardinal Ave. on or before September 1 of the current school year). If a refusal is not filed, Unified School District No. 270 assumes you have no objection to the release of the directory information designated.

Recruiting Information

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

North Central Kansas Special Education Cooperative

Special Education Child Find

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special education. If you have a child or know of a child who you think has development delays or special needs, contact the administrator in your district or Cher Greving, Director for the NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149).

Areas of special education include: birth through age two (infant-toddler), early childhood - disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you have a child or know of a child who may need special education services, please notify the school district or the NCKSEC.

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USD 270 General Information

Part 1: Academics

Academic Enrollment

Each year during enrollment, parents and students must fill out a pupil information form including the following mandatory information:

- Name(s), phone number(s), and address of the student's parent(s)/guardian(s),
- Name of individual(s) to contact in case of emergency,
- Name of the student's physician, and
- Description of any medical conditions of which the staff needs to be aware
- Designation of ethnicity.

This information is kept on file in the office and made part of the student's record.

Address /Phone Number Change

Please notify the school secretary within seven days if any of the following change:

- Numbers for home or parents' work,
- Mailing or street address, or
- Emergency contacts

Textbook Fee	(Pre-K-6th grade)	\$60.00
	(7th-8th grade)	\$80.00
	(9th-12th grade)	\$100.00
Band/Percussion Equipment Rental Fee		\$20.00
Access/ID Card Replacement Fee (7th-12th)		\$10.00

There will be no charge if driver's education is offered during the school day.

Driver's Education Fee (In-District)	\$200.00
Driver's Education Fee (Out-of-District)	\$400.00

Other classes at Plainville High School (for example: woodshop) may assess charges for projects based upon material and supply usage.

Breakfast and Lunch Prices are as follows:

2024-2025	Breakfast	Lunch
PreK-5	\$2.20	\$3.15
Grades 6-8	\$2.30	\$3.25
Grades 9-12	\$2.40	\$3.35
Adults	\$2.75	\$4.25
Extra Milk	\$0.50	\$0.50

Students in families who have qualified for free or reduced price meals may also receive discounts on other programs. All families are encouraged to apply for free and reduced meals prior to September 20 each year to ensure that they receive these discounts. Please complete the "Consent for Disclosure" document for additional benefits.

Accreditation

The Kansas State Department of Education grants accreditation to the schools in Kansas that meet at least the minimum requirements for accreditation. USD 270 schools are accredited through the Kansas Education System Accreditation process (KESA).

Admission Requirements

All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age eligibility for school attendance and lives with a parent or guardian who is a resident of the district. All students enrolling in the district for the first time shall provide required proof of identity and a copy of his/her immunization records. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation, which the Board of Education determines to be satisfactory. Students enrolling in grades K-12 shall provide a certified transcript or similar pupil records from previous schools of attendance.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted with the approval of the building administration, Superintendent, and the USD 270 Board of Education. The criteria for a non-resident student being admitted to USD 270 will be based on the following criteria: academics, attendance and discipline records.

AIDS and Sexuality Curriculum Inspection

The human sexuality and AIDS curriculum is available for inspection from the building principal. A parent or guardian may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-out provision, contact the principal's office.

Arrival/Pickup Communication

Day-to-day communications:

Please make sure your child is aware of the after-school pick-up plans or transportation arrangements before leaving home each day. In the event of changes please send a written note to the teacher. If someone else is to pick your child up from school, a written note with your instructions is required. Last minute changes will happen, in this case, please call the main office. The end of the day is busy, teachers are teaching and giving last minute instructions or the class is out of the classroom and messages may not get to them. Please do not make this a daily routine. If there is a change in the routine, note it in the child's agenda/communication log. That helps the child and the teacher know the plan.

ARRIVAL: All K-6 students need to enter through the front doors by the elementary office. Preschool students need to be dropped off at the Early Childhood Campus unless they are arriving with older siblings at the elementary school.

PICKUP: There are three different locations for student pickup for elementary students. Each child will be assigned to a location. Kindergarten will dismiss out the south exit, grades 1-3 dismiss out the front doors, and grades 4-6 will be picked up at the east Rock Gym parking lot. At enrollment, please make the office aware of special transportation arrangements so location assignments can be made. We will notify you of your daily pickup location prior to the beginning of school.

Assignment to School/Classes

Assignment to a particular grade level or particular classes shall be determined by the building principal and/or counselor based on the educational abilities of the student and the teaching assignments of staff. If the parents disagree, the principal's decision may be appealed to the Superintendent.

Changing Courses

Students must obtain a Drop/Add permit from the guidance office. The permit must be signed by the student's parents, the teacher of the class being dropped, the teacher of the class being added, and the guidance counselor. The drop is not complete until the principal has approved and signed the permit. No class may be dropped or added after three school days, except in very unusual circumstances, and any class dropped will be replaced with another class. Class changes should be made to improve a student's schedule.

College Credit Courses

Students must meet the following requirements and adhere to the following policies regarding any college course and/or online class. Failure to meet the following requirements will result in immediate dismissal from said college class and could jeopardize any future admittance into college classes.

- Enrollment - Enrollment must be finalized with the college and Plainville High School before the end of the first week of each semester.
- Payment - Payment must be made for all classes by the end of the first full week of each semester.
- Add/Drop Date - The last day to add/drop classes is the first Friday of the first full week in each semester. This is a hard deadline and no exceptions will be made.
- Passing Grades - In order to receive college credit, the student must earn a letter grade of "C" or better.
- Failing - Failing a college class may result in the student's ability to take another college class while attending Plainville High School.
- Good Standing - The student must be in good standing at Plainville High School.

The student will be required to meet academic requirements established through ACT scores and/or Accuplacer Testing. All courses must be a minimum of three-hour credits. For exceptions including online eight-week courses and courses less than three-hour credits, must be approved by administration.

College Visitation and Recruiters

In order for Plainville High School junior and senior students to be able to learn more about various educational institutions, juniors and seniors are allowed to schedule two visits during school time to visit post-secondary schools. Students need to follow the instructions listed below so that they can insure themselves of an excused absence and a well-planned visit. Students should:

1. Select a day to make the school visit (consider weather conditions, school activities, etc.). Verify the date with their parents and mark it on their calendars once they have the date scheduled.
2. Make arrangements for the school visit by contacting the school directly or by coming into the Counseling Office to make the call together. If students make the arrangements directly with the school, they need to inform the Counseling Office so that the visit may be verified for their absence to be excused. This process should be completed preferably 2-3 weeks before the day of the visitation.
3. Complete a Pre-Absence Form signed by all of the student's teachers and returned to the High School Office prior to the visitation day. Students are responsible for turning in all assignments prior to the absence, unless other arrangements are made with individual teachers.
4. Complete and have parents sign the Post-Secondary School Visitation Form (available in the Counseling office) and return the signed permission form to the Counseling Office as soon as possible prior to the visitation (at least two days), so that the front office can be informed of their visitation absence. If the student's visit is not verified or this form is not signed by a parent or received by the Counseling Office in advance of the date of visitation, the student's absence will not be excused. Parent and student signatures on the form verify their understanding that it is the student's responsibility to have a Pre-Absence Form filled out by his/her teachers, to inform them of the visit, and to make arrangements for class assignments, as well as to submit the visitation permission form prior to the absence.
5. If a visit has to be postponed or canceled, the student needs to call the institution right away and let the Counseling Office and High School Office also know of the changes.

In order to have a meaningful college visit, we recommend that:

1. At least one parent accompanies the student.
2. The student and/or parent visit with the counselor in advance of the trip.
3. "Spur-of-the-moment" trips should be avoided. Usually, these trips are not very productive and may not be able to be facilitated by the institution of interest.

College representatives often contact our school to set up a time to meet with students about their schools. The Counseling Office will post the dates of these visits on the bulletin board by the Counseling Office. To attend, students must sign up in the Counseling Office at least two days prior to the meeting to be excused to attend.

Credit Recovery

High school students who fail a required course during the school year will need to take summer school in an attempt to recover the credit(s). If a student fails the course during summer school or fails to meet the requirements of the summer school program, the student may be given the opportunity to recover the credit by taking a credit recovery course during the school year. Such courses cost approximately \$100 per semester, per course and are at the expense of the student. Courses must be paid for prior to enrollment.

Curricular Requirements: Kansas Board of Regents

All current students are required to meet the Qualified Admissions Standards if they wish to attend a 4-year State of Kansas Regents University (Fort Hays State University, Emporia State University, Kansas State University, University of Kansas, Wichita State University, and Pittsburg State University) following their high school graduation.

Qualified Admissions – Classes of 2023 and After Changes to Qualified Admissions Standards by Kansas Board of Regents

Plainville High School students wishing to guarantee admission to:

- Emporia State University**
- Fort Hays University**
- Pittsburg State University**
- Wichita State University**

Must meet the following Qualified Admissions Requirements:

- Graduate from high school
- Achieve a 21 ACT OR a 2.25+ GPA
- Achieve a 2.0 GPA or higher on any college credit taken in high school

Plainville High School students wishing to guarantee admission to:

- Kansas State University**

Must meet the following Qualified Admissions Requirements:

- Graduate from high school
- Achieve a 21 ACT composite or a 3.25+ GPA
- Achieve a 2.0 GPA or higher on any college credit taken in high school

Plainville High School students wishing to guarantee admission to:

- University of Kansas**

Must meet the following Qualified Admissions Requirements:

- Graduate from high school
- Achieve a 21 ACT composite AND 3.25+GPA
- Achieve a 2.0 GPA or higher on any college credit taken in high school

OR

- Graduate from high school
- Achieve a 24 ACT composite AND 3.0+ GPA
- Achieve a 2.0 GPA or higher on any college credit taken in high school

Entrepreneurship Program

The entrepreneurship program is an educational opportunity for Juniors and Seniors enrolled at Plainville High School. Students will be engaged in a variety of projects that will focus on marketing, applied business, career and community connections, agriculture and welding, and construction. Classes will be held off-campus at a downtown location. Students must enroll in at least two courses associated with the entrepreneurship program.

Students must meet prerequisites to be considered for the program and adhere to the following expectations:

1. Students must arrive to class on time and attend classes regularly. Students are expected to actively participate in class discussions and projects.
2. Students must sign out of the high school office before leaving and into the high school upon returning. If the entrepreneurship class is the first class of the day, the student should report to the downtown location.
3. Students must have a signed permission form on file to drive to the off-campus site or to ride with another student to the site.
4. Students must drive directly to and from the off-campus site. The student must hold a valid driver's license.
5. Students must be prepared for class with assignments and required materials. Students will not be allowed to come back to the high school to retrieve forgotten items/materials.
6. Students must always be respectful to others and display professional business etiquette at all times.
7. Students must complete an absence form and have it signed by classroom teachers, Cardinal Creation teacher, and administration prior to working off-campus beyond class hours.

Failure to abide by these expectations could result in dismissal from the program.

Extended Learning Opportunities

School Board Policy AEB may extend or modify a student's school year by requiring a student to attend before/after school tutoring, Friday school, summer sessions, and/or school day remedial sessions (i.e. recess or lunch time). Truancy laws, suspension and expulsion policies and laws, and student behavior codes apply during extended academic sessions.

Grading Scale

Grades are determined by the teacher and based on the scale as listed, with teachers determining the level of difficulty and mastery in each area.

A+	=	100%	A	=	99-91%
A-	=	90	B+	=	89
B	=	88-81	B-	=	80
C+	=	79	C	=	78-71
C-	=	70	D+	=	69
D	=	68-61	D-	=	60
F	=	59 & below			

Graduation/Promotion Ceremony

A high school graduation ceremony is an auspicious occasion honoring those students who have fulfilled the requirements for graduation. All high school requirements, including financial obligations, must be met in order to participate in the graduation ceremonies. Seniors for whom the possibility of completing graduation requirements before the scheduled ceremony exists will have their names listed in the program, newspaper, and on the senior panel. Listing names in the program, newspaper, yearbook, and on the senior panel does not guarantee the right to participate in the ceremony if made no later than the Monday preceding the scheduled exercises of which the student is ineligible to participate. Seniors in question and/or their parent or guardian will be notified if the student will not be allowed to participate in the ceremony.

Graduation Ceremony Dress

Plainville High School students follow the long held tradition of American education by wearing caps and gowns. Although in ancient times the purpose of wearing this clothing was warmth, it is a tradition that has been passed down through history. In keeping with this formal, serious, uniform tradition, all caps and gowns are to look the same, so as to promote an organized dress code for the graduates. Therefore, any student who does not arrive at the graduation ceremony dressed appropriately in the cap and gown will not be allowed to participate in the graduation ceremony.

Graduation Program

National Honor Society, students with grade point averages of 3.5 and above, and Kansas State Board of Regents Qualified Admissions completers, Kansas Scholar Curriculum completers, and the State Scholars will be noted on the graduation program.

Graduation Requirements

Subject	Credits Needed
English	4
Math	3
Science	3
Social Studies	3
PE/Health	1
Fine Arts	1
Personal Finance	.5
Life Skills	.5
Electives	12
Total Credits	28

GRADUATION REQUIREMENTS

Each local board of education shall adopt a written policy specifying that pupils are eligible for graduation only upon completion of at least the following requirements:

- 1) Four units of English language arts, which shall include reading, writing, literature, communication, and grammar.
- 2) Three units of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography; and, except as otherwise provided in S.B.R.91-31-32, a course of instruction in Kansas history and government.
- 3) Three units of science, which shall include physical, biological, earth and space science concepts and shall include at least one unit as a laboratory course.
- 4) Three units of mathematics, including algebraic and geometric concepts.
- 5) One unit of physical education, which shall include health and may include safety, first aid, or physiology. This requirement shall be waived if the school district is provided with either of the following:
 - A) A statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or
 - B) A statement, signed by a lawful custodian of the pupil, indicating the requirement is contrary to religious teachings of the pupil.
- 6) .5 unit of Personal Finance (Beginning with the Class of 2025)
- 7) .5 unit of Life Skills (Beginning with the Class of 2025)
- 6) One unit of fine arts, which may include art, music, dance, theater, and other similar studies selected by a local board of education and
- 7) Twelve units of elective courses
- 8) A minimum of 28 units of credits are required for graduation.

A unit of credit means a measure of credit that may be awarded to a student for satisfactory completion of a particular course or subject. A full unit of credit is credit that is awarded for satisfactory completion of a course or subject that is offered for and generally requires 120 clock-hours to complete.

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

Students must enroll in eight classes every year plus Student Improvement Period (SIP).

Graduation Valedictorian and Salutatorian Selection

The Valedictorian and Salutatorian will be selected by grade point average at the end of the eighth semester. All eighth semester grades will be included in determining the Valedictorian and Salutatorian even though credits may not yet be earned. Four decimal places will be used when the grade point averages are reviewed and ties will be honored. Students wishing to be considered for Senior Class Valedictorian or Salutatorian honors must have attended Plainville High School a minimum of four (4) semesters and earned at least twelve (12) units of credit from PHS.

8th Grade Promotion

A promotion ceremony will be held honoring those students who have fulfilled the requirements, including financial obligations, through the 8th grade and who are in good behavioral standing. All students who are scheduled to be promoted will be listed in the program, newspaper, and district newsletter. This listing, however, does not guarantee the right to participate in the ceremony if all requirements have not been met. A determination of participation will be made no later than the Wednesday preceding the scheduled exercises. 8th grade students in question and their parent or guardian will be notified if the student will not be allowed to participate in the ceremony.

Students should wear attire appropriate to the occasion.

Homework Policy/Make-up

Homework helps build the student responsibility and should be taken seriously. Homework should be completed by the student on the day it is due. Failure to return homework on the due date may reflect in the grade on the assignment. Repeated failure to complete homework assignments may result in detention or disciplinary action at the discretion of the classroom teacher and/or principal.

Students are expected to complete homework assignments or make-up work as required by teachers and approved by the principal. It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Unless special arrangements are made by the student with the teacher, make-up work is to be completed by allowing one day make up for each day absent plus one day. Example: A student misses school on Monday, then returns on Tuesday and has an assignment. The assignment will be due on Thursday. Teachers have the discretion of assigning a consequence for any work not completed in the time allotted. Work for absences that are known of in advance, such as trips out of town, appointments, and school activities require a Pre-Absence Form to be completed and turn in at the office prior to the event. Work should be completed in advance of the absence when possible.

All students at the elementary school have a communication folder to help keep track of homework and communication between home and school. As this folder is provided by the school, it is important your student be responsible in keeping track of it and returning it to school on a daily basis.

Honor Roll

The honor roll is compiled at the end of each nine weeks and semester. For the Administrator's Honor Roll, a student must have a 3.75 to a 4.00 grade average. For the Regular Honor Roll, a student must have a 3.33 to a 3.74 grade average. For Honorable Mention Honor Roll, a student must have a 3.00 to 3.32 grade average. Students receiving a grade below a "C-" or an incomplete in any subject will not be eligible for the Administrator's, Regular or Honorable Mention Honor Rolls.

Parent-Teacher Conferences

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. Scheduled parent conference dates may be found on the school calendar. It is important that the school and the parents work together for the best education of each student.

Physical Education/Dress Requirements

In order for students to be excused from participating during a physical education class, they need either a doctor's note or a parent's note. In the absence of a doctor's note, a parent's note will be accepted, though the school reserves the right to require a doctor's note if it appears this procedure is being abused. Students in grades 7-12 are expected to wear physical education clothes during the PE period. All students will need a pair of athletic shoes for their P.E. class that can be left at the school. This rule includes footwear suitable for the gym surface and clean enough so the sole does not scratch the gym floor. Students are also encouraged to shower following the vigorous activity of physical education.

PowerSchool

Each child will have his/her own PowerSchool login. Parents/students are able to check grades, missing assignments, and lunch accounts balances. Logins will be available at enrollment or in the school office.

Progress and Report Cards

Progress reports may be sent to parents at any time. Formal reports in writing shall be made to parents following the end of each established grading period. Parents and students are encouraged to monitor the student's progress on PowerSchool as well.

Retention Policy

The final decision to promote, retain, or grant credit shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel. Unsatisfactory performance in two core curriculum subject areas (English, math, science, social science, literature/spelling) will necessitate a review by teachers, parents, and the principal to study the problems of the student and to develop an improvement plan that will best benefit the student. If a student has an IEP, that student must satisfy the requirements of the plan.

Student Improvement Period (SIP) Guidelines

The purpose of SIP is to provide students the opportunity to receive additional help (including MTSS interventions), complete homework, and make up assignments and tests. SIP is intended to benefit all students as well as those students who are in extracurricular activities, those who work, and those who have other out-of-school commitments. It is the responsibility of the student to best utilize his/her SIP time. Students will receive a grade of Pass/Fail for SIP.

SIP **may** be used to:

- Work on homework assignments, projects, or other academic activities
- Collect homework/make-up work assignments
- Attend class and organizational meetings scheduled during SIP. These class and organizational meetings must be approved by the office. Students are to remain in their meeting area for the remainder of SIP.
- Attend college and military recruiter visits. The guidance office will publish a list of those students signed up to visit the college or military recruiter.
- Go to the library during SIP. Library staff will set their guidelines during SIP.
- Conduct business in the main office or guidance office.
- MTSS Interventions

SIP Teachers may refuse to allow students to leave their SIP.

SIP is **not** to be used to

- Participate in extracurricular/co-curricular practices without advance administrative approval
- Go to lockers except with teacher approval
- Sleep, check email, or other recreational activities without educational merit
- Travel for the purpose of socializing or distracting students who are studying
- Go to the beverage machines

Students who are failing at least one class will not be allowed to go to the library or computer labs unless they have a specific class assignment that requires use of those rooms and have written permission from the classroom teacher that gave the assignment.

SIP Grades

Students will receive a grade of Pass/Fail for SIP. To pass, students must have a grade of 60% or higher. Grades will be based on the student's appropriate use of SIP time and the adherence to SIP rules. This grade is being assigned to communicate more effectively with parents and appropriate support personnel. The grade will appear on the student's grade card; however, it will not affect the student's GPA. Daily grades for each class period will be kept in the teacher's grade book and will be determined on the following criteria:

1. Bringing appropriate material to SIP
2. Using time productively
3. Exhibiting appropriate behavior
4. Participation in the Social Emotional Learning /Career and Academic Planning sessions during Wednesday SIP.

Each student will receive a daily behavior grade documented by the SIP teacher. Teachers are to use the following grading system:

3 Points – Indicates that the three criteria have been met

2 Points – Indicates that two criteria have been met

1 Point – Indicates that one criteria has been met or the student has caused minor disruptions in the SIP based on the three criteria

0 Points – Indicates the student has caused major disruptions in SIP based on the three criteria

Summer School

School Board Policy states that when a student is not passing their coursework, they will need to take remediation/credit recovery classes during a traditional high school summer school setting at the beginning of the summer break. (See “Credit Recovery” for additional information.)

Transcripts

Plainville High School will send out one student transcript free of charge when a student graduates from Plainville High School. There will be a \$3.00 fee for additional transcript requests.

Part 2: Attendance

ATTENDANCE POLICY

Research shows that the single greatest factor contributing to student achievement is attendance at school. Although we realize that there will be occasions when students legitimately need to be gone from school, it is the combined responsibility of the school officials, students, and parents to see that these absences are kept to a minimum. Therefore, students are expected to be on time to school every day, for the entire day, unless sick or otherwise excused. **In the event your child will not be in school for any reason, communication must be made to the office by 8:30 A.M.**

Absences

Once a student has accumulated eight absences (excused or unexcused) per semester, any additional absences will be considered unexcused and handled as an unexcused absence, including vacations or trips. Exceptions to this policy are absences, which can be verified by a physician, and other situations which the administration has determined to be emergencies. Disciplinary action may be taken as a result of an unexcused absence. The student may be required to make up unexcused time beyond the eight absences. This will be determined by the administration. If a Senior has unexcused absences beyond the eight absences, he/she may be required to make up the time prior to graduation.

Note: This policy does NOT automatically excuse a student for his/her first eight absences from school, as the administration has the final authority to determine whether or not any absence will be excused.

Acceptable Reasons for Excused Absences

1. Personal illness
2. Serious illness or death of a member of a family member
3. Emergencies calling for the student's services or presence at home
4. Obligatory religious observations
5. Participation in a district-approved or school sponsored activity.
6. College/post secondary school visitation for seniors (2 days) and for juniors (2 days) if arranged through the counseling office.

Again, school administrators will have the final authority to determine whether or not an absence is excused.

Arrival Time

School starts at 8:00 a.m. After arriving on the grounds in the morning, students are not allowed to leave the school premises without permission from the office.

Students may go to the cafeteria for breakfast beginning at 7:30 a.m. If they are not eating breakfast or are not involved in some athletic or extracurricular activity practice, students are encouraged not to arrive before 7:45 a.m.

Attendance Reminders

Leave home with plenty of time for your child(ren) to be at school on time, ready to learn.

The school day starts at 8:00 a.m.

- Pulling your child out of school early for doctor or dentist appointments or any other reason(s) should be kept to a minimum.
- Vacations and getaways should be planned for days other than school days.
- Parents must send a note or call the office when early dismissal is necessary or when someone other than the parent will be picking up and signing out the student. A valid reason must be given for early dismissal. Valid reasons include illness, medical appointments, deaths or funerals, and absences of an emergency nature as determined by the principal.
- Principals have final approval or disapproval for dismissal.
- All students must be signed out by a parent/guardian in the office for any early dismissal.
- *Parents may not go directly to the student's classroom.*

Attendance Requirements for Extracurricular Activities: A student must be in school all day in order to be allowed to participate in or attend extracurricular activities that day or evening. The only excused absences or tardy attendance will be funerals, scheduled appointments, doctor/dentist appointments with a signed note from the physician, and special situations approved by the building principal. Exceptions will require administrative approval.

Attendance Rewards

Students who have missed one day or less for the quarter will be recognized by the building principal.

Excused or Unexcused Absence

School administrators will make a determination as to whether an absence is excused or unexcused.

Late Arrivals

A student who arrives after 8:30 a.m. will be entered as an unexcused absence. **Oversleeping and personal transportation problems are not considered to be an excused absence or excused tardy.** When students arrive late to school or leave school for any reason, they are expected to come to the office to sign in or out.

Parent Excuse

Upon an absence, a student must have a written or oral excuse from a parent or guardian within one day of the absence. The secretary should be informed early on the morning of an absence. Only calls from parents or legal guardians will be acceptable. If a parent excuses their child for a doctor's appointment, a note from the doctor will be required to verify the absence. The note may excuse the student from either A.M. or P.M. classes but does not guarantee absence for the entire day. Determination will be made by the building principal.

Pre-Absence Forms

If a student knows in advance that he/she will have a personal absence or will be gone on a field trip, he/she should have a pre-absence form signed by all his/her teachers. These forms may be picked up in the office and should be returned to the office the day prior to the absence. If all teachers do not approve the slip, the absence will not be approved. If the student is absent, it will be considered unexcused.

Release of Students During School

Students shall not be released during the school day except upon a written or verbal request from the student's parent or guardian. Administrative approval may be required. Before releasing a student during the school day, the school office personnel shall verify the identity of the person seeking release of the student. If the principal, or school office personnel are not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

It is our responsibility to know the whereabouts of our students during school hours. Students who leave without checking out will not be excused even if parents call in later.

Tardy

It is important that classes be free from interruption and that students be available for organized class activities as soon as the bell rings. Being on time means that students are in their seats when the bell rings. When students have accumulated three unexcused tardy times in a class, consequences will be determined by administration.

1. Each student has the responsibility to arrive at school and to each class on time.
2. Students who arrive in class 15 or more minutes after the class begins will be counted as an unexcused absence for the entire class period.
3. A student who arrives at school after the 8:00 a.m. bell **MUST** check in through the office.
4. Students tardy to other classes should have documentation from the excusing teacher explaining the delay in order to be excused.

Truancy

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

Part 3: Behavior Expectations

BEHAVIOR POLICY

General Classroom Rules

Individual teachers may have their own classroom rules. In general, the following apply:

1. Students are to be seated and ready to work when the tardy bell rings.
2. Students are to be prepared for class with pencils, paper, books, agendas, and assignments.
3. Students are to keep hands, feet, and objects to themselves.
4. Students are to follow the directions of the teacher(s).
5. Students in grades 7-12 are to use their agendas as a hall pass. School agendas must be intact to be considered valid. Replacement agendas may be purchased in the school office.

PES Behavior Expectation Matrix

AND

PJHS/PHS Behavior Expectation Matrix

on the following pages

USD 270 ELEMENTARY BEHAVIOR EXPECTATION MATRIX

	Arrival & Dismissal	Classroom	Hallway	Recess	Restroom	Cafeteria	School Transportation	Programs/Activities
R <i>Respect Self and Others</i>	<ul style="list-style-type: none"> *Respect personal space and property *Voice level 1 	<ul style="list-style-type: none"> *Respect personal space and property *Wait your turn *Listen without interruption *Return borrowed items *Use appropriate voice level for activity 	<ul style="list-style-type: none"> *Respect personal space and property *Voice level 0 *When you are addressed, use a voice level 2 	<ul style="list-style-type: none"> *Take turns with equipment *Play fair-follow rules *Include everyone *Respect nature *Indoor Recess Voice level 3 	<ul style="list-style-type: none"> *Respect personal space and property *Give others privacy *Knock on stall door *Voice level 1 	<ul style="list-style-type: none"> *Respect personal space and property *Follow cafeteria procedures *Follow voice level cards 	<ul style="list-style-type: none"> *Respect personal space and property *Talk only to your seat partner *Voice level 2 	<ul style="list-style-type: none"> *Respect personal space and property *Stay seated *Demonstrate positive sportsmanship *Appropriate voice level for the activity
E <i>Expect Success</i>	<ul style="list-style-type: none"> *Follow procedures for your arrival and dismissal *Walk directly to your destination *Arrive between 7:30 and 8:00 am 	<ul style="list-style-type: none"> *Follow classroom procedures *Be on time *Actively participate *Take care of classroom property *Accept outcomes of behaviors 	<ul style="list-style-type: none"> *Follow locker procedures *Keep hallways clean *Go directly to and from your location 	<ul style="list-style-type: none"> *Be a good sport *Take care of and return equipment and games *Keep school grounds clean *Line up on the first whistle 	<ul style="list-style-type: none"> *Flush toilet after use *Wash hands *Leave clean for others *Promptly return to class *Report problems to an adult 	<ul style="list-style-type: none"> *Keep all food to self *Use manners with everyone *Use time wisely and eat your food *Clean up after yourself 	<ul style="list-style-type: none"> *Keep our vehicles clean *Follow our drivers' instructions 	<ul style="list-style-type: none"> *Support your team in a positive manner *Show appreciation at the end of a performance
D <i>Demonstrate Safety</i>	<ul style="list-style-type: none"> *Wear appropriate clothing for the weather *Walk on sidewalks and walk bikes on sidewalks *Park bikes in bike racks 	<ul style="list-style-type: none"> *Report concerns to an adult *Comply with emergency procedures 	<ul style="list-style-type: none"> *Walk on the right side of the hall *Walk single-file on the stairs *Maintain personal space 	<ul style="list-style-type: none"> *Use equipment and games safely *Stay within boundaries *Indoor Recess walking only 	<ul style="list-style-type: none"> *Keep feet on the floor *Keep water in the sink 	<ul style="list-style-type: none"> *Raise hand to ask permission before leaving your seat *Sit with your bottom on seat, feet on the floor, facing the table 	<ul style="list-style-type: none"> *Stay seated *Keep hands and feet to yourself and out of the aisle 	<ul style="list-style-type: none"> *Stay in assigned area when not participating *Be aware of your surroundings

USD 270 JH/HS

BEHAVIOR EXPECTATION MATRIX

	Classroom	Hallway	Restroom	Cafeteria	Personal Transport a-tion	School Transport a-tion	Programs / Activities	Digital Citizenship
R <i>Respect Self and Others</i>	<ul style="list-style-type: none"> *Follow classroom procedures. *Listen without interruptions. *Respect property of others. *Be kind to others. *Return borrowed items. 	<ul style="list-style-type: none"> *Keep your hands to yourself. *Use "Formal Normal" voice. *Hold door open for others. 	<ul style="list-style-type: none"> *Give others privacy. *Leave bathroom clean for others. 	<ul style="list-style-type: none"> *Wait patiently in line. *Honor the boundaries of others *Be courteous to staff & others. *Use "Low Flow" voice level. 	<ul style="list-style-type: none"> *Park between the lines in designated student areas. *Respect others' vehicles. 	<ul style="list-style-type: none"> *Use "Low Flow" voice level. *Clean up after yourself. 	<p>FOR the ACTIVITY</p> <ul style="list-style-type: none"> *Show good sportsman-Ship. *Be courteous of others. *Show acceptable appreciation towards participants. *Use an acceptable volume. 	<ul style="list-style-type: none"> *Use proper netiquette. *Follow copyright guidelines. *Cite sources to identify ownership of intellectual property.
E <i>Expect Success</i>	<ul style="list-style-type: none"> *Be prepared. *Do your best. *Put phone away when the class bell rings. *Have a positive attitude. 	<ul style="list-style-type: none"> *Plan ahead & be prepared for class. *Use time wisely. 	<ul style="list-style-type: none"> *Keep personal things personal. *Return to class promptly. 	<ul style="list-style-type: none"> *Display good table manners. *Clean up after yourself. 	<ul style="list-style-type: none"> *Bring necessary supplies into the school building. *Request permission to go to your vehicle. 	<ul style="list-style-type: none"> *Prepare for the purpose of the trip. *Represent Plainville Jr/Sr High with pride. 	<ul style="list-style-type: none"> *Walk in aisles. *Sit in seats properly. *Support the participants. 	<ul style="list-style-type: none"> *Log-off and charge device. *Demonstrate care and use of materials and equipment. *Use device for education only. *Evaluate databases.
D <i>Demonstrate Safety</i>	<ul style="list-style-type: none"> *Comply with emergency procedures. *Report concerns to staff. *Maintain personal space. 	<ul style="list-style-type: none"> *Stay to the right. *Leave passing space for others *Maintain personal space. 	<ul style="list-style-type: none"> *Use restroom promptly *Wash hands with soap. *Report any problems to staff. 	<ul style="list-style-type: none"> *Walk using sidewalks & crosswalks. *Keep hands, feet, property to yourself. 	<ul style="list-style-type: none"> *Buckle up. *Don't text & drive. *Drive with care. *Be aware of your surroundings 	<ul style="list-style-type: none"> *Be courteous of the driver. *Buckle up. *Stay in seats. *Face forward. 	<ul style="list-style-type: none"> *Enter & exit at appropriate times. *Stay in designated areas. 	<ul style="list-style-type: none"> *Demonstrate online safety. *Demonstrate cyber safety. *Report cyber predators and cyberbullying. *Keep personal information confidential.

Agenda Expectations

Students should never be out of an assigned class without a signed agenda from appropriate school personnel. Use of another student's agenda, forgery of a teacher's/staff's initials/signature, change of time or date, or any other misuse of agenda is termed agenda fraud. Writing or pictures in agendas or on papers or assignments shall not display alcoholic beverages, illegal drugs, tobacco products, suggestive or obscene language or actions, or violent acts. Symbols representing hate groups, such as Confederate flags and swastikas, will not be allowed. The agenda will be confiscated and a new agenda must be purchased from the office.

Alcohol, Narcotics, and Other Illegal Drugs

Students shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, simulated drug, amphetamine, barbiturate, marijuana (including all cannabinoids including THC or CBD oil), alcoholic beverage or intoxicant, or any other controlled substance, nor be in possession of any drug paraphernalia of any kind:

1. on school grounds during and immediately before or after school hours,
2. on school grounds at any other time when the school is being used by school personnel or by a school group, or
3. off the school grounds at a school activity function or event.

Drug possession, intention to sell, or the transmission of drugs, and under the influence, will result in a recommendation for long-term suspension or expulsion. Law enforcement may also be called.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Bullying, Harassment, Hazing and Cyber-bullying

Plainville USD 270 is committed to providing a safe, civil, and respectful environment for all students, staff, volunteers, and guests, free from all forms of discrimination and harassment, including but not limited to bullying, sexual harassment, hazing, and cyber-bullying. The anti-bullying policy applies at all times on school grounds; at any school-related function, activity, or event; to and from any school or school-related activity; and on buses. Discrimination or harassment includes but is not limited to any intentional physical, verbal, non verbal, or written act that is motivated by age, race, color, religion, ancestry, national origin, gender, sexual orientation, parental status, mental and physical disability, or other distinguishing characteristics, such as physical appearance, clothing, or socioeconomic status. Students should recognize and follow the traits of good character including: Caring, Common Sense, Cooperation, Curiosity, Effort, Flexibility, Friendship, Initiative, Integrity, Organization, Patience, Perseverance, Problem-Solving, Responsibility, and Sense of Humor. In addition, they should exhibit characteristics of: Respect, Responsibility, Reliability, Resilience, Resourcefulness, and Readiness. The student should follow and exemplify positive traits of character at school and activities. Bullying is subject to disciplinary action.

Anti-Bullying Plan

All students and staff while in our schools, at our school activities, and in our school vehicles have the right to expect to be treated with respect and to not be bullied.

All students and staff if they see bullying taking place have the responsibility to:

- (a) Intervene on behalf of the victim; and
- (b) Report the bullying behavior and bully or bullies to the appropriate responsible adult; student to teacher, to staff member or to principal; teacher or staff member to principal

All students and staff can expect that allegations of bullying will be taken seriously, investigated, and if necessary, appropriate action(s) taken.

Bullies can expect to receive counseling. If they persist in their bullying behaviors, disciplinary actions will be taken. These could include contractual agreements, detention, and in-school suspension. For continued, persistent bullying behavior(s), the bully can expect to receive out-of-school suspension(s), long term out-of-school suspension, and if necessary, expulsion from school. Bullies may also be referred to law enforcement and charges filed.

When incidents of bullying are reported to School Administration, they will;

- (a) Document and Investigate:
 - Who was bullied? What was done? When and where did it take place?
 - Were there witnesses?
- (b) Discern the complaint:
 - Was the incident bullying?
- (c) Take appropriate disciplinary action if it is determined the incident was bullying.

Cheating/Plagiarism

Cheating, whether on homework, daily work, quizzes, tests, papers or projects, is a serious offense and will not be tolerated. Plagiarism is a form of cheating, which may involve but is not limited to:

1. failing to document copied material
2. failing to document paraphrased material
3. taking credit for someone else's work

The teacher will attach a comment to the assignment in PowerSchool that the student has cheated or plagiarized. Consequences are addressed in the Disciplinary Chart.

Discipline/Detentions/Suspensions

Our goal is to guide each child in the development of desirable character traits so that self-discipline may be exercised. We strive to see that every child is treated with fairness and respect and has equal opportunity to learn. We will not permit any child to disrupt school in any manner to the degree that the educational opportunities of other children are hindered.

- The discipline policy is determined by the classroom teacher and will be shared with students and parents at the beginning of the school year.
- Detentions and suspensions will be an option at the principal's discretion.

Escalation in behaviors exhibited at school, including but not limited to: physical and verbal threats, physical contact, destruction of school property, and harmful and unsafe acts to self and/or others will not be permitted. Guidance from the Rooks County Attorney proposes we contact a law enforcement officer who will come on campus to observe and record the details of the escalated behaviors.

If a plan is composed by the IEP or school behavior team clearly identifies a student in need of behavior supports is receiving consistent and timely outside support(s) and/or service(s) that help him/her regulate his/her behaviors; and those outside sources are granted open communication to provide the school with the appropriate and productive interventions, strategies, etc, the plan and strategies provided by the behavior specialist, therapists, etc. along with the current IEP and/or behavior plan will continue to act as the guiding resource.

Dress Code (PES)

This dress code is intended to promote appearance that refrains from interference with the function of the school or school activity or creates potential health and safety hazards.

Neatness and cleanliness of personal hygiene is encouraged at all times.

- For reasons of health and safety, shoes must be worn.
- Except in those situations where approved by a school-sponsored group or activity in advance of any activity, headgear (examples: hats, caps, bandanas, sunglasses stocking caps, head covering) should not be worn in the building until the dismissal bell rings.
- Items of apparel that are considered distracting, unsafe, offensive, revealing, or suggestive (direct or indirect reference to alcohol, drugs, sex, profanity, gang affiliation, Satanism, tobacco, etc.) should not be worn.
- No bare backs or shirts which expose stomachs are permitted.
- Students dressed inappropriately may be asked to secure proper attire before returning to class.
- Appropriateness of dress and appearance will be determined by and enforced by the administration on an individual basis.

Dress Code (Plainville Jr/Sr High School)

Appearance affects the learning atmosphere of a school. Neatness, decency and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing. When a dress code violation occurs, the student must fix the issue before returning to class.

In order to promote a positive classroom environment and avoid distractions, the following dress code will be enforced in all classrooms including P.E. and weight rooms:

A. Appearance must be neat and clean.

1. Hair must be clean and well-groomed.
2. Facial hair must be trimmed and maintained.
3. Clothing must not be unreasonably soiled or badly worn.
4. Health standards require that shoes are to be worn at all times.

B. Decency and good taste are required.

1. Shorts must have a minimum of a two-inch inseam.
2. Skirt and dress lengths must reach the tip of the middle finger when arms are extended at the student's side.
3. Tank tops with 1 ½ inch or wider straps (approximately two finger widths) may be worn.
4. Spaghetti straps, halter tops, razorbacks and one-strap tops/dresses will not be allowed unless an appropriate tank or shirt is worn underneath.
5. All sides, back, chest, and midribs must be covered. (This includes cut-out t-shirts.)
6. No pajama pants or lounge pants or slippers.
7. Inappropriately torn clothing will not be allowed. No mesh clothing of any kind will be acceptable unless worn over appropriate clothing.
8. Writing or pictures on clothing shall not display alcoholic beverages, illegal drugs, tobacco products, suggestive or obscene language or violent acts including weapons.
9. Symbols representing hate groups, such as Confederate flags and swastikas, will not be allowed.
10. No clothing may be worn that represents any gang or hate group as determined by the administration.
11. Hats and sunglasses, except under special circumstances approved by administrators, may not be worn in the building.
12. Billfold chains, sharp or spiked jewelry will not be allowed.
13. Rollerblades, Heelys (shoes that have one or more wheels embedded in each sole, similar to inline skates), and motorized scooters are not allowed at school.

C. School Activity/Class/Sport T-shirt policy

For a T-shirt to be considered "school approved," the shirt must be approved by a class sponsor, activity sponsor, or a coach. The sponsor/coach must approve the exact design and then take it to the administration for final approval.

Any staff member who finds a student's clothing to be distasteful or distracting to other students will refer that student to the principal.

Fighting

Fighting will not be tolerated. Students may receive suspension or expulsion based on the offense.

Food and Drink

Teachers will decide if food or drink will be allowed in their classrooms. All food and drink are subject to administrative review. Failure to follow appropriate food and drink guidelines may result in disciplinary action.

If students choose to buy items from the school vending machines, they will be required to follow the individual classroom rules as to whether it is allowed.

Hazing/Initiations

Incidents during school hours or school-sponsored events involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. Hazing/Initiations will result in disciplinary action.

Inappropriate Behavior

Inappropriate behavior is defined as, but not limited to, the use of profanity, disrespect for teacher or other students, failure to do work as required, sleeping in class, reading or bringing inappropriate material to class, etc. Consequences will be determined by administration.

Lunchroom Behavior

Plainville schools have a closed lunch hour. Students are not allowed to leave the school grounds. If a student does not want to eat school lunch, he/she should bring a lunch. A student will not be allowed to leave during the lunch hour unless approved by the administration.

- No food or drink is to be taken from the cafeteria.
- Students are responsible for their own clean-up.
- Students are to remain seated during lunch.
- Throwing food will not be tolerated.
- All students are required to report to the lunchroom during lunch.
- Students will not be allowed to order or have food delivered during lunch.
- State law prohibits food to be brought into the cafeteria from an outside food establishment in the food establishment wrappers, box, or sack. All sack lunches should be sent to school with the student or brought to the office before 10:00 A.M.

Off Campus Activities

The following expectations must be met to attend activities that are off campus including but not limited to field trips or reward celebrations.

- All work must be turned in and complete
- Grades must meet eligibility status
- Must have satisfactory attendance as defined by MTSS standards (must be at a Tier 1 or Tier 2 level)
- Office referrals for the current quarter must be at a Tier 1 or 2 level as defined by MTSS standards
- Zero incidents of unsafe acts, aggressive behavior, or physical contact within one week of the activity

Each case will be reviewed by the administration and classroom teacher.

Parents may be required to pick up a student attending an off campus activity that engages in an unsafe act, aggressive behavior, or physical contact. If parents can not be reached the police may be contacted.

Parents will be notified in writing of at-risk status on the permission slip if not before.

A review of records from the previous attendance center will be used to determine whether students new (less than one month) to the district attend the activity.

Teachers will provide academic activities for students who are required to remain on campus.

Personal Electronic Devices (Plainville Jr./Sr. High School)

This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and well-being of students and staff.

*For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, smart watches, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, iPods, iPads, tablets, computers, radios, pagers, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices. Plainville Public Schools assumes no responsibility for theft, loss, or damage to personal electronic devices brought to school. The student assumes all risks in bringing such devices onto school property or to school related functions.

1. Students may possess or use personal electronic devices on school property, on school buses, or at school sponsored events according to the following guidelines:
 - Before school until the beginning of the school day (8:00 a.m.)
 - During a student's lunch period
 - During passing periods between classes

- After school as determined by the dismissal bell

If a student is in possession of a personal electronic device, they will be required to place the device(s) in the designated storage location located in each classroom during class time.

2. All *devices* will be set on silent or preferably turned off in the school buildings. Devices may not be set to vibrate.
3. Consequences: If a student is found to be in violation of the Personal Electronic Devices policy, the personal electronic device will be confiscated and taken to the office and arrangements for the return of the device will be made accordingly. Consequences will be determined based on the offense. See behavior chart for additional details.
4. Pictures or videos of any kind may not be recorded by students during the school day without prior permission from a teacher or administration. Consequences are the same as a text, call, or other cell phone misuse.

We recognize that there are times when you need to contact your child during the school day. Please contact the JH/HS office at 785-434-4547 and we will be sure to connect you with your child. School telephones are also available in the office for urgent/necessary phone calls.

*This policy does not apply to school-issued devices or accessories used on school-issued devices.

Personal Electronic Devices (PES)

Elementary students are discouraged from bringing personal electronic devices, including cell phones, to school. If devices are brought to school, they are to remain in the student's locker or taken to the office. The device may be kept in the elementary office, if needed. Should the student not follow this expectation, the device will be confiscated for the remainder of the day. Failure to adhere to this policy will result in further disciplinary action.

Personal Property

Students may use radios, IPODs, MP3 players, cameras, video games, pagers, or any other electronics at school if approved by the teacher or sponsor and used appropriately and ethically. Items that could be described as valuable, dangerous or disruptive are not appropriate in school without special permission granted by the principal prior to their appearance at school. Students are not allowed to have laser lights at school or at school activities.

Posters

All posters, bulletins and locker signs to be placed in the school must have administrative approval or club sponsor approval PRIOR to posting.

Public Displays of Affection

In keeping with our school philosophy, which is to educate academically, socially, morally, emotionally, and physically, it is felt that young men and women should learn that public display of affection in the school or on the school grounds is in poor taste. Parents of students who are involved in this type of activity will be informed by the school, and disciplinary action may be taken. Holding hands is permissible. Any other public display of affection is not acceptable.

Sensory Path Expectations (PES)

- One student at a time unless accompanied by a teacher.
- Wait to start until the person in front of you is past the rocket.
- Follow the directions on the path.

Sexual Harassment

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student or an employee, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or staff member when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual;
- such conduct has the purpose or effect of interfering with the individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may include, but is not limited to

- verbal harassment or abuse;
- pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

Snowballs

Students are expected to refrain from throwing or kicking snow or snowballs while on school property. Doing so will be considered an unsafe act and consequences will be determined according to the behavior chart.

Staff Respect

Students are expected to give respectful attention and appropriate responses to the requests and directives of all teachers, administrators, security officers, custodians, secretaries, or other staff members. Students are required to give their names to staff members upon request.

Stealing or Possession of Stolen Property

Stealing is a crime and will be treated as such. Instances of stealing will be referred to the local law enforcement. Students are expected to lock their lockers at all times.

Student Parking

Designated areas are available for high school students. Students are not to park in staff or visitor designated areas. Students must obtain permission from the office staff before going to their vehicle during the school day.

Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

- Is obscene according to current legal definitions,
- Is libelous according to current legal definitions, or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Threats

Threats made by students toward other students, faculty, staff, administration, or himself/herself will not be tolerated. All threats (including “veiled” or implied threats) will be taken seriously, and violators will be subject to suspension or expulsion, depending upon the severity of the threat. Students must not make threats in jest, as they will be treated as actual threats, and disciplinary action will be taken. Students receiving suspensions for making threats may be required to undergo an evaluation by a mental health professional at the expense of the parent/guardian. School personnel must receive official notice that the student is not a danger to others before he/she will be allowed to return to school.

Tobacco

Students may not smoke or use smokeless tobacco in the school building, on school grounds, or at any USD 270 school activity. Furthermore, students may not have tobacco products or related items (i.e. lighters, matches, pipes, etc.) in their possession. Violation of this policy will lead to disciplinary actions. This includes but is not limited to Hooka Pens, E cigarettes, and other devices to simulate smoking.

Law Enforcement may also be called and students under 18 years of age may receive a ticket.

Vandalism, Property Damage and Theft

Our school buildings and equipment require patron taxes to construct, purchase, and maintain. Students who destroy, steal or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property or some other individual's items, suspension or further disciplinary action may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

Weapons

Students, staff, or visitors shall not 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 includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Small pocket knives may or may not be considered weapons warranting expulsion at the discretion of the building administration. Possession of a firearm or other weapon (based on "Weapon-Free School Act" definition) will result in expulsion from school for a period of up to one year (186 school days). The superintendent may recommend that this expulsion be modified on a case-by-case basis. Students expelled or long-term suspended for weapon possession will have this information shared with law enforcement authorities.

Behavior	Consequence
Dress Code Violation	1 st time – warning
	2 nd time – 20 min. detention
	3 rd time – 50 min. detention
	4 th time and up – consequences determined by administration
Inappropriate Behavior (in or out of classroom)	Assigned by teacher – 20 min. detention
	2 nd time – 20 min. detention
	3 rd time and up – consequences determined by administration
Inappropriate Behavior (w/ a sub)	50 min. detention
Parking Violation	1 st time – warning
	2 nd time – 20 min. detention
	3 rd time – 50 min. detention
	4 th time and up – consequences determined by administration
Tardy, per class	3 rd time and up - consequences determined by administration
Outside drink brought into school	Confiscated, 20 min. detention
Laser Lights	Confiscated, 20 min. detention
Fraud	50 min. detention
Personal Electronic Device misuse	1 st time – confiscated for remainder of day, 20 minute detention, possible additional consequences determined by administration based on offense
	2 nd time – confiscated for remainder of day, 50 minute detention, possible additional consequences determined by administration based on offense
	3 rd time and up – confiscated for remainder of day, Consequences including possible suspension as determined by administration based on offense
Cheating/Plagiarism	1 st time – zero on assignment, 50 min. detention
	2 nd time – zero on assignment, Friday School
Failure to attend detention	Consequences including possible suspension as determined by administration
Possession of lighter	Confiscation, 50 min. detention
Tobacco – smoking or chewing	Contact law enforcement, administration determines

Hooka pens, e cigarettes, or any device used to simulate smoking	consequence
Throwing food in cafeteria	Administration determines consequence
Throwing snow	1st time- 20 min. Detention, 2nd time-administration determines consequences
Stealing	Administration determines consequence, law enforcement may be contacted
Unexcused absence	Detention or ISS as determined by administration; possible additional make-up time
Outside of building during class	50 min. detention
Violation of Internet Use Policy	1 st time – conference with teacher, 20 min. detention
	2 nd time – office referral, 50 min. detention
	3 rd time – office referral, suspension from use of computers and network as determined by administration
Weapons	Contact law enforcement, long-term expulsion
Use, possession of, or attempt to sell alcohol, narcotics, or any illegal drug	Contact law enforcement as warranted, administration determines consequence
Fighting	Contact law enforcement per board policy, administration determines consequence
Possession of tobacco (including locker and/or book bag)	Confiscation, contact law enforcement as warranted, administration determines consequence

CONSEQUENCES Description

Detention

- Detention will be served in the mornings unless other arrangements are made in Room 206 on the day it is assigned and must be served in full. A 50 minute detention will start at 7:05 a.m. and a 20 minute detention will start at 7:35 a.m. If a student is late or misses the detention, Friday school will be assigned.
- Absences from assigned detention due to illness will not relieve students from fulfilling required time.
- Transportation is the responsibility of the student.
- Detention policies will be posted and must be followed by students.
- Detention reminders are a courtesy. Failure to receive a reminder does not relieve the student from this obligation.
- Students will not be excused from any assigned detention or Friday school in order to participate in extracurricular activities or work.
- Students are expected to bring materials to read or work on during detention. Listening to music is not allowed during detentions.

In-School Suspension (ISS)

ISS is an alternative to removing students from the school setting because of behavioral problems or violation of certain school rules. Under the ISS Program, students are provided the opportunity to continue their school work. At the same time, they lose their privileges to socialize with the student body.

- Students will not sleep, talk or listen to music.
- Students will be allowed to use the restroom twice a day or upon an emergency.
- Absence from ISS due to illness or other emergency reasons will not relieve the students from fulfilling their required time.
- Students will not be allowed to have their phone or other electronic devices while in ISS.
- Students who are in ISS will not be allowed to attend school activities or participate in extracurricular activities.

Out-of-School Suspension (OSS)

- Students who are suspended or expelled may not attend school activities (on or off campus).

Suspension and/or Expulsion of Students (BOE Policy)

The authority to suspend for a “Short Term” and to propose an “Extended Term” suspension and/or expulsion is delegated to the superintendent, district office administrators, building principal or vice principal by the Board of Education in accordance with the applicable statutes of the State of Kansas. The provisions of this section apply to all students enrolled in USD 270.

Definitions:

A **short-term suspension** means to remove the student from school for a period not to exceed ten (10) school days.

An **extended-term suspension** means to remove the student from school for a period in excess of ten (10) school days, and not to extend beyond the last day of the current semester.

An **expulsion** means to remove the student from school for up to 186 days (K.S.A.72-6114 through 72-6121).

Rules and Regulations Pertaining to Suspension and/or Expulsion:

Legal authority for suspension and expulsion is found in K.S.A. 72-6114 through 72-6121. The Board of Education of USD 270 may suspend or expel or, by regulation, authorize any certified employees to suspend or expel any student guilty of any of the following:

- a. Willful violation of any published regulation for student conduct adopted or approved by the Board,
- b. Conduct which endangers the safety of others or substantially impinges upon or invades the rights of others,
- c. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or,
- d. Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can be reasonably anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.
- e. Conduct which has resulted in conviction of the student of any offense specified in the criminal code of the Kansas law or any criminal statute of the United States.

Part 4: School and Personal Property

Backpacks

In order to keep aisles clear, backpacks should be in a teacher-approved area.

Chromebook Use and Checkout Policy for 7-12 Grade Students

Each student in grades K-12 will be assigned a Chromebook to be used during the school day. Students in grades 7-12 may take their chromebooks home. Students in grades K-6 will leave their devices in a charging cart in their homeroom each night.

Chromebook Distribution Policy for Grades K-12:

Highschool

1. New Chromebooks will be given to 9th graders. These students will maintain the same device throughout their high school career at USD 270. When students enroll at USD 270 after their 9th grade year, a comparable device will be given to that student for school use. Any of these students who graduate from USD 270 will be given their Chromebook for personal use at no cost to them. (See Policy Above)

Elementary / JH (4-8)

2. New Chromebooks will be given to 4th graders. These students will keep these devices until they enter high school. When students enroll at USD 270 after their 4th grade year, a comparable device will be given to that student for school use. At the end of their 8th grade year, these students will be given their chromebook for personal use at no cost to them. (See Policy Above)

Elementary (K-3)

3. Students in grades K-3 will receive a Chromebook to use during these years of their education. They will keep that device until entering 4th grade. These Chromebooks will stay in circulation within these grade levels until they hit the end of their policy life. At that point they will be offered for purchase. (See Policy Above).

End of Life Chromebook Purchasing Policy for Students / Staff / Community Members:

When a Chromebook hits its end of life and is deemed to still be functioning, it will be sold. Purchasing of Chromebooks will be allowed to the following.

1. Upon graduation, Seniors will receive the Chromebook they have used during their high school years at no cost to them.
2. Upon 8th grade promotion, these students will receive the Chromebook they have used since the 4th grade at no cost to them.
3. Students and staff members will be allowed to purchase any remaining Chromebooks.

4. Community members will be allowed to purchase any Chromebooks left over after students and staff members have completed their purchases.

Note: End of Life Chromebooks will be sold for \$25 each.

Chromebooks will be sold AS IS. USD 270 will not perform any refunds / replacements / or repairs on end of life chromebooks that have been sold.

Plainville Google Accounts:

Students and Staff at USD 270 will be issued a school Google Account. This account will remain active and will be used during their time of education, or employment at USD 270.

- Once a student graduates from the district, the account will remain active for 4 years. After that it will be deleted. For students leaving the district prior to graduation, accounts will be deleted the summer following their departure.
- Upon leaving the district, staff members will have their Google and Network accounts suspended for 1 year. At the end of that year, the accounts will be deleted.

USD 270's network includes but is not limited to all electronic devices and equipment used to run or maintain computers, monitors, printers, peripheral devices, and Internet access owned by USD 270.

All materials stored or loaded onto USD 270's network are property of USD 270. Privacy to student folders and Google accounts is not limited to the students. If unacceptable material is found to be stored in a student folder or Google account, the student will be contacted and disciplinary action will be taken in accordance with the USD 270 Network Policy. The material will then be removed.

The USD 270 network and Google Account will be provided for students to use as an educational tool. Student activity is monitored on a regular basis. Students are to use the computers and network provided by USD 270 with respect and refrain from any damaging conduct.

Students in grades 7-12 will be assigned a folder on the network to store a specified amount of information. They will be responsible for tracking the amount of space available in their folder and deleting or removing items, so the folder has the ability to save information. This folder along with their School Google account will be the only accessible storage given to the students by the district. Unauthorized access or activity on any other parts of the network without instruction or consent from a teacher and technology coordinator will result in disciplinary action.

The following activities are not allowed on USD 270's network:

1. Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material;
2. Transmitting obscene, abusive, or sexually explicit language;

3. Damaging computers, computer systems, or computer networks through deleting or altering of system or operating files;
4. Damaging computers, computer systems, or computer networks through physical means;

Students may be charged to fix or replace damaged devices provided by the school district. (\$50 for Chromebook screen replacement - up to \$250 for Chromebook device replacement)

Other devices and items will be priced accordingly.

5. Debilitating, disabling, or disrupting computers, computer systems, or network through the intentional mis- or overuse of the network and available bandwidth provided to users;
6. Distribution or spreading of computer “viruses” or other file altering programs whether intentional or unintentional;
7. Violating of copyrighting, use of another person’s passwords, trespassing in folders or files which have been restricted;
8. The use of network, server(s), and any bandwidth associated for the purpose of broadcasting messages or “chatting.”

Violations of the policies and procedures of USD 270 concerning use of computers and networks will result in disciplinary action and/or cost of repair or replacement of damaged equipment.

7-12 De-escalation Room Guidelines

- Students MUST have a de-escalation room pass to be in the de-escalation room unless otherwise given permission by administration.
- The room will be used in 5-minute increments for the massage chair (no more than 10 minutes absent from classroom), 10-minute increments for relaxation/de-escalation (no more than 15 minutes absent from classroom).
- A student may NOT use the room more than 2 times in one school day unless given permission by an administrator.
- Junior high students must have administrator approval to use the room but are not allowed to use the massage chair.
- If there is a “Closed” sign on the door, do NOT enter.
- If students are not following the rules of the de-escalation room, they will not be permitted to use the room.
 - 1st infraction = loss of use for one week
 - 2nd infraction = loss of use for one month
 - 3rd infraction = loss of use for the rest of the year
- Emotional situations overrule other uses of the de-escalation room (in the event of an emotional situation, students are encouraged to meet with the counselor or an administrator immediately).

Distribution of Materials

Materials unrelated to the school’s curriculum may not be distributed without prior consent of the principal. Students will only be allowed to hand out personal party invitations if the student has an invitation for every student in the class.

Electronic Devices

The school is not responsible for the theft of cell phones, I-Pods, and other electronic devices.

Field Trips

Plainville Unified School District recognizes that there are occasions when it would be greatly beneficial to the students to make a trip outside their home school. In view of budget constraints, the following guidelines will apply:

- District Sponsored trips will be limited to one big trip per grade level each year (Hays Performing Arts Center Activities not included).
- Trips which are not directly related to the Kansas College and Career Ready Standards or the specific classroom subject will not be approved by the principal.
- All trips must be approved and arranged through the building principal and the transportation department subject to the availability of the transportation budget and bus availability.

USD 270 values the opportunities and experiences students gain through field trips. Scheduled and approved field trips are considered as part of the academic curriculum. If a parent and/or legal guardian does not wish for his/her child to participate/attend a school related field trip then the parent and/or legal guardian is responsible for the student's home supervision.

Teachers will notify parents through written notification of field trips that will extend either before or after the regular scheduled school day.

Food Service

USD 270 provides a school breakfast and lunch program. Breakfast will be served from 7:30 a.m. to 7:50 a.m. when school is in session. Lunch will be provided from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home. Pop will not be allowed in the lunchroom. Students may purchase an additional milk serving. All students will eat in the cafeteria during the lunch period, unless alternative arrangements have been approved by the principal. Students will not be allowed to order or have food delivered during lunch. State law prohibits food to be brought into the cafeteria from an outside food establishment in the food establishment wrappers, box, or sack. All sack lunches should be sent to school with the student or brought to the office before 10:00 A.M.

Breakfast is available in the same manner as lunch.

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms and rules and regulations governing this program shall be provided by the administration to students or their parents.

If a student has a balance in his/her lunch account at the end of the school year, the money will be transferred to the next school year. A parent may request a refund at the end of the school year. Students are expected to maintain a positive balance in their lunch account. Students may charge up to three meals. An alternative meal will be served to students whose balances exceed a negative balance of \$10.00. Parents may check PowerSchool for current lunch balances.

Holiday Celebrations/Birthdays

Three holiday parties, Halloween, Christmas, and Valentine's Day, are celebrated throughout the school year. Parents are encouraged to participate and/or help with these class parties. The classroom teacher will communicate with you how the parties are coordinated in that class.

Students' birthdays are an important time to recognize them. Your student may bring a birthday snack/treat for everyone in the class on that day. Summer birthdays may be celebrated by coordinating a time/day with the classroom teacher.

Invitations for birthday parties hosted outside of school can only be distributed if **all** students in the class are invited.

Parties should be scheduled and cleared through the building principal. Students are not to hold parties for teachers or other students.

Lockers

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing. Locker signs or decorations must have prior approval of the building administrator. Students are responsible for the loss of personal articles. Students have the option of using a personal combination lock on their school lockers, however the combination must be on file in the high school office. USD 270 is not responsible for damage to locks that do not have a combination on file in the office in the event a locked locker needs to be opened by administration. The principal may search any locker at any time without notice to the student to whom the locker is assigned. If a law enforcement officer desiring a search of a student's locker or property has a search warrant, the principal may permit the search, which shall be made in the presence of the principal.

Library Books

Students need to have a library book with them at school. They are required to read quietly before school and throughout the school day. Students check out library books weekly from the school library. If a library book is damaged or lost, the student is responsible for the cost of the book.

Lost and Found

Each child's belongings should be plainly marked to avoid loss or exchange. Whenever a student loses an article it should be reported to the office. When a student finds an article, it should be turned into the office. Students should check in the office for any missing items.

Making Change

The office will make change before school, during lunch period, and after school. Two-party checks are not accepted. Checks written for projects should be made for the amount only.

Network Policy

Parents and students of USD 270 will need to sign a permission form to allow their students to have access to computers, the network, and the Internet (including student school Google Accounts). In a case where parents select the following: "I do not give my student permission to use USD 270 computers or access to the internet," students will not be allowed to use the computers or Internet.

USD 270's network includes but is not limited to all electronic machines and equipment used to run or maintain computers, monitors, printers, peripheral devices, and Internet access owned by USD 270.

The USD 270 network and Google Account will be provided for students to use as an educational tool. All activity will be monitored by the district and approved by the classroom teacher. Students are to use the computers and network provided by USD 270 with respect and refrain from any damaging conduct.

All materials stored or loaded on USD 270's network are property of USD 270. Privacy to student folders and Google Accounts is not limited to the students. If unacceptable material is found to be stored in a student folder or Google Account, the student will be contacted and disciplinary action will be taken in accordance with the USD 270 Network Policy. The material will then be removed.

Inappropriate content or behavior on school Google Accounts when school is not in session can also result in disciplinary action from the district.

Students will be assigned a folder on the network to store a specified amount of information. They will be responsible for tracking the amount of space available in their folder and deleting or removing items, so the folder has the ability to save information. This folder along with their school Google Account will be the only accessible storage given to the students by the district. Unauthorized access or activity on any other parts of the network without instruction or consent from a teacher and/or technology coordinator will result in disciplinary action.

The following activities are not allowed on USD 270's network:

1. Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material;
2. Transmitting obscene, abusive, or sexually explicit language;
3. Damaging computers, computer systems, or computer networks through deleting or altering of system or operating files;
4. Damaging computers, computer systems, or computer networks through physical means;
 - Damage to school devices will result in a charge to repair or replace the device.
 - Students will lose technology privileges until matters are resolved.
5. Debilitating, disabling, or disrupting computers, computer systems, or network through the intentional mis- or overuse of the network and available bandwidth provided to users;
6. Distribution or spreading of computer "viruses" or other file altering programs whether intentional or unintentional;
7. Violating of copyrighting, use of another person's passwords, trespassing in folders or files which have been restricted;
8. The use of network, server(s), and any bandwidth associated for the purpose of

broadcasting messages or “chatting.”

Violations of the policies and procedures of USD 270 concerning use of computers and networks will result in disciplinary action and/or cost of repair or replacement of damaged equipment.

Personal/Technology Items

Each student should assume the responsibility of taking care of his or her own possessions. The school district does not carry insurance on students’ personal property items. Students are encouraged to leave valuable property at home. The school assumes no responsibility for the loss or theft of these items.

Student of the Month Program

The “Student of the Month” award will be presented once a month beginning in September. Teachers will nominate students by submitting their nominations to the principal. One student will be awarded for each of the following divisions: one 7th or 8th grade student; one 9th or 10th grade student; and one 11th or 12th grade student. The students with the most nominations will be the students selected for that month. Selections will be made at the end of each month with recognition to follow. A student can win “Student of the Month” only one time in any school year.

Guidelines for selecting “Student of the Month” are based on the following criteria: maintains good attendance, exhibits positive attitude, shows responsibility for school work, values good citizenship, displays good manners, conducts self appropriately, and shows respect to others.

Telephone Usage

Parents should feel free to call the school concerning any matter dealing with their children. In the event a student receives a call, a message will be relayed to the student when it does not interrupt the education environment unless it is an emergency. Students must obtain permission from the office before using the telephone for any reason. Students will not be allowed to use the phone to make personal after school plans.

Textbooks and Library Material

Textbooks and library materials are provided by the district. Cost for damage, loss, or repair of these items shall be assessed by the principal and shall not exceed the replacement cost.

Transportation

USD 270 owns buses used for student routes and activities. Appropriate behavior is expected on the buses. Consequences for inappropriate behavior may include assigned seating, removal from riding, or action considered appropriate for the behavior.

Extra passengers (students not on regular routes) may ride the bus after their parent has called the school for authorization to ride the bus.

No individuals other than those directly involved with an activity are to ride a school vehicle. Students must ride school transportation to school activities unless prior arrangements are

made with the administrator in charge for reasons of a specific obligation or business. Students are expected to ride school transportation **from** the school activities unless prior arrangements are made with the coach/sponsor or administrator. Students will only be released to a parent/guardian.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Volunteers at School

We encourage and appreciate school volunteers. Please inquire in the office for information.

Part 5: Health and Safety

Animals

Persons bringing animals into the school or to school activities must receive prior permission from the supervising teacher and/or the building principal. This does not pertain to animals used by persons with disabilities. All animals brought to school will be clean and free of disease or parasites, including: fleas, ticks and mites.

Bicycle and Pedestrian Safety

We urge bicycle riders to:

- Obey all safety regulations.
- Park bikes in racks provided
- Not ride bikes in the street near the school, on the sidewalks, or on school grounds.

Please urge your child to:

- Walk on sidewalks
- Cross only when the intersection is clear and at the crosswalk.
- Never enter a strange automobile
- Go directly to and from school along a predetermined route.

Skateboards and rollerblades are prohibited.

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The school administration may require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

Crosswalk and Crossing Guard

Students are to comply with the directions and rules that are enforced by the crossing guard and at the crosswalk. The crossing guard may refer students to the school principal for discipline.

Emergency Drills

Students will be informed of emergency drill procedures at the beginning of each school year. Students are required to participate and follow the directions of the administration and school personnel during these tornado and fire drills.

Fire, Tornado and Lockdown Drills

Fire

- Each building has its own fire alarm signal and procedure.
- Students will know and use the proper exit from the building.
- Students will evacuate the building immediately.

- Students will not take time to take any articles, books, coats, etc., with them.
- Students will move away from the building and remain in the designated area until they receive other instructions.
- Teachers will see that students leave the rooms as quickly as possible in an orderly manner with no running or shoving.
- Teachers will take their class roster with them and call roll when clear of danger.
- Students must follow procedures without talking so instructions can be heard.

Tornado/Disaster

- Each building has its own tornado alarm signal and procedure.
- Students will take cover in areas designated by the building principal.
- Students should kneel or crouch on their knees and elbows, with their head between their knees and their hands clasped over the back of their head.
- Parents are encouraged not to come to school to pick up children in the event of tornado warnings during school hours.
- Students must follow procedures without talking so instructions can be heard.

Lockdown

- Each building has its own lockdown signal and procedure.
- Students must follow procedures without talking so instructions can be heard.
- Each site will conduct at least two lockdown drills per year.

Illness

When students are ill, they should remain at home. In cases of emergency or illness at school, students should report to their teacher for permission to go to the office. If the student is ill or if it has been determined the student has a temperature of 100 degrees Fahrenheit or more, the office will notify the parent/guardian to make arrangements for the student to be picked up or sent home.

Immunizations

All students enrolling in USD 270 shall provide the principal with proof of immunizations of certain diseases or furnish documents to satisfy statutory requirements (KSA 72-5209). Required immunizations include inoculation against poliomyelitis, diphtheria, measles, rubella, mumps, pertussis, tetanus, hepatitis B, and chickenpox (unless proof of prior chickenpox is provided). Booster shots required by the KDHE are also required. Since the 1998-99 school years, a DPT booster is required to be taken within 10 years from the last DPT shot. Students who fail to provide the documentation required by law may be excluded from school by the Superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardian as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during an outbreak.

Kansas School Safety Hotline Number (1-877-626-8203)

The 1999 Kansas Legislature appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline would give students the opportunity to anonymously report any potential violence.

Medication Policy

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with the parents in the supervision of medication that the student will use, but the medical person authorized to prescribe the medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parent must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

Under the following rules the supervision of medication by school personnel, including the school nurse, is authorized:

- 1) School personnel shall not be required to be custodians of any medication except as required by written order of a licensed medical person;
- 2) The medication shall be examined by the school employee administering the medication to determine in his/her judgment that it appears to be in the original container, to be properly labeled, and be properly authorized by the written order of a licensed medical person;
- 3) The building principal or nurse may choose to discontinue the administration of medication provided that he/she has first notified the parent or medical person in advance of the date of such discontinuance with the reasons therefore.
- 4) The administration of any such authorized medication shall be logged by the building administrator or designee in the school's medical diary, which shall be maintained for these purposes and filed by the administrator for future reference.

In the administration of medicine, the school employee shall not be deemed to have assumed to himself/herself any other responsibility other than acting as a duly authorized employee of the school district.

Pest Control Applications

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the maintenance department.

School Cancellations/Delayed Openings/Early Closing

In the event that weather or other reasons require either closing or delaying the opening of school before buses start on their routes, announcements will be made over the following TV stations by 6:00 A.M. These stations are notified by direct calls and should be the primary stations that are monitored.

- In the event of a delayed opening, please stay tuned to KSN, KWCH stations or School Reach calls in case some change in the weather causes schools to be closed for the day.
- A one-hour delay would mean that all morning programs would operate as usual except that they would start one (1) hour later.
- A two-hour delay would mean that school opening would be delayed for two (2) hours with specific alternatives to certain programs.

Emergency School Closings/BrightArrow Announcements

It is necessary to close schools occasionally because of snow, ice, or emergency conditions. When conditions require our schools to be closed for the day or to open late, announcements will be made over the district's BrightArrow robo-call system, TV stations, Facebook page, and posted on our website at www.usd270.net. PLEASE DO NOT CALL THE SCHOOL. It is essential that telephone lines be kept open for emergency calls. When conditions require students to be dismissed early, announcements will be made over BrightArrow and posted on the website and Facebook page as soon as possible to notify parents in advance of the time students will be released. In the event that it becomes necessary to dismiss school due to inclement weather, the administration shall be responsible for making the decision to cancel, postpone, or conduct an activity whether it is a regular scheduled practice or event. The general rule prevailing is that practices will be canceled and previously scheduled events, other than practices, will be canceled, postponed or conducted based upon the merits of each situation.

Bus Weather Bulletin

The school district will send the bus students home when weather conditions make it advisable. Students living in town will be expected to be present as usual. Students shall be released to parents at the school according to board policy for release of students during the school day.

School Nurse

The school nurse designee will conduct vision and hearing screenings, some dental checks, spinal deformity screening (grade 5, 6, 7) and other testing as required. Written parent request is required to not participate in these screenings. First aid is administered only as authorized by the State Board of Health. This means NO medications, including aspirin, will be administered by the school nurse, teachers, or office personnel unless the medication policy has been followed. The school district employs registered nurses from Rooks County Health Department to serve the school for health related needs and health education.

Surveillance System

Surveillance systems are in place inside Plainville Elementary School and Plainville High School, outside the buildings, and on buses.

Visitors at School

All visitors to school, including volunteers must sign in at the office before going to the classroom or other area on campus. This includes eating lunch with your child. Once you sign in, you will be given a visitor's badge to wear during your time with us. We encourage visitors, especially for volunteer opportunities, however, please limit unnecessary interruptions of the instructional day.

Students are not allowed to bring student visitors to school without prior approval of both the teacher and school administrator.

Weapons

Students, staff, or visitors shall not 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 includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Small pocket knives may or may not be considered weapons warranting expulsion at the discretion of the building administration. Possession of a firearm or other weapon (based on "Weapon-Free School Act" definition) will result in expulsion from school for a period of up to one year (186 school days). The superintendent may recommend that this expulsion be modified on a case-by-case basis. Students expelled or long-term suspended for weapon possession will have this information shared with law enforcement authorities.

Part 6: Classes, Organizations, and Extracurricular Activities

Attendance Requirements for Extracurricular Activities: A student must be in school all day in order to be allowed to participate in or attend extracurricular activities that day or evening. The only excused absences or tardy attendance will be funerals, scheduled appointments, doctor/dentist appointments with a signed note from the physician, and special situations approved by the building principal. Exceptions will require administrative approval.

Class Officers Election Procedures

To be nominated for a class officer position or Student Council representative position, a student must be passing all subjects and secure from the high school office a nominating petition. The petition must be signed by five members of the respective class, class sponsor, and principal. Students who return the completed petition to the high school office will have their name placed on the ballot. If three or more students have been nominated for an office, an election will be conducted to narrow the field of candidates to two. The two students receiving the highest number of votes will face off in another election. The student receiving the highest number of votes in this election will win the election. Should a tie occur at any time the class sponsor will flip a coin to determine the winner. All balloting will be done by secret ballots. Class sponsors and the principal will count all ballots. A student will be allowed to run for multiple offices; however, he/she will only be allowed to hold one position. Should he/she be selected for more than one position, he/she will choose the desired officer position.

If elected to an office, the student agrees to carry out the duties of his/her office, attend a training session on being a class officer, abide by the rules set forth in the Plainville High School Student Handbook, and maintain a GPA of 2.0 or better each nine weeks. If the above requirements are not met, the office holder could be removed from the office to which he/she was elected.

Class or Organizational Meetings

Students may not schedule a meeting without written permission from the sponsor and approval from the principal. Dates of class and organizational meetings will be the responsibility of the sponsor to schedule. Class sponsors and organization sponsors may cancel a scheduled meeting by notifying the office by 8:00 a.m. on the date of the scheduled meeting.

Dances (High School)

High School dances may be held on Friday or Saturday evenings and will not be held later than 11:00 p.m. Each dance must be chaperoned by at least three approved sponsors. Dances must be approved in advance by the activity sponsor and the principal. Once a student leaves a dance, he/she will not be readmitted. Proper conduct is required at all times. The door to the dance will be closed 30 minutes after the dance begins. No one will be admitted after that time unless prior approval has been granted by the principal. The Plainville Police Department will be invited to all dances to administer an alcohol breath test. Any student who fails the test is subject to the district alcohol policies and possible legal consequences. The student will not leave the building and will call a parent or guardian to pick them up.

Dances are open to all high school students enrolled and attending Plainville High School. A guest may accompany a Plainville student only if the guest is registered and approved by the administration by noon of the day of the dance, or on Friday if the dance is Saturday. No junior high students or guests over the age of 20 will be allowed to attend any dances or prom. The PHS host student fills out the guest permit, submits it to the principal with appropriate signatures for approval. A copy of the guest's driver's license may be requested if the guest is not in high school. When the principal approves the guest request, the student submitting the request will receive a copy of the approved request. The student must show the guest permit to the dance sponsor when entering the dance. Guests will not be permitted into the dance if the above procedures are not followed. Guests will comply with the same rules as PHS students. All students and guests are expected to dress appropriately (ie: Prom = Formal Attire).

Dances (Junior High Social Activities)

General rules of social activities outside of school hours include:

1. Dress for the social will conform to school policy.
2. Students who arrive after 30 minutes from the start of the dance will not be permitted to enter unless prior arrangements are made with the sponsor(s).
3. Attendance is limited to Plainville students (grades 7, 8) only.
4. Students attending are expected to stay until the activity is over. Once a student leaves, he/she will not be readmitted to the dance.
5. Students on school activity restrictions due to discipline will not be permitted to attend.

Equipment and Uniforms

Participants are responsible for the care of each piece of equipment issued to them. Any equipment damaged or destroyed by misuse, or lost, will be replaced at the expense of the participant. To be eligible to participate in the next sport season, the participant must return all equipment and uniforms.

Extracurricular Activities, Athletics, and Organizations

An officer in any organization must pass all classes to remain eligible for that position. If a student fails a class at the end of a nine week period, that student may be removed from office. A replacement will be chosen at the discretion of the organization's sponsor.

Extracurricular Eligibility for Activities, Athletics, and Organizations

To be eligible to participate in interscholastic activities, a student must be certified by the school principal as meeting all eligibility standards set forth by the Kansas State High School Activities Association. All KSHSAA rules and regulations are available in detail online at www.kshsaa.org. The KSHSAA requires that students be in good standing and passing at least five subjects each semester.

Additionally, at USD 270 all students must pass all classes and SIP to be eligible to participate in school activities, including: all athletic teams, cheerleading, FCCLA, FFA, All-School Play, music competitions, and journalism contests. Eligibility will be determined weekly on Monday. A student who has a failing grade will be placed on academic probation for one week to bring up that grade. If a student is not successful in bringing up the grade to a passing status, he/she will become ineligible until the grade is passing. The "ineligibility" status runs from Monday through Sunday night at 11:59 p.m. Students must maintain a 2.0 GPA and not have an F in any class to be eligible.

Students will be granted one academic probation week each 9-weeks. Once that probationary week has been used a student will be considered ineligible if he/she has a failing grade in any class when eligibility is determined on Monday or if he/she doesn't have a 2.0 GPA. If a student is failing a class at the end of the 9-weeks, he/she will not be eligible during the first week of the next quarter.

Extracurricular - New Organizations

Any new organization must have the recommendation and approval of the administration before formation. Generally, a proposed constitution and member list will be requested before approval.

Extracurricular Participation

A student must be at school all day in order to participate in activities and practices for activities. The only excused absences or tardy attendance will be funerals, scheduled appointments, doctor/dentist appointments with a signed note from the physician, and special situations approved by the building principal.

Fundraising

All money raising activities must be scheduled and approved by the building principal at least two weeks in advance of the activity. All fundraisers must be approved by the principal and school board. Solicitations by students during school hours and on school property shall be done only when they are related to school-sponsored activities. The following minimum balances should be maintained: Freshmen \$200, Sophomores \$400, and Juniors \$800.

Physicals

Students participating in athletics and/or cheerleading must have a KSHSAA approved physical on file before participating. KSHSAA Physicals obtained after May 1, will be good for the following school year. KSHSAA physical forms can be obtained online at www.kshsaa.org.

School Activities on Holidays, Sundays, and Wednesdays

There will be no USD 270 sponsored activities, meetings, or practices on Sundays (non-mandatory Sunday practices will be permitted if the team is playing in a tournament on the following Monday).

No USD 270 sponsored activity will be scheduled or practice conducted after 6:30 p.m. on Wednesdays. There will be no USD 270 sponsored activities or practice scheduled on Thanksgiving Day, Christmas Day, Holy Thursday, Good Friday, or Easter Sunday, unless school is in session. The moratorium on school activities and events listed will apply to activities either on or off school premises, under the supervision of school employees, or in which school-owned equipment, facilities, or land is used.

Exceptions to the above paragraph will be during the months of June and July when activities may be scheduled on Sunday afternoons or evenings with administrator approval as long as they follow the KSHSAA guidelines. They must be scheduled with the administrator to avoid any overlap or confusion.

Sportsmanship – Rule 52

In accordance with the Kansas State High School Activity Association's requirement to encourage and enforce good sportsmanship, we ask that all students and fans assist us by abiding by Rule 52:

Be courteous to all (participants, coaches, officials, staff and fans).

Know the rules, abide by and respect the official's decisions.

Win with character and lose with dignity.

Display appreciation for good performance regardless of the team.

Exercise self-control and reflect positively upon yourself, team, and school.

Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Students/fans who violate Rule 52 or who display any type of poor sportsmanship may be ejected from the activity and may be subject to losing the privilege of attending future school activities, as well as other disciplinary actions.

Extracurricular Activities

Drama

Members include any student participating in the fall high school play or the spring junior high play; whether it is through performing, prompting, technical work, or artistic involvement. High school and junior high drama clubs function as separate organizations. Drama Club's purpose is to inspire, challenge, and encourage students with an interest in performing arts.

FCCLA

The organization is open to any student who has taken or is taking a course in Family and Consumer Science. Involvement in FCCLA offers members opportunities to expand their leadership potential and develop skills for life necessary in the world of work and the home. Members may participate in local, district, state, and national events.

FFA

The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Members must be currently enrolled in an agricultural education course, or have instructor approval (a one year grace period is offered to any student who cannot enroll in an Ag class due to scheduling conflict). Members are expected to attend monthly meetings, participate in Career Development and Community Service Events, and will have the option to exhibit at local fairs and festivals, participate in district and statewide events, and may have the opportunity to travel to the National FFA Convention or the National Western Stock Show.

Forensics

Forensics is a KSHSAA sponsored activity where students develop skills in public speaking and acting through practice and competition. Extemporaneous speaking, oratory, informative speeches, prose and poetry interpretations, duet acting, humorous and serious solo acting are some of the events the students have the opportunity to study. Students compete in a maximum of eight tournaments during the regular season that runs from the last week in January to the first week in May.

NHS

The NHS chapter has a specific selection process. The purpose of NHS shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of PHS.

Pep Club

Pep Club promotes school spirit for athletic and other school events and is open to all students in high school. The purpose of Pep Club is to increase student involvement, school morale and school spirit as well as to encourage students to have more pride in their school, not only in athletics, but also during and outside of school.

Pep Club shirts will be sold at the beginning of the year to any high school student wishing to be involved in the club. Pep club members are admitted free (when wearing the official Pep Club shirt) to regular season home events. Pep Club members are expected to sit in the student section at the ball games.

A Pep Club bus may go to away events provided there are a minimum of 20 students signed up to attend. The cost to ride the Pep Club bus is \$5 for all students per event. Students are not required to be a member of Pep Club to ride the bus; however priority for a seat will be given to Pep Club members.

Student Council (Stuco)

An organization composed of representatives from each class in the school. Student Council is the leadership group in the school. Its purpose is to give the students some practical experience in facing the problems met in the operation of a school.