

Pretty Prairie Grade School, Middle School & High School  
**Student/Parent Handbook**  
2023-24

BOE approved 07-19-2023



**Our Values:**

- **The Right to Quality Education** – Our children deserve a strong, effective public school that prepares them for post-secondary education, lifelong learning, work, and citizenship.
- **Importance of Family** – Parents and families want the best for their children. We welcome families into our schools, encourage their partnership, and expect their participation in the education of their children.
- **Equality** – Every student deserves equitable access to quality academic programs and the support to be successful, regardless of race, economic status, or circumstance.
- **Respect for Employees** – USD 311 respects and values all employees. Effective teachers and administrators are essential for academic achievement, and USD 311 commits to having and supporting the highest-quality staff.
- **Community Partnership** – Community partnerships are essential for strong schools. Everyone has a role in helping future generations succeed.
- **Transparency and Accountability** – USD 311 is committed to being effective and responsible stewards of public and private resources. USD 311 pledges transparency and accountability in our finances and operations.
- **Sustainability** – Creating lasting change is our goal. USD 311 will manage our facilities, resources, people, programs, and infrastructure to maximize efficiency, build on success, and plan deliberately for the future.

**Pretty Prairie Grade School Mission Statement**

To ensure that all students learn. We support their growth into knowledgeable, skilled, and confident citizens capable of succeeding in their work, personal, and family lives.

**Pretty Prairie Middle School Mission Statement**

Pretty Prairie Middle School strives to provide a positive environment which fosters emotional, intellectual and physical development in all students, and it recognizes and embraces its responsibilities as an educational institution by providing:

- A balanced curriculum which includes math, science, language arts, social sciences, technical education, physical education and the fine arts.
- Opportunities for students to acquire skills in goal setting, organization, critical thinking and decision making.
- Adult role models who encourage each student’s individual rights, who promote the individual worth of each student and who encourage each student to respect the property, rights and ideas of others.
- Opportunities to participate in extracurricular activities which complement the academic program.
- Opportunities for students to realize their individual responsibilities as contributing members of society.

**Pretty Prairie High School Mission Statement**

To provide our students with the best possible learning atmosphere, we will engender within each student an improved self-image, foster critical thinking skills, spark creativity, address both vocational and avocational skills, provide college preparation, promote positive parental involvement in the educational process, improve communication between school and community and inculcate responsibility.

**USD 311 Mission Statement**

Within a safe and supportive environment, USD 311 provides a relevant, high-quality educational experience and prepares our student body for future endeavors in an ever changing world. We honor achievement; we encourage a quality work ethic; and we celebrate greatness in ourselves, our school and our community.

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

**Administration**

Ashley Anderson	Superintendent
Kevin Hedrick	Principal, Grades 5-12
Dana Burkhart	Administrator, Grades PreK-4

**Board of Education**

Chad Basinger	Priscilla Hoyt – Board President
Jay Gehring	Jeff Welker – Board Vice President
Leon McDaniel	Sarah Kate Krehbiel
Jon Schrag	Jason Deel - Board Clerk

## SCHOOL POLICIES & INFORMATION – *listed in alphabetical order*

### **ACTIVITY BUS – see *PEP BUS***

### **ADMISSION REQUIREMENTS for PreK and Kindergarten**

Pre-kindergarten programs are offered for children 3 years of age on or before August 31, 2022, and 4 years of age on or before August 31, 2022. Students entering kindergarten must be 5 years of age on or before August 31, 2022. All students attending USD 311 for the first time must present evidence of immunizations, a birth certificate and a health assessment dated within the last 12 months. Students new to the district are required to provide proof of identity within 20 days of enrollment. A certified copy of the child's birth certificate, a certified copy of the court order placing the child in the custody of the Department of Children and Families, a certified transcript or similar pupil record, or other documentary evidence that the administration considers satisfactory will be accepted.

### **ADVISORY TIME – see *FUTURE FOCUSED***

### **ALCOHOL, DRUG & TOBACCO POLICY (DRUG FREE SCHOOLS)**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The School Board of USD 311 reserves the right to allow periodic breathalyzer checks at school functions, particularly student dances. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 Amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. STUDENT CONDUCT

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, inhalants (including solvents, aerosols, and gasses), controlled substances, tobacco products, electronic nicotine delivery system or alcoholic beverages on or off school district property, or at any activity, whether it is school sponsored or not. If the student is participating in an extracurricular activity, then the student will have to adhere to the coach/sponsor's training rules as well as the following sanctions. A complaint will be filed with local law enforcement in the cases when school officials and staff are aware of violation of laws pertaining to controlled substances.

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

1. First Offense. A first time violator shall be subject to the following sanctions:
  - a. A punishment of a short-term suspension from school and a suspension from all extracurricular activities for a minimum of 15 school days.
  - b. extracurricular activities for a minimum of 15 school days.
2. Second Offense. A second time violator during the same school year shall be subject to the following sanctions:
  - a. A punishment of a long-term suspension from school and a suspension from all extra-curricular\*\* activities for a period of not less than 45 school days.

Third and Subsequent Offenses. A student who violates the terms of this policy for a third time during the same year, and any subsequent violations, shall be subject to the following sanctions: a. A punishment that includes expulsion

from school for the remainder of the school year; b. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student along with parents, guardian or sponsor have completed a drug and alcohol education and rehabilitation program at an acceptable approved program; c. Suspension from participation and attendance at all school activities for twelve (12) months.

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

3. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary actions against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with the names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

**The building principal reserves the right to amend policies at his or her own discretion.**

## **ANNOUNCEMENTS & SCHOOL NEWS**

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

USD 311 utilizes an automated communication system that includes text messaging, phone calls, and posts to the website live feed to inform parents and guardians of important school information such as cancellations due to inclement weather, school delays or emergency situations. It is also used to inform and update parents on various school activities and events and to provide access to certain PowerSchool reports. The communication system contacts parents/guardians through their cell phone(s) and or email accounts. Please make sure attendance buildings have updated, correct emails and phone numbers for all parents and guardians. Parents/Guardians can update their contact information through PowerSchool or by contacting the school office secretaries.

## **ARRIVAL AND DISMISSAL**

### **Grade School**

The doors will open to students at 7:35am. Classes at the grade school begin at 7:50am and school is dismissed at 3:25pm. Parents/guardians picking students up at the end of the school day should wait outside the building or in their vehicles for students to be dismissed. When the bell rings for dismissal, bus riders will exit the building through the gym doors; all other students will exit the building through the front doors. After school students will be dismissed in accordance with the after school schedule. Also, please know that we understand that plans sometimes change with little notice and emergencies arise quickly, but if dismissal plans for a student will be different from the typical arrangements (a child needs to ride the bus instead of being picked up, for example), please contact the office as early as possible to let us know, preferably before 3:00pm. Because the office is a very busy place at the very end of the day and because there are sometimes several people who need to be notified of those changes, it can be difficult to make sure those messages get to all the necessary people in those last few minutes of the day. A change in a child's dismissal plans must be made by an adult, via phone call, email or a written note; student requests will not be accepted.

### **Middle/ High School**

The doors will open for students at 7:35am. School is dismissed at 3:35pm.

## ATTENDANCE, ABSENCES, AND TARDIES

Attendance is very important to a successful learner's school experience. It is also mandated by state statutes.

Students needing to be excused during the school day should have arrangements made by their parents through the office. Notification should indicate the reason and dismissal time. A student arriving late to school is considered tardy. Unexcused tardies remain unexcused until a note of explanation is brought from home or a telephone call is made by the parents to the school office. All students must report to the office when they are late. Grade school students must be checked into the office by an adult. If parents know that a student is going to be tardy, they are asked to contact the school.

Excused Absences – When a student is absent from school, a parent or guardian should call the school office between 7:30am and 8:30am if possible to notify the school that the student is absent. If the school was not notified the day(s) of a student's absence, the student may be unexcused without a valid excuse (see #3 below). A note from the parent or guardian should be sent to the student when he/she returns to school, or the parents may email the school.

Unexcused Absences – Any absences classified as unexcused will be subject to disciplinary action by the principal.

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

Absences Due to Suspension or Expulsion – The days a student is suspended or expelled shall not be counted as unexcused absences.

1. The State of Kansas has a compulsory attendance law for public schools. If a student is not in school, he or she is considered absent and will be counted absent regardless of the reason.

### 2. Absences

Excused absences include (USD 311 Board of Education Policy, JBD):

- a. Personal illness (absences exceeding three days may require a physician statement)
- b. Health-related treatment, examination, or recuperation
- c. Professional appointments
  - i) Medical/Dental (we highly encourage you to make these appointments outside of school hours)
  - ii) Required county/state court appointments
- d. Serious illness or death of a member of the family
- d. Emergencies calling for the student's services or presence at home
- e. Obligatory religious observance / instruction (not to exceed 3 hours in one week)
- f. Participation in district-approved or school sponsored activity
- g. Special situations / requests from parents pre-arranged with Principal will be dealt with at the discretion of the building principal
- h. Participation in a district-approved or school sponsored activity or course
- i. Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

**All absences which do not fit into one of the above categories would be considered an unexcused absence.**

Examples of unexcused absences:

- a. Oversleeping/alarm failure
- b. Arriving to school 10 minutes after the start of school or checking out for more than 10 minutes before the end of the day without an acceptable reason.
- c. Leaving school during the regular school day without approval of a school official or other non-emergency

situation.

- d. Personal grooming appointments (hair, nails, tanning, etc.)
- e. Employment/job interview (that are not pre-approved)
- f. Errands/shopping
- g. Driver's Education (classroom or behind the wheel)
- h. Skipping class/leaving campus without following proper procedure
- i. Family vacations  
(Students must visit with each teacher in advance and have them sign planned absence form)
- j. Needed at home/babysitting
- k. car trouble (repeated)
- l. Missing the bus/ride
- m. Needing sleep or rest

3. The school office should be notified the day of the absence or by no later than 8:00 a.m. the day following the absence. Students needing to be excused during the school day should have arrangements made through the office by their parents/guardians in advance of the absence. Notification should indicate the reason and dismissal time.

4. Students must sign out in the school office before leaving school. For the safety of the students, parents should report to the office before taking any student from school during the day.

5. Unexcused absences will be given to absences that occur for unnecessary reasons. Some possible examples are listed in #2 above: include: oversleeping; haircuts; hair fixed; car repairs; shopping. This list is not inclusive. If you have any questions whether the absence will be excused or unexcused, please call the principal.

6. Class Credit: An unexcused absence will result in no credit for all graded assignments or tests assigned or completed on the day of the absence. It is the policy of USD 311 Board of Education that it is the responsibility of the student to obtain the necessary information from his/her teacher with respect to making up the school work lost during the absence. See #14c (see Make Up Work)

7. Attendance at the middle school and high school is taken for each class period and/or subject. Students will be marked T (tardy) if they are late to class within the first 10 minutes of the start of the class hour and do not have a pass from the office. Students late to class after the first 10 minutes class without a pass from the office will be marked U (unexcused absence) until notification from a teacher from a previous class hour excuses the students' late arrival. Students absent from school without parent/guardian notification to the school office will be marked U (unexcused absence). Parents/guardian notification to the school office excusing the student for the late arrival to school or for a specific time period or for the school day will be changed to E (excused absence).

8. The office staff will communicate with teachers to verify reasons for any student absence from class to class during the school day, and the teacher may have the student make-up time missed from the class by meeting with the teacher before or after school.

9. Planned absences: students at the middle school and high school need to visit with teachers in advance to obtain permission to be absent and request work/assignments in advance of planned absences.

10. Tardiness to class will not be tolerated. Tardiness should be avoided as it interrupts the class unnecessarily. Each student is expected to be in class at the designated start time of class or when the bell rings.

11. Exemptions from in-school tardiness:

- a. Teacher keeps students after class and provides a pass (teachers must communicate and agree with each other)
- b. Restroom, go to assigned class and report to teacher, and then go to the restroom. Except in cases of emergencies, students should remain in class for the first 15 minutes for attendance, lesson objectives, and assignments.

12. The definition of a tardy is arriving late to class or school within the first ten (10) minutes after the start of school or class period. Otherwise the student will be counted as absent. See the Consequences section of the handbook for tardies.

13. If a student is absent, their parents/guardian will be called by school personnel. If the parents are contacted by school personnel, the student will not be required to bring a note to the school office. If the parents could not be

contacted by school personnel, then the student will be required to bring a note from his/her parents/guardian stating the reason for the absence on the day of his/her return to school. If the student fails to bring a note, the principal will attempt to contact the parent/guardian by telephone. If the parent/guardian could not be reached, then the student must bring a note to the school office the following school day or the absence will be counted unexcused.

#### 14. ATTENDANCE POLICY INTERVENTION GUIDELINES:

- a. If a student is absent five (5) days during any nine (9) week period, the parents will receive communication from the school office should there be questions the school has.
- b. Once a student has reached a total of seven (7) days absence in any nine week period, there will be a conference between the parents, the school counselor, and the principal.
- c. Once a student has reached a total of nine (9) days absences in the school year, any additional absences will require a written excuse be provided to the office or the absence will be unexcused. Two hour detentions will be assigned and must be served or the student will not be in good standing to participate in activities.
- d. Exceptions to these guidelines could be made by the principal if there is a valid reason. Parents/guardians are encouraged to have conversations with the principal and teachers. Examples might include: recovery from surgery; prolonged illness with continued appointments or therapy; an accident; or any other unforeseen incident which might keep the student from attending school.

#### 15. Truancy is defined:

- a. Any three consecutive unexcused absences.
- b. Five unexcused absences in a semester.
- c. Seven unexcused absences in a year.

Students who are absent for a significant part of any school day shall be considered absent for the entire day as it applies to this policy. The USD 311 Board of Education's definition of a significant part of a school day is two (2) or more hours. Prior to reporting to the Department of Children and Family (if the student is under the age of 13) or the county/district attorney (if the student is 13 or more years of age but less than 18 years of age) a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

### **BACKPACKS/BOOK BAGS**

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

### **BELL SCHEDULE**

Complete class schedules are available on the district website and in the school office.

### **BEHAVIOR REFERRAL**

Behavior referrals will be categorized as a Minor Offense or a Major Offense. Teachers will utilize a behavior referral form for communicating with the office. Consequences for behaviors will be assigned according to the Behavior Matrix.

The district will utilize Capturing Kids' Hearts as the foundation for counseling students for misbehavior in an attempt to learn why the misbehavior occurred and to ensure that a change in behavior is needed.

# BEHAVIOR REFERRAL

Major Offenses	Action
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**Major offenses are severe in nature, result in liability issues, and/or disrupt the learning process. These behaviors require immediate administrator involvement; consequences are listed in the handbook. Parent contact made by administration.**

<ul style="list-style-type: none"> <li>o Aggression/ Hurting Others Physically</li> <li>o Bullying Behaviors</li> <li>o Cheating</li> <li>o Damaging School Property</li> <li>o Defiance</li> <li>o Discrimination</li> <li>o Dishonesty</li> <li>o Dress Code Violation</li> <li>o Harming Others Verbally/Emotionally</li> <li>o Misusing Technology</li> <li>o Sexual Harassment</li> <li>o Swearing</li> <li>o Threatening Words</li> <li>o Truancy</li> <li>o Weapon Violation</li> <li>o <b>REPEATED MINOR VIOLATIONS</b></li> <li>o Other _____</li> </ul>	<p><b>Administrator Notes:</b></p>
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Minor Offenses	Action
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**Minor offenses should be handled by the classroom teacher. Parent contact, if needed, made by teacher.**

<ul style="list-style-type: none"> <li>o Disrupting Instructional Time</li> <li>o Disrespecting Others with Actions</li> <li>o Disrespecting Others with Words</li> <li>o Inappropriate Talking</li> <li>o Interrupting the Teacher</li> <li>o Not Following Directions</li> <li>o Other _____</li> </ul>	<p><b>Teacher Notes:</b></p>
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\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent/Guardian Signature Date

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Teacher Signature

\_\_\_\_\_

Administration Signature Date





## Pretty Prairie, USD 311


### *We Educate for Success* Student Reflection Sheet

<p><b>What did you do?</b></p>	<p>The behavior choice I made was...</p>
<p><b>What should you have been doing?</b></p>	<p>The expectations during this time were...</p>
<p><b>Why did you make this choice?</b></p>	<p>My choice of behavior was inappropriate because...</p>
<p><b>How will you make sure this doesn't happen again in the future?</b></p>	<p>In the future, I will...</p>

*This form will be used to communicate between teachers and administration, students and teachers, and/or administration and parents.*

## Behavior- Major/Minor Matrix

**MS/HS consequences listed in RED;**  
**GS consequences will be handled age appropriately within the scope of the matrix**

	<p><b>Expectation</b> Students act in a cooperative manner respectful of school and classroom expectations</p>	<p><b>Classroom Management</b> Teacher directed behavior change with student compliance to classroom consequence.</p>	<p><b>MINOR Offense</b> Teacher documentation on referral form; Teacher documents behavior and referred to office.</p>	<p><b>MAJOR Offense</b> Admin assigned consequence from handbook Referral form completed by administration</p>
<p><b>Absence:</b> <i>Unexcused Absence, including skipping class</i></p>	<p>Arrive on time to school and be ready to actively participant in learning</p>	<p>Students who are absent for a significant part of any school day shall be considered absent for the entire day as it applies to this policy. The USD 311 Board of Education’s definition of a significant part of a school day is two (2) or more hours.</p>	<p>Skiping class or Unexcused from school   <span style="color: red;">2 hour detention 3:35- 5:35 for MS/HS</span></p>	<p>Truancy reported:                      a. Any three consecutive unexcused absences.                      b. Five unexcused absences in a semester.                      c. Seven unexcused absences in a year.</p>
<p><b>Aggression:</b> <i>Fighting, Physical harm to others</i></p>	<p>Respecting others’ personal space  Walking away from and reporting possible conflicts</p>	<p>Rough play</p>	<p>Pre-Fight aggressive posturing, wrestling, bumping into others, scuffling.   <span style="color: red;">2 hour detention from 3:35 - 5:35 for MS/HS</span></p>	<p>Hitting or kicking; encouraging another to fight; retaliating   <span style="color: red;">3 Days OSS for MS/HS</span></p>
<p><b>Assault/ Bullying:</b> <i>or threat of violence against faculty, staff, student (including bomb threat and false alarm)</i></p>		<p>“Bullying” means: any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member</p>		<p>Immediate bodily harm or putting someone in fear mentally that they are going to be hurt   <span style="color: red;">10 Days OSS, referral to law enforcement, grounds for additional long-term suspension or expulsion</span></p>

<p><b>Bus Conduct</b></p>	<p>Stay in your seat; keep the aisle clear. Keep head, hands, and arms inside the bus windows. Talk quietly. Keep hands and feet to yourself. Do not throw things inside or outside the bus window. Follow school handbook rules.</p>	<p>Reminder of bus and school handbook rules.</p>	<p>Refusal to follow rules and instructions from bus driver and staff.</p> <p>2 hour detention from 3:35 - 5:35 for MS/HS</p>	<p>Repeated behavior, repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation.</p> <p>3 days suspension from bus riding, grounds for additional long-term suspension for MS/HS</p>
<p><b>Damage to Property</b></p>	<p>Using school property/ equipment in appropriate manner</p> <p>Return items to appropriate places</p>	<p>Not returning items to appropriate places.</p>	<p>Thoughtlessly or “accidentally” damaging property.</p> <p>Restitution and 2 hour detention from 3:35 - 5:35 for MS/HS</p>	<p>Theft, purposefully damaging or defacing property</p> <p>3 Days OSS, referral to law enforcement, Restitution, grounds for additional long-term suspension or expulsion</p>
<p><b>Dishonesty:</b> <i>Lying, Cheating, Theft, Plagiarism, Forgery</i></p>	<p>Produce authentic work</p> <p>Be honest in words and actions</p>	<p>Borrowing without asking</p>	<p>Taking another’s property (minor value), refusing to return a borrowed item, substituting someone else’s work for your own</p> <p>2 hour detention from 3:35 - 5:35 no credit for assignment for MS/HS</p>	<p>Taking another’s property (significant sentimental or monetary value), not telling the truth when it involves someone’s personal safety or property damage</p> <p>3 Days OSS, no credit for assignment, referral to law enforcement, grounds for additional long-term suspension or expulsion for MS/HS</p>

<p><b>Disrespect:</b> <i>Defiance, Noncompliance</i></p>	<p>Acting in a cooperative manner respectful of school and classroom expectations. Responding appropriately when addressed</p>	<p>Passive refusal to participate, extremely slow in response to request, testing the limit</p>	<p>Ignoring reasonable request to cease low level disruption; overt refusal to participate</p> <p>2 hour detention from 3:35 - 5:35 for MS/HS</p>	<p>Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation</p> <p>1 Day ISS, <u>grounds for additional suspension for MS/HS</u></p>
<p><b>Disruption</b></p>	<p>Contributing appropriately to class discussions and activities. Cell phones off and away.</p>	<p>Noise making; outsidetalk; Attention seeking behaviors (silly answers, class clowning, etc.); bugging others</p>	<p>Repeated pattern of disruptive behaviors; misuse of cell phone/electronic devices in class</p> <p>2 hour detention from 3:35 - 5:35 for MS/HS</p> <p>(Phones and electronic devices to be confiscated and taken to office/returned to student at end of day)</p>	<p>Behavior that stops the learning in class; defiant repetition of behavior following correction</p> <p>1 Day ISS, <u>grounds for additional suspension for MS/HS</u></p>
<p><b>Harassment:</b> <i>Teasing, Taunting, and/or Intimidation</i></p>	<p>Language that honors and validates others, their values and beliefs</p>	<p>Annoying on purpose; altering names;</p>	<p>“Put downs”; threatening and/or disrespectful body language/posturing targeted insults</p> <p>2 hour detention from 3:35 - 5:35 for MS/HS</p>	<p>Threat/extortion; racist, socioeconomic status, sexual, religious, disability, ethnicity, sexual orientation, cultural remarks; continued pattern of Minor offenses; continued proximity after separation; intimidation or harassment by means of electronic communication</p> <p>3 Days OSS, <u>referral to law enforcement, grounds for additional long-term suspension or expulsion</u></p>

<p><b><i>Inappropriate Language</i></b></p>	<p>Language that is socially appropriate, respectful, and kind.</p>	<p>Sarcastic comments, teasing, putdowns.</p>	<p>Offensive remarks or gestures</p> <p>2 hour detention from 3:35 - 5:35 for MS/HS</p>	<p>Swearing used to harass, intimidate, show defiance, create an unsafe climate. Comments of sexual connotation that are offensive.</p> <p>1 Day ISS for MS/HS</p>
<p><b><i>Possession: Controlled and/or illegal items</i></b></p>		<p>Inappropriate drug/alcohol references</p>	<p>Repeated inappropriate drug/alcohol references, talking about use, clothing or obvious lookalike weapons</p> <p>2 hour detention from 3:35 - 5:35 for MS/HS</p>	<p>Under the influence, possession, distribution, paraphernalia of drugs or possession actual or lookalike gun, knife, or other weapons</p> <p>3 Days OSS, referral to law enforcement, grounds for additional long-term suspension or expulsion</p>
<p><b><i>Tardy</i></b></p>	<p>Arrive on time to classes and be ready to actively participate in learning.</p>	<p>Warning for 1st and 2nd tardy. Reminder to be on time.</p>	<p>3<sup>rd</sup> and 4<sup>th</sup> tardy: 30 minute detention 3:35-4:05 for MS/HS</p> <p>5<sup>th</sup> and 6<sup>th</sup> tardy: 1 hour detention 3:35-4:35 for MS/HS</p>	<p>7<sup>th</sup> or more tardy: 2 hour detention 3:35-5:35 for MS/HS</p>

## **BICYCLES**

Bicycles are to be placed in the bicycle rack(s) on the school campus. Students are allowed to ride bicycles on the sidewalks, but not through the school yard. Bicycle riders should be mindful of those walking on sidewalks.

## **BULLYING/HARASSMENT**

Pretty Prairie USD 311 is committed to providing a positive and productive learning and working environment. *Hazing, harassment, intimidation, menacing or bullying by students, staff or parent is strictly prohibited and shall not be tolerated in the district in accordance with K.S.A. 72-8286.*

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

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

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

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

Each allegation of sexual harassment will be investigated by the administration and dealt with appropriately. Disciplinary action will follow the Behavior Matrix.

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means will be used to notify parents of cancellation, including the school district's communication system (i.e. text alerts, phone calls, and social media posts). The following media stations will receive notification no later than

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

## **CARE AND TREATMENT OF SCHOOL PROPERTY**

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

## **CAREER & TECHNICAL EDUCATION ACADEMY**

Junior and Senior students may apply to take courses through the Hutchinson Community College Career & Technical Academy. Most classes are for 3-units credit and students attend for three hours each day. A listing of courses is available through the school Counselor's Office and the HCTEA website. Students must apply through the Guidance

Office, generally the spring semester before attending, and final approval is made by both the HCTEA program directors and USD 311 Administration.

## **CELL PHONES & DIGITAL DEVICES**

### **Grade School**

Cell phones and other personal digital devices that are enabled with texting or voice service (i.e. iWatch, Fitbit, Garmon, comparable devices) are not to be used during school hours. Devices must be turned off and put away (bookbag) and are not to be used during the academic day. Device usage on a school bus is at the discretion of the bus driver or teacher/activity sponsor, and inappropriate usage of devices on buses will result in consequences (i.e. loss of usage of device on bus, loss of bus riding privileges, suspension, removal from activity). Violation of this policy will result in confiscation of said device by the classroom teacher or staff. Confiscated devices will be turned into the school office and school administration will return it to the student at the end of the day. Further offenses (including refusals or defiance to hand over devices to teachers or staff) will result in parent/guardian being contacted and the student will have consequences (i.e. detention, suspension, removal from class or activity the parent/guardian will need to pick up the device from the school office).

### **Middle School**

Cell phones and other personal digital devices that are enabled with texting or voice service (i.e. iWatch, Fitbit, Garmon, comparable devices) are not to be used during school hours. Devices must be put away (pocket or locker) and are not to be used in the classrooms or hallways. Watches may remain on wrists, but communication stops. Device usage on a school bus is at the discretion of the bus driver or teacher/activity sponsor. Disruptions/inappropriate usage of devices on buses will result in consequences (see behavior matrix). Violation of this policy will result in confiscation of said device by the classroom teacher or staff. Confiscated devices will be turned into the school office and school administration will return it to the student at the end of the day. Further offenses (including refusals or defiance to hand over devices to teachers or staff) will result in parent/guardian being contacted and the student will have consequences (see Behavior Matrix under Disrespect).

### **High School**

Devices are allowed only during passing periods and during their designated lunch time. Devices must be put away (pocket or locker) and are not to be used in the classrooms. Watches may remain on wrists, but communication stops in classrooms. Disruptions/inappropriate usage of devices on buses will result in consequences (see Behavior Matrix under Disrespect). Violation of this policy will result in confiscation of said device by the classroom teacher or staff. Confiscated devices will be turned into the school office and school administration will return it to the student at the end of the day. Further offenses (including refusals or defiance to hand over devices to teachers or staff) will result in parent/guardian being contacted and the student will have consequences (see Behavior Matrix under Disrespect).

## **CHILD ABUSE– see also MANDATORY REPORTING OF SUSPECTED ABUSE/ NEGLECT**

### **CLASS AND CLUB OFFICERS**

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

### **CLASSROOM PARTIES**

Classroom parties are permitted at various times throughout the year. Birthday treats are permitted, but please make arrangements with the teachers ahead of time. Using the classroom to distribute party invitations is not permitted unless everyone in the class receives one.

## COLLEGE COURSES

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

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

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

## COLLEGE VISITS

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

## COMPLAINTS AGAINST STAFF MEMBERS

Complaints from students, parents, and the community about a USD 311 employee will be brought to the employee's attention within 48 hours. Complaints should be handled in the following order, unless egregious in nature:

1. *Address the person with whom you have a complaint via email, phone call and or face-to-face conversation;*
2. *If the issue is not resolved, communicate the complaint with the building principal where the employee works;*
3. *If the issue is not resolved, communicate the complaint to the Superintendent;*
4. *If the issue is not resolved, communicate the complaint to the Board of Education.*

Anonymous complaints will not be considered unless criminal behavior is reported.

## COMPUTER AND INTERNET USE – see also TECHNOLOGY EQUIPMENT

Students shall have no expectation of privacy when using district e-mail or computer systems or when using other electronic devices and network. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by the staff and board of education. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

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

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

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



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

**Consequence of violations:**

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

**Internet Use**

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

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

- intentional disruption of network traffic, equipment or system performance
- use of the USD 311 computer communication network for commercial or financial gain or fraud
- gain unauthorized access to data files of others, or vandalizing data files of another user,
- gain or seek unauthorized access to resources or entities
- forging electronic mail messages or use of an account owned by another user, invading the privacy of individuals
- posting anonymous messages or material
- possessing any data which might be considered a violation of these rules in paper, magnetic or any other form

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

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

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

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

any time for any reason. USD 311 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer information network.

## CONSEQUENCES for BEHAVIOR

With any referral to the office, the student's parent/guardian will be notified either by phone or e-mail. All detentions must be served on the assigned date. Failure to do so will result in referral to the Principal and will result in double the assigned time as an Office Detention. Please see the Behavior Matrix as a guideline. The School Administration reserves the right to modify consequences on a case by case basis.

Office Detentions will be assigned by the office and held after school one day a week (Wednesdays) from 3:35 p.m. to 5:35 p.m. Assigned student detentions will be served by the student on the Wednesday of the following week. Students will report to the High School Office and will serve the time with the Principal or designated staff member. Student failure to attend an assigned office detention will result in double the assigned time to be served the subsequent week.

**72-6114. Grounds for suspension or expulsion; who may suspend or expel.** The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- (f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be 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.

## COURSE DESCRIPTIONS & CLASS SCHEDULE

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

## COURSE RECOVERY

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

## DANCES

Dances held/sponsored by Pretty Prairie High School are open to PPHS students and their date or guest. Each student will be limited to one date or guest and must have their date or guest approved, at least two days in advance, by administration. All dates and guests are subject to the same rules as high school students. Prom and banquet dates and guests shall be no younger than freshman and no older than 20 years. Student handbook defined dress code will be enforced.

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

## DRESS CODE

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

The district's dress code is designed and intended to ensure that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students dressed in alignment with the dress code can be free to learn and not face unnecessary barriers to school attendance. Students have the right to be treated equitably and with dignity. These rights extend to application and enforcement of the district dress code.

The restrictions included in the dress code are necessary to support the overall educational goals of the district and its schools.

### Students Must Wear:

- **Top**
  - Acceptable **Tops** include:
    - t-shirts, blouses, sweaters, sweatshirts, or dresses
- **Bottom\***
  - Acceptable **Bottoms** include:
    - jeans (rips/ holes may not show underwear, avoid sagging to show underwear)
    - athletic pants
    - shorts and skirts that are at least as long as a fist when the wearer's arms are relaxed at their sides
    - leggings (with shirts long enough to cover to top of thigh)
- **Shoes/ Boots**
  - Acceptable **Shoes** include:
    - tennis shoes (required in PE classes for safety reasons)
    - boots (not allowed in PE classes for safety reasons)
    - sandals
    - dress shoes

### Students may wear:

- Hats/ Headwear (only in outdoor classrooms AND on designated Spirit Week days)
- Hooded sweatshirts (hoods cannot be pulled up, over head)

### Students cannot wear:

- Violent Language or images
- Spaghetti straps/ tube tops/ crop tops
- Cut-off shirts with arm holes that show underwear or skin
- Images or language depicting weapons, drugs or drug paraphernalia, alcohol, nicotine products, illegal items, or illegal activities.
- Hate speech, threats, or profanity
- Overalls without a shirt underneath
- Images or language that creates a hostile or intimidating environment
- Material that is see through
- Clothing or accessories that may endanger the student or others

Students determined to be in violation of the dress code will report to the school office. Please see the Behavior Matrix under disrespect for consequences. Students who participate in certain classes (i.e. Science, FACS & Ag) and/or interscholastic activities will be expected to adhere to the personal appearance standards developed by their sponsors or coaches of those activities and as approved by the building principals.

BOE Policy: JCDB Dress Code: Neatness, decency, and good taste are guidelines of the district dress code. Students shall not be prohibited from wearing traditional tribal regalia or objects of cultural significance at a public event. A “public event” is defined to include but is not limited to, “an award ceremony, a graduation ceremony or a meeting of a governing body.” Approved 12/21

## **DRIVING**

Students with a valid driver’s license are allowed to drive to school. Parking is limited to legal parking spaces in the west parking lot and on Christy Street; students should not park in driveways or access areas around the buildings. Students are not to drive or be in their cars, without permission, during the school day.

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

## **DUAL CREDIT – see *COLLEGE COURSES***

## **EIGHTH GRADE PROMOTION**

Eighth grade promotion ceremonies and accompanying reception will be under the control and direction of school administration. Students must have all obligations cleared and be academically eligible with the school office to participate in promotion ceremonies.

## **EXTRACURRICULAR & SCHOOL-SPONSORED ACTIVITIES**

### **Conduct at School Events**

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

### **School-sponsored Activities:**

Students must be in good standing with the school to attend school sponsored activities. Those on in-school or out-of-school suspensions may not attend activities the day of any suspension unless the principal grants permission to do so. Students not participating in class fund-raising activities will be required to pay a fee to attend class activities such as: Senior Education Tour, Prom, and other class sponsored events.

### **Extracurricular Activities:**

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

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

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

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

An Ineligibility List will be ran every 3 weeks. Dates would be determined in advance and published. Students with an initial failing grade for the semester will be placed on a one-week probationary period. If at the end of the probation period the grade has not been raised to passing, the student will be declared ineligible. During the initial probation period only will a student be able to continue to travel and participate with the team in any contest. After the student’s probation period, a student failing one or more classes will be determined ineligible for the minimum length of 1 week and for as long as said grade(s) remain “failing”. An “Ineligible” student may not participate in any contests (games, meets, etc.). To become eligible, a student must bring their grade to a passing grade. This will be verified by the student obtaining a signed note from the teacher and school counselor, stating the student’s grade is now passing, and

then presenting this documentation to the head coach/sponsor and athletic/activities director. If a student is within the initial two weeks of ineligibility (not counting the initial probation period), the student can still practice with the team and can only travel with the team to contests as long as student does not miss school; the ineligible student must remain in all classes throughout the school day. If a student remains ineligible in the third week and beyond, the ineligible student will not practice with the team or travel with the team to contests.

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

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

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

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

## **FEES**

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

## **FIRE, TORNADO, AND CRISIS DRILLS**

Fire, tornado, and crisis drills are required by law and are held periodically so emergency response and/or evacuation of buildings can be accomplished as calmly as possible and without panic. When an alert for a drill is sounded, students are to walk quickly and quietly without books, materials, or supplies. Students should follow directions from staff and refrain from talking or visiting during the drill, and should remain together in class groups so teachers can account for all students and give any announcements necessary. Each room will have instructions posted as to the location of protected areas.

## **FUTURE FOCUSED - ADVISORY TIME**

This is a daily advisory and planning time provided to students for teachers to help them prepare for career exploration, course planning, post-secondary planning (workforce, technical school, or college), life skills, character building, and portfolio development (cover letters and resumes for mock interviews). Students from grades 7-12 will be at different stages of future planning, and each grade level has tasks and skill building. Teachers will work with students to help them prepare for student-led conferences each semester with their Parents/Guardians and Future Focused/Advisory Teacher.

## **GRADING POLICY**

Student grade cards will be provided to parents at the end of each semester. Student-Led conferences will take place twice each year in the fall and in the spring.

## GRADING SCALE

### Grades K-2:

3- Proficient  
2- Developing  
1- Emerging

### Grades 3-12:

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

## GRADUATION EXERCISES (Commencement Ceremony)

Formal public graduation activities will be conducted only at the high school level. Graduation exercises will be under the control and direction of the building principal. All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participation is denied for just cause by the Board of Education. In emergency situations, either the building principal or superintendent may deny or permit participation. Diplomas will be awarded when all obligations are resolved. A student not receiving a regular diploma may be granted permission by the building Principal to participate in graduation exercises.

## GRADUATION HONORS

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

## GRADUATION REQUIREMENTS

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

1 semester = .5 units of credit

4 credits of English: English I, English II, English III and 1 English or Communications elective  
3 credits of Social Science: American History, American Government and Social Studies 1 elective  
3 credits of Mathematics  
3 credits of Science: 1 course must be a lab course  
1 credit PE/Health  
1 credit Fine Arts  
½ credit Family & Community Services  
½ credit Computer Science  
8 credits of Elective Courses

**24 Total credits required for Graduation**

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

## GUIDANCE OFFICE

The guidance office and counseling services are designed to assist students in making the most effective use of their assets and in setting reasonable and attainable goals. Students wishing to receive help with class schedules, college information, career materials, scholarship information or credits as well as personal problems and concerns are encouraged to make appointments to see the school counselor. Students should make appointments to avoid missing classes.

## **GYMNASIUM AND WEIGHT ROOM**

The gymnasium and weight room must be used with direct staff supervision. Students are not to be in the rooms or using any of the equipment without direct supervision of a staff member. Students should not be on the gym floor in street shoes and/or boots. When enrolled in a PE course, students must wear athletic shoes for safety purposes.

## **HAZARDOUS WASTE INSPECTION AND DISPOSAL**

### **Inspection:**

Regular inspection of district facilities for hazardous waste shall be conducted by Custodial Staff. Written records of these inspections shall be maintained.

### **Disposal:**

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal rules and regulations, or current law.

### **Rules:**

The superintendent shall develop written rules and procedures for notifying district administrators that hazardous waste has been discovered and/or produced and rules for reporting the proper disposal of waste. These rules and regulations shall be distributed to all staff members in classified and certified handbooks. (BOE Policy EBBA)

## **HEALTH ROOM / MEDICATIONS**

A health room is available when a student becomes ill at school. A student must have permission from the teacher or the office before going to the health room. The school does not have a nurse on staff. School staff are not allowed to give medicines, give treatments, or make a diagnosis- this includes pain relievers (aspirin, ibuprofen, etc.) and cough drops without parental permission. The staff only provides first aid when needed. No student will be sent home until parents or other responsible persons have been notified. Each student must have a person's name and phone number on file in the office to call in case of illness or emergency.

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

## **HONOR ROLL**

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

## **IMMUNIZATION REQUIREMENTS**

Students enrolling in Kansas schools for the first time will present evidence that required immunizations have been received and are current OR that a medical or religious exemption has been claimed. Evidence of above information will be provided by a signed Kansas Certification of Immunization (KCI). The only exemption allowed is pupils transferring into this district within the past three months and who are awaiting transfer of records. Parents of students not meeting minimum immunization requirements shall:

- Present a signed statement that such inoculations are in the process of being received and will be complete in 90 calendar days after admission to school
- Be notified in writing 45 calendar days after school entrance to complete required immunizations
- If necessary, be notified a second time after 80 days of school as a reminder to complete required immunizations
- Be notified in writing by the building principal if student has not completed his/her immunizations within the 90 day time period that said student will be excluded from school attendance until immunization requirements are fulfilled and evidence (KCI) is submitted

## LIBRARY

Library hours are 8:00 a.m. to 3:35 p.m. Students going to the library must have a library pass signed by their classroom teacher. The pass must be signed by the librarian when the student is ready to return to the classroom. Books may be checked out for three weeks and are renewable. A student may request an extended due date at check-out time, if necessary. Overnight books that are checked out should be returned by first period the following day. When library materials are lost or damaged, replacement cost is charged. Current periodicals and newspapers may be checked out for one day. Students with overdue interlibrary loan books will be assessed a fine of 10¢ per day. Interlibrary loan books will not be ordered or checked out to students who have overdue items or outstanding fines. Other overdue library materials on loan to students will be assessed a fine of 5¢ per day. Candy, food, and beverages should not be brought into the library.

## LOCKERS

(BOE policy JCAB) Lockers belong to the school, they are under the supervision of school officials, they are subject to periodic announced or unannounced searches and students are only to keep items needed to conduct their business as students and athletes in their lockers.

At the time of enrollment each student is assigned a locker with a lock. It is the student's responsibility to secure his/her belongings. Students are cautioned not to leave money or valuables in their lockers. The students, not the school, are responsible for student valuables. Lockers are to be kept clean and tidy at all times. Students may decorate the inside of their lockers with easily removed pictures or personal items. No pictures of alcohol beverages, tobacco products, drug paraphernalia, drugs, scantily clothed human bodies, or anything which might be considered objectionable shall be put in or on the lockers.

## LUNCH PROGRAM

USD 311 participates in the National School Lunch Program (NSLP). Breakfast & Lunch are available to students every day that school is in session. Participation in the lunch program qualifies the district to receive reimbursement from the USDA for each meal served to eligible students. In return, the district must serve lunches that meet federal requirements, offer reduced price and free lunches to eligible students and follow federal fiscal and administrative guidelines.

**Free & Reduced Lunch Applications:** will be available to all families at enrollment and are available throughout the school year in the school offices. Eligibility for this program is set by the USDA and is based on family size and household income.

**Payment Policy:** All students purchasing school breakfasts, lunches or a la carte items are required to have a positive balance on their lunch account. Student lunch account balances can be viewed in PowerSchool or obtained from the building secretary. Payment should be made to the building secretary BEFORE the account goes negative.

### Unpaid Meal Charges

The district's meal charging requirements are as follows:

A charge account for students paying full or reduced price for meals may be established with the district. Payments for school meals may be made at the school or district office. The parent/guardian is responsible for prepaying the student's account. When meal accounts get low and/or fall delinquent, the building secretary will communicate with the student and parent/guardian, and payment reminders will continue to be sent home with the students. Staff will maintain records of how and when the messages are communicated. The grace period amounts are as follows.

#### Reduced Paid Meals

PreK-4 \$ -3.00  
5-12 \$ -3.00

#### Full Paid Meals

PreK-4 \$ -14.25  
5-12 \$ -15.00

After the grace period amount has been reached, the school principal will communicate with the parent/guardian to speak of the delinquency and to ask that sack lunch(es) be sent with the student until the delinquent account is paid. Those who have charged the maximum allowance (double the grace period allotments) and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a sandwich, fruit choice and milk choice. The district office staff will call the parent/guardian to discuss repayment of the delinquent account.



**Lunch Procedure for GS:** All students will report to the grade school lunchroom. After eating, students are to remain in the lunchroom until dismissed. Disruptive behavior during the lunch period will not be tolerated and will be dealt with accordingly by the lunch room monitor.

**Lunch Procedure for MS/HS:** All students will report to the high school lunchroom. After eating, students are to remain in the lunchroom until dismissed. Students are not allowed to reenter the school building during their lunch period. Disruptive behavior during the lunch period will not be tolerated and will be dealt with according to the Behavior Matrix under Disrespect.

See BOE policy EE for more information.

## **MAKE UP WORK**

USD 311 Board of Education Policy states that it is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. See Attendance Policy #6 and #14c. There is a direct correlation between school attendance and student success in the classroom. However, at times students will be required to miss school. At these times, it is important that make-up work is properly completed and in a timely manner. To achieve this, students who are absent should communicate with their teachers immediately when they return to school. It is the student's responsibility to initiate this communication process. The amount of time allowed to complete missed work and the amount of credit is up to the discretion of the teacher, for that particular class. A reasonable amount of time for makeup might be interpreted as the number of days absent plus one day; however, if the absence is unexcused, makeup time will be a two hour detention and the assignment must be completed during that time for the teacher to consider awarding any credit percentage. Culminating Assignments with set due dates should be handed in upon return to class. Exceptions will be made only in cases of prolonged illness or other valid circumstances approved by the administration.

## **MAKE UP WORK & ABSENCES DUE TO SUSPENSION**

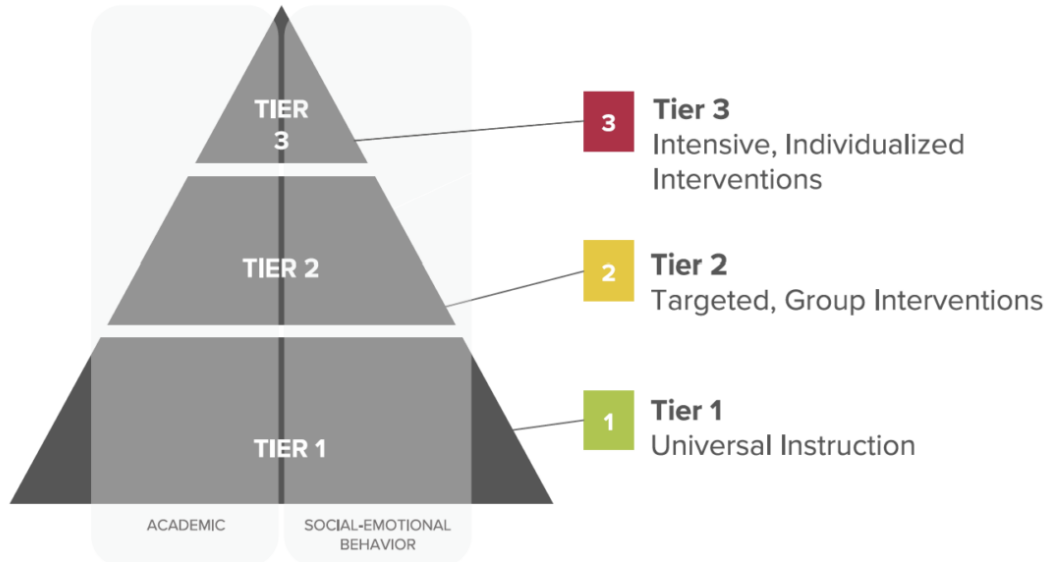
Students will be allowed to make up major assignments and tests. Credit will be given for daily work missed during suspension. However, suspended students must contact the school office to obtain assignments, and those assignments will be due when the student returns to classes. USD 311 Board of Education Policy JDD states that the days a student is suspended or expelled shall not be counted as unexcused absences in allowing make-up work, since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion. However, the time allowed for make-up work due to a suspension or expulsion can be less time than allowed for an excused absence.

## **MANDATORY REPORTING OF SUSPECTED ABUSE/NEGLECT**

Every physician/ surgeon, including doctors of medicine and dentistry, licensed osteopathic physicians, certified psychologists, doctors of chiropractic, residents, interns, social or case workers, examining, attending, or treating a child under the age of eighteen (18), and every registered nurse, or school nurse, examining, attending, or treating such a child in the absence of a physician or surgeon, and every teacher, school administrator, or other employee of a school which such child is attending, and having reasons to believe that such child has had serious injury or injuries inflicted upon him or has as a results of abuse or neglect, shall report the matter promptly to the juvenile court of the county in which such examination or attendance is made, treatment is given, or school is located. (House Bill No. 1096 passed by the 1970 Session of the Kansas Legislature.)

## MULTI- TIERED SYSTEM OF SUPPORTS (MTSS)

USD 311 will implement a Multi-Tiered System of Supports (MTSS) for our students in all our buildings. Here is a graphic that explains the tiers of this process.



To explain the MTSS tier system, let's use a dentist office analogy.



**Tier 1** is what **EVERYONE** does to care for their teeth- brushing, flossing, mouthwash, etc. **Tier 2** is a few of the specialty aspects of dentistry that are needed for some patients. For instance, a patient has a toothache and visits the dentist. X-rays are taken and the toothache is a result of a cavity. The dentist will meet with the patient, repair the cavity and then send the student back to Tier 1 duties of brushing, flossing, etc. **Tier 3** is for the patient who has a rare situation where the cavity damages the root to the tooth so severely that a root canal is needed. Now the patient goes through a more intensive procedure with the dentist. Again, once the procedure is completed, the dentist would release the patient to go back to Tier 1 duties.

**Now, let's look at the MTSS tier system as it is used in a school setting.**

**Tier 1** is the curriculum and/or resources we use to teach **ALL** students- it's the daily lesson, assigned task or project, homework practice, etc. **Tier 2** is implemented when the teacher recognizes that a few students are struggling with a skill or concept and finds time to assist them by re-teaching and/or using new strategies or activities than Tier 1. Once the student has mastered the skill or concept, he/she goes back to Tier 1 duties. **Tier 3** occurs when a student does not learn or improve when Tier 2 strategies are implemented. Tier 3 requires more data to pin-point what a student needs in order to be successful. When the skill and/or concept is mastered, the student returns to Tier 1 duties.



**MTSS Tier 1 – Universal Instruction:** The high-quality classroom instruction that all students receive. This tier encompasses best practices, differentiated instruction, and is constantly refined by what is working at MTSS Tier 2 and MTSS Tier 3. Typically, districts aim to see 80-90% of students in MTSS Tier 1.

**MTSS Tier 2 – Targeted, Group Interventions:** The evidence-based supports provided to students who are identified as struggling. Tier 2 interventions are typically implemented in small group settings, based on a similar need identified through assessment and for the sake of systematic efficiency. Districts typically expect to see 5-15% of students in Tier 2.

The difference from Tier 1 to Tier 2 is increased time, smaller groups of students and/or narrowed focus of instruction.

**MTSS Tier 3 – Intensive Individualized Interventions:** The supports implemented for students not responding to Tier 2 supports or who demonstrate a more intense need. Usually, districts expect to see 1-5% of students in Tier 3.

The difference from Tier 2 to Tier 3 is more frequent, intense, and individualized interventions.

source: ([www.illuminateed.com](http://www.illuminateed.com))

***MTSS groups are very fluid and students can move in and out as needed. These tiers are part of a system that compliments highly effective teaching strategies in the classroom, so it is likely that many students will fluctuate between in Tier 1 and Tier 2, depending on the skills and concepts needed to be learned. COVID has created gaps for all learners and MTSS is a great response to help with those gaps.***

### **What does the MTSS process look like from start to finish?**

For the 23-24 school year, USD 311 will utilize Fastbridge which will serve as our diagnostic screener in the areas of Reading and Math. These screenings are assessments that the students will take at the beginning of the year to give us baseline data. These assessments feed reports that the teachers and administrators will utilize to help drive MTSS groups. MTSS groups will be utilized to fill gaps that are identified through Fastbridge and through classroom observations by teachers. These groups will be fluid as students master skills and concepts they need.

The students will be screened again in December, using the same Fastbridge diagnostics, to see areas of growth and identify areas that need improvement. In addition, the December data will help us adjust tiered groups for MTSS time. At any point, teachers can utilize classroom data to differentiate within their classrooms so that there is time dedicated to specifically addressing skills and concepts students are struggling with. Teachers can also utilize MTSS to have students get help during that time as well.

In April, the final round of Fastbridge assessments will take place. Data reports will show the growth the students have made during the year.

### **Why is MTSS something we need at school?**

*The most important piece of the MTSS puzzle is understanding that it is in place to help students. We know that COVID has created gaps in learning and MTSS will help give us the time to repair those gaps for our students.*

*In addition to the need for MTSS, it is a state mandate for schools to utilize time during the day for a tiered system in order to fulfill the Every Student Succeeds Act (ESSA) requirement for individualized student success.*

### **Does the school still have Title services?**

Yes, we still offer Title services for students who need additional instruction and learning support. Title services provide instructional opportunities for students in addition to the regular classroom. In many cases, Title students are learning the same information twice in one day for extra reinforcement of foundational skills.

MTSS serves as a system available to all students who either need a quick fix for their learning needs and/or more intensive strategies for success. While similar to Title services, MTSS is available for all students and does not require parent permission for services since the tiered system is an extension of the classroom and groups have the ability to be fluid and flexible.

### **How do I know if my child needs MTSS assistance?**

Every student will be included in an MTSS group- some for intervention and some for enrichment. Groups are fluid and will be changing throughout the year to accommodate student needs.

Whenever there are significant learning delays or struggles that seem to hinder a student from progressing any further, protocol for Individualized Educational Program referrals would be implemented and parents would be notified and included in the process.

### **How can I learn more about MTSS?**

Please visit the following website to learn more: <https://www.illuminateed.com>

A simple Google search for MTSS will get you more information.

### **Who should I contact if I have questions about MTSS?**

*Classroom teachers and/or administrators will be the best resources for specific questions with MTSS and how it looks for USD 311.*

## **NOTICE of STUDENT INFORMATION POLICY**

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

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

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

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

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

## **OFFICE TELEPHONES**

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

## **PEP BUS**

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

General guidelines are listed below:

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

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

## **PERMISSION to LEAVE CLASSROOM**

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

## **POWERSCHOOL**

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

## **PUBLIC DISPLAYS of AFFECTION**

Proper relations between students are expected at all times during school and at school sponsored events. Displays of affection other than holding hands will not be acceptable. Disciplinary action will result from improper displays (see Behavior Matrix under Disrespect) of affection.

## **PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS**

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

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

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

## **RELEASE OF STUDENT INFORMATION FOR RECRUITMENT PURPOSES**

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

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

## **SCHOOL BUS SAFETY**

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

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

According to state rules and regulations and because of insurance coverage, students are to be discharged only at regular bus stops. Stops for personal activities should be handled by the parent.

## **SCHOOL BUS REGULATIONS / STUDENT DISCIPLINE ON BUSES:**

1. Students shall board the bus without crowding and pushing, and shall remain seated while the bus is in motion.
2. Students shall not extend arms, legs, or heads out of windows.
3. Students shall not talk to the driver while the bus is in motion.
4. Students shall not open bus windows except when permitted by the driver.
5. Students shall not mar or deface the bus or its equipment. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
6. Students shall not indulge in fights or scuffles, throw any objects from bus windows or use profane language.
7. Books, lunches and other objects shall be kept out of the aisles.
8. Students are expected to be at the assigned bus stop at the scheduled time. Buses will enter lanes only at turnarounds and in bad weather. Special cases for entering lanes will be considered.
9. Buses will not stop on the highway to discharge students after an activity trip.
10. Students not going home on the school bus, wanting to leave the bus at another destination along the same route, or planning to ride a different bus, must bring a written parental request to the building principal prior to departure.
11. Students are not to leave building to load on buses until all buses are in their stall, even though the the dismissal bell has rung.
12. Students are not permitted to leave the bus until they have reached their home unless they have permission from the office.

13. No pop or candy shall be eaten on the bus during the regular route.
14. Be courteous and responsible passengers at all times. Help look after the comfort of small children.

## **SITE COUNCIL**

The School Site Council is responsible for providing advice and counsel in evaluating state, school district and school site performance goals and objectives and in determining the methods that should be employed at the site to meet these goals and objectives. Parents and community members are asked to serve on the site council by the school administration. The council meets quarterly during the school year. Meetings are open to the public.

## **STUDENT CLASSIFICATION for HS STUDENTS**

To be classified as a Sophomore, a student must have successfully completed 6 units of credit. To be classified as a Junior, a student must have successfully completed 12 units of credit. To be classified as a Senior, a student must have successfully completed 18 units of credit. One Semester = .5 unit of credit. Student Classification is primarily used for KSHSAA purposes.

## **STUDENT CONDUCT**

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

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

Students are to pass in an orderly manner in the halls and throughout the buildings at all times. Students are expected to be responsible for self-discipline. Pushing, shoving, wrestling, loud talking or shouting, or cell phone use will not be acceptable (see Behavior Matrix under Disrespect).

## **STUDENT COUNCIL**

**Grade/ Middle School:** Student Council members will be elected in the Fall. Students must maintain a 2.0 GPA, or higher. Students must have acceptable attendance. Students must display appropriate behaviors. Lower GPAs, poor attendance and office referrals may result in dismissal from the organization.

**High School:** Student Council members will be selected through an interview process in the Spring of the prior school year. Those seeking membership in the student council must have a 2.0 GPA and be failing no classes. Students falling below this requirement will be replaced on the council. Students council members breaking school rules will be removed from their office and replaced by the other council members. The sponsor and administration will determine if the offense merits dismissal.

## **TECHNOLOGY EQUIPMENT**

All students will be issued an iPad or a Chromebook for school use and charged a yearly maintenance fee. All Chromebooks are the property of USD 311. Use of this equipment in school falls under the guidelines of the school's Acceptable Use Policy for Technology. Students will be required to sign a Technology Usage Agreement, detailing the terms of use. Chromebooks that need to be repaired due to any action other than an accident or hardware failure will be \$25. Lost chargers will be \$15. The IT administrator will make recommendations to the office for billing.

## **TOYS AND VALUABLES**

Items such as electronic devices, expensive jewelry, and large amounts of money are NOT to be brought to school without prior approval from the principal or from the child's teacher. Additionally, students should not bring toys or other play items to school unless they have specific permission from school staff to do so, as these items are often a distraction to students and frequently cause conflicts with peers. Additionally, students who ride bicycles, scooters, or skateboards to school must leave them in the assigned area when arriving upon school grounds, or they will not be permitted to continue using those items.

## **TREATMENT OF SCHOOL PROPERTY**

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

## **VISITORS**

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

## **WEAPONS POLICY**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item used as a weapon or destructive device, or any facsimile of a weapon.

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

As used in this policy, the "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce; mine, or other device similar to any of these devices.

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

## **WITHDRAWAL OF STUDENTS**

Any student wishing to withdraw from Pretty Prairie High School must report their intentions to the main office. A record is made of books checked in, equipment checked in and settlement of all bills owed or credited to their account. Students under the age of 17 must have a parent/guardian officially withdraw them.