

PIKE VALLEY JR/SR HIGH SCHOOL



PARENT/STUDENT HANDBOOK 2022-2023

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Mission Statement

Pike Valley Jr./Sr. High School will empower students to meet the challenges of the 21st Century in a positive environment where students can learn, develop, and mature.

Introduction

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Pike Valley Jr./Sr. High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract”. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in this handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The administration and faculty are sincerely interested in making this year one in which you will attain the maximum in educational growth and development. We hope you realize to the fullest extent, the pleasures that come only during the years spent in school. Success in school is directly dependent upon the amount of effort and cooperation you give your work and the entire program of the school. Best wishes for a very successful year.

Nondiscrimination in Education Programs and Activities

In compliance with Federal, State, and Local rules, laws, regulations, and policies, Pike Valley Jr./Sr. High School and its employees shall not discriminate on the basis of sex, race, color, national origin, religion, age, or disability in any of the educational programs or activities that it operates. It is the intent of the Pike Valley Jr./Sr. High School faculty, staff, and administration to comply with both the letter and spirit of the law to insure that discrimination does not exist in the school policies, regulations, or operations. Specific complaints of alleged discrimination should be referred to:

Mr. Steve Joonas, Superintendent
Pike Valley Public Schools USD 426
100 School Street
Scandia, KS 66966
(785) 335-2206

Child Find

Pike Valley High School has the responsibility to identify, locate, and evaluate all children (birth through age 21) with disabilities regardless of the severity of their disabilities, and who are in need of special education related services. If you have questions or concerns about a child, please contact the Superintendent of Schools or High School Principal (785) 335-2206 concerning the district's special education referral process.

SECTION ONE ACADEMIC INFORMATION

Academics and Credit Requirements

Credit Requirements

The definition of a credit shall be as follows:

Credit-a classroom subject which meets each day for a full period for the year shall be one (1) credit.

Academic Assistance Committee

AAC is a teacher-staffed after-school program from 3:20 p.m. until 4:30 p.m. in the designated location for high school students. Students may elect to use AAC for additional help or tutoring when they so desire. Students who receive an F OR two D's on a weekly eligibility list will automatically be assigned to AAC.

AAC takes precedence over extracurricular activities, but a student may attend the remainder of a practice after being dismissed for the day from AAC. Bus riders assigned to AAC are responsible for providing for their own transportation unless a bus is already scheduled. Students are assigned to AAC for a whole week, and will only be excused when the assigning teacher has signed a check out form and the form is turned in to the AAC supervisor.

AAC students who are on eligibility policy probation weeks (the first three weeks of each semester) will need to attend AAC before attending practice, but will be allowed to participate in competitions. AAC students who have used their probation weeks are ineligible for competition according to our eligibility policy.

Students missing AAC will be assigned to ISS.

Commencement Policies

High school graduation is an important milestone, signifying the transition into the next stage of life. This is an event that occurs only one time in an individual's life. As such, it should be regarded as a solemn occasion and all involved should act to protect and promote the integrity of this ceremony.

In order to promote and protect the integrity of the commencement ceremony, seniors must meet the following guidelines in order to participate:

1. Must meet all state and local graduation requirements. These requirements must be completed by the end of the Monday before commencement. Students and parents will be notified as soon as possible if requirements are not satisfactorily met.
2. Participants shall dress in an appropriate and dignified manner. (Including dresses, dress slacks / shirts and dress shoes).
3. All financial obligations to the district shall be paid in full.

Requirements for High School Graduation

25.5 credits are required to graduate. 15.5 credits will be from within the core curriculum which is listed below in the "Core Curriculum" section.

Parents shall be notified when a student is ineligible to receive a diploma after seven (7) semesters of attendance. A student ineligible to receive a diploma after completion of seven (7) semesters of attendance will be allowed to participate in the commencement exercises, but will be awarded a Certificate of Attendance. If the student completed eight (8) semesters of attendance and is still ineligible to receive a diploma, that student shall be awarded a Certificate of Attendance. There shall be no distinction made between students receiving a Certificate of Attendance at the spring commencement exercises. A student receiving a Certificate of Attendance shall have the option of returning to school and completing the requirements for a diploma.

Promotion and Retention of Students

Upon satisfactory completion of the requirements of the grade level, students attending the seventh and eighth grades of the Pike Valley High School shall advance to the next grade.

Students may be required to repeat the same grade provided that the student's building principal believes that the student will benefit from repeating the grade. If retention of a student

is considered, a careful study of the needs of the student shall precede any decision relative to the retention. The building principal in basing his/her decision to retain the student may include, but is not limited to a conference with the student, the student's parents or guardian, the student's teacher(s) and the guidance counselor. Adequate testing of the student shall be performed to determine if the leading difficulty of the student could best be served in a special education program. The final decision for the retention of a student shall be made by administration.

Core Curriculum:

The following subject areas are required or recommended as part of the core curriculum:

English/Language Arts: Four (4) credits required: (4 years)

- English I
- English II
- English III
- English IV or College English

Mathematics: Three (3) credits: (3 years)

Science: Three (3) credits required: (3 years)

*Biology shall be required.

Social Science: Three (3) credits. (3 years)

*American History and American Government shall be required for four of these credits

Personal Health and Physical Fitness: One (1) credits. (1 year)

Visual and Performing Arts: One (1) credits. (1 year)

Financial Literacy: five tenths (.5) credits. (½ year)

Foreign Language: Four (4) credits are recommended if a student plans on attending a four year college. Students should check potential college choices for entrance requirements.

College or Online Classes: Not required, but is recommended to all students.

With parental and administrative permission, seniors who are on track to complete the graduation requirements prescribed by the USD 426 Board of Education are eligible to enroll in college courses either on or off of the high school campus. The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit. Dual credit courses offered on the high school campus are also available to juniors meeting enrollment prerequisites.

Students enrolled in college courses away from the high school campus are expected to be in attendance at the high school during all times they are not attending their college classes. In addition, these students shall be enrolled and attending classes at PVHS for a minimum of one-half the school day.

Students enrolled in college courses shall be responsible for the payment of tuition for enrollment at the postsecondary institution and for payment of the costs of books and equipment and any other costs related to enrollment and attendance at a postsecondary institution. Students participating in KSHSAA sponsored activities must continue to meet eligibility requirements.

Alternative Sources for Credit:

It is possible to earn credit toward graduation through enrollment in virtual courses or other forms of curriculum delivery. Credit for these courses can only be applied toward graduation with prior approval of the principal and guidance counselor.

Electives

The remaining ten (10) credits needed to complete graduation requirements shall be selected from subjects offered within the high school curriculum. This will depend on whether the student takes Foreign Language.

Dropping or Adding Subjects

Students may not drop, discontinue, or add subjects without permission of the counselor.

Students wishing to drop, discontinue, or add a subject must complete the following steps within the first three (3) days of the semester:

1. Receive approval from their parents
2. Consult with the instructor of the subject to be dropped or added
3. Secure the proper paperwork from the counselor and receive permission from the counselor.

A student who enrolls in a two-semester subject will be expected to complete both semesters. However, if a student is removed from a class after the first week of the semester, he/she will fail the semester, receive a "0" and be reassigned for the remainder of the semester.

Reports to Parents

Parents/Guardians of students should monitor their students' grades via the Pike Valley Jr./Sr. High School online website, or via PowerSchool. Each child will receive a username and password at the beginning of the school year. You can also utilize the PowerSchool app on your smartphone to view grades.

Grade Cards

Following the end of each semester (18 weeks), grade cards will be given to students. The grade cards are to be taken home.

Grading Scale

Letter grades will be assigned based on the following percentages:

A+ 100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 or below
A 94-99	B 83-86	C 73-76	D 63-66	
A- 90-93	B- 80-82	C- 70-72	D- 60-63	

Honor Roll

The Honor Roll, which is designed to recognize student achievement, is divided into following criteria:

A Honor Roll: 4.00 GPA

High Honors: 3.76-3.99 GPA

Incompletes

An incomplete nine weeks or semester grade may be carried for a maximum of one week (five school days). If course work is not completed within this time, a failing grade will be recorded. In case of extenuating circumstances with the principal's approval, arrangements may be made with teachers to extend the amount of time for completing course work.

Semester Test Policy

All students in grades 9-12 will be required to take a semester test in each class.

Teacher-Aide Periods

Seniors may serve as a teacher-aide for one (1) period per day if they have a 90% or above cumulative GPA. Entry will be made on their transcripts showing units and grades, but no credit toward graduation will be granted for grades received. Grades will not be averaged for honor roll or class rank.

SECTION TWO BASIC SCHOOL RULES AND GENERAL PRACTICES

Academic Eligibility

In order to be considered eligible to participate in the school's activities programs, the student must meet all requirements established by the Kansas State High School Activities Association and the local Board of Education and be a student in good standing at Pike Valley Jr./Sr. High School. The administration reserves the right to declare a student ineligible if academic performance or personal conduct is deemed unacceptable. Students under penalty of suspension are not in good standing and are not eligible to participate in extracurricular activities or attend school sponsored events.

To meet KSHSAA requirements for academic eligibility, the student must have passed a minimum of five (5) subjects of unit weight the previous semester and be enrolled in five new

subjects of unit weight during the current semester. Teachers will update grades on a weekly basis for eligibility purposes.

Eligibility List

Unified School District 426 and Pike Valley High School have established this weekly eligibility policy that shall pertain to all students and effects participation in all extracurricular activities and school sponsored events:

- Teachers are required to update grades each week for eligibility purposes.
- Grades will be checked weekly after the third full week of each semester. (Three weeks will establish a pattern of grades.)
- Grade checks will be performed using PowerSchool at 9:00 a.m. each Monday morning or the following day if school is not in session. Note: Instructors must update grades by 8:10 a.m. each Monday morning.
- Students not passing any class after a weekly grade check will be ineligible to participate in any extra-curricular activities for a period of one week.
- Eligibility or ineligibility shall begin on the day (typically Monday) of the weekly grade check and run through the following Monday at 9:00 a.m.
- Students who are deemed ineligible under this policy will be allowed to continue to practice, but will not be allowed to miss school to travel with the team or activity.
- All "D" and "F" grades will be reported to the office. These grades will be cumulative for the current grading period.
- A student may not have an "F" and remain eligible for extracurricular activities. For purposes of determining eligibility, **two "D's" will be considered equal to one "F."** **An incomplete will be considered an "F."** Any student that does not meet eligibility requirements will be notified by the individual running AAC.

Accidents

A report is to be filed with the building principal of all accidents involving teachers and/or students. All accidents, including vehicle accidents, in which teachers are involved while performing services for the school district shall be immediately reported to the Superintendent.

Announcements and Bulletins

Announcements are emailed to all students and staff by mid morning.

Attendance Philosophy

The philosophy of Pike Valley Jr./Sr. High School is that numerous studies have established the existence of a direct relationship between attendance and the degree of success one experiences. Regular attendance at school helps to maximize the students' opportunities for learning while contributing to the development of sound work habits that will carry over into life beyond high school. Although it is generally possible to make-up missed assignments, it is impossible to "make-up" the missed interactions and hands-on activities that take place in the classroom. No amount of reading or completion of written work can replace these missed learning opportunities.

Attendance Individual Responsibilities

The Kansas State Department of Education now utilizes an online data collection system that requires schools to maintain accurate and up-to-date attendance records for all students enrolled. School officials, parents and students each have certain responsibilities to help ensure that regular attendance and accurate documentation of absences are maintained.

School Administration:

1. Establish the necessity of a student absence and make a determination as to whether the absence is excused or unexcused.
2. Communicate with parents or legal guardians when attendance becomes a concern as outlined in the attendance policy.
3. Establish appropriate consequences for excessive absenteeism. (Consequences may include, but are not limited to detention before or after school or Saturday morning detention)
4. Make truancy reports to the appropriate authorities as prescribed by current state statutes.
5. Make an annual review of the attendance policy and make recommendations to the Board of Education as revisions become necessary.

School Faculty and Staff:

1. Maintain accurate attendance records for all students during each period of the school day.

Notify the office if the attendance status of a student is in question.

Parents/Guardians:

1. Provide school officials with accurate and up-to-date contact information for themselves and emergency contacts.
2. Provide school officials with names of individuals authorized to excuse their children in the event the parents/legal guardians are unavailable.
3. Contact the school by phone, fax or in person when their child will be absent from school. **Contact by 9:00 am the day of an absence is required.**
4. Provide written documentation within 24 hours of the student's return to school outlining the reason and date(s) of the absence. The note must be specific. (A note merely saying "please excuse ..." is not sufficient)
5. Notify the school in writing at least one day in advance for upcoming absences for such things as medical appointments, funerals, and other types of obligations that cannot be fulfilled outside of the school day.

6. Help ensure that your child goes to school prepared for the entire day. Student phone calls requesting permission to leave school because of forgotten items are highly discouraged.

Students:

1. Report to the office immediately upon returning from an absence.
2. Present the written documentation pertaining to the absence provided by the parent/guardian.
3. Submit advanced absence requests to the office at least one day prior to an upcoming absence.

Attendance Policy

It is the goal of the Board of Education and the administration to develop and implement a policy that encourages regular attendance by all students. In keeping with its philosophy, the USD 426 Board of Education has adopted the following attendance policy for Pike Valley Jr./Sr. High School students.

Definitions:

1. **Excused absence** – the student absence was for acceptable and legitimate reasons and a parent/guardian provided required contact and documentation relating the reason for the absence. Students are allowed to make up missed assignments for credit.
2. **Unexcused absence** – the student absence was not for a legitimate reason or there was no contact or documentation from a parent/guardian. Students will have the opportunity to receive credit for missed assignments and truancy statutes will apply.
3. **Emergency or unforeseeable absence** – an absence due to circumstances that are beyond the student or parent/guardian's control. A parent/guardian must contact the school and provide required documentation before the absence can be excused.
4. **Advance absence** – An absence for purposes that are known in advance, such as medical or legal appointments. A written request for an advanced absence shall be made at least one day prior to the absence.

As a general rule, the following circumstances are considered to be legitimate reasons for being absent from school. The building principal is responsible for the final determination.

Emergency or unforeseeable absences:

1. Illness or medical condition that prohibits attendance. (Long term illness must be verified by notification of a doctor)
2. Serious illness or death of an immediate family member. (Communication is important)

3. Other unforeseeable events with principal approval on a case-by-case basis.

Advanced absences:

1. Medical/dental/optometric or legal appointments that cannot be scheduled outside of the school day. (Appointment cards must accompany the student upon return and be given to the attendance clerk)
2. Attendance of approved school related activities.
3. Other circumstances with principal approval on a case-by-case basis.

In order to encourage regular attendance and discourage excessive absenteeism, the following guidelines will be observed related to all absences:

1. In the event of an emergency or unforeseeable absence, a parent/guardian shall contact the school by 9:00 am on the day of the absence and provide the reason for the absence and the anticipated amount of time the student will be gone. A parent/guardian shall also provide the school with a written note within 24 hours of the student's return to school. The note shall contain (a) the reason for the absence, (b) the date(s) of the absence and (c) a parent/guardian signature. If a parent/guardian is unavailable, the emergency contact person shall contact the school and/or provide written documentation.

2. For an advanced absence, a parent/guardian shall make a written request at least one day prior to the student's anticipated absence. The request will consist of (a) the reason for the absence, (b) the anticipated time the student will be gone from school, and (c) a parent/guardian signature.

3. Each student will be allotted a maximum of seven (7) days of excused absences per semester. Any absences beyond that limit will be considered unexcused and truancy statutes will apply. Students absent for two to four class periods will be counted as absent ½ day. Students missing five or more class periods will be counted as absent for a full day.

4. The parent/guardian of a student with more than seven (7) days of absences in a semester may file an appeal with the USD 426 Board of Education. If an appeal is filed, an attendance hearing will be held during the next regularly scheduled Board of Education meeting or during a special meeting if circumstances warrant. Those attending the hearing shall be the members of the USD 426 Board of Education, the Building Principal, the parent/guardian making the appeal, and the student. The hearing will take place in executive session in order to protect the privacy rights of those involved.

5. Aside truancy reporting, students with unexcused absences may be subject to the following sanctions; (a) detentions before or after school, (b) Saturday morning detention, (c) exclusion from attending or participating in extra-curricular activities, and/or (d) in-school suspension.

6. Students with unexcused absences **MUST** make up time for time. If a student misses a full day unexcused they will make up a full day. If they miss a half day they will make up a half day. If they miss 1-2 hours they will make up hours missed. A student that owes time

will be considered a STUDENT NOT IN GOOD STANDING. A STUDENT NOT IN GOOD STANDING may not do the following: attend or participate in KSHSAA event or school sponsored activities, attend or participate in any choir/band performance, attend or participate in any school dance including prom, attend any school day field trip, and travel on any trips.

6. Parents/guardians will receive written notification when a student reaches five (5) days of absences for the semester or when their child is in danger of violating applicable truancy statutes.

7. In the case of extreme circumstances involving extended absences, the building principal retains the right to deem absences as excused without an appeal to the Board of Education. In such instances, the parent/guardian shall request a conference with the building principal and counselor to develop a plan to minimize the negative academic impact of the extended absence.

Make-up Work

As a general rule, students that must miss class time due to participation in authorized school activities do not require extra time to complete assignments given during their absence. These students should be aware of when they will be gone and are responsible for making inquiries in **advance** of their absence.

Students with excused absences, as defined above, will have two (2) days for each day absent to make up the assignments missed due to the excused absence. For example, a student with two consecutive days of excused absence will have four (4) days to make up work for all classes, starting with the day they return to school.

Upon their return to school, students must contact all teachers to determine what make-up work must be completed.

Unexcused Absences

All other absences are unexcused unless the student was given prior approval by the principal. Students will not be permitted to make-up work missed due to an unexcused absence. For each assignment missed due to an unexcused absence, the student will receive a grade of zero (0) which will be averaged with the other grades for that grading period.

Excessive Absenteeism

A student may miss a total of (7) days per semester. This number is inclusive of both excused and unexcused absences; however, absences resulting from the participation in school activities do not count towards the limit of seven. An absence that would place the student above the limit of seven and is due to a funeral, may be granted at the discretion of the Administration. Students absent due to a funeral should make arrangements with the Administration prior to the absence if possible.

Parents of students who miss more than seven (7) days per semester will be notified in writing and will be scheduled to meet with the Principal to discuss the attendance problem. **A report**

may be filed with the County Attorney if the parent/guardian refuses to meet with the Administration and the attendance problem continues.

Start of the School Day and Tardiness

The school day starts at 8:10 A.M. and ends at 3:20 P.M. Students are expected to arrive at the school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for the supervision of the students.**

Students will be dismissed at the end of the last period of the school day unless other circumstances dictate otherwise (early dismissal, detention, etc.). Unless participating in a school sponsored activity, upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Students who are tardy either at the beginning of the school day, or to any class period during the day must report to the office for a tardy slip. The office will determine whether the tardy is excused or unexcused. Students who report to class later than fifteen (15) minutes after class has started will be counted **absent** for that class. Students reporting to class late will be given a pass that is clearly marked either tardy or absent. Special circumstances may arise where the principal will admit a student or group of students to class late with no tardy or absence assessed.

Being tardy is disruptive to the instructional process and students are expected to be on time for classes. Excessive tardiness may result in not being admitted to class and a zero (0) given for all assignments missed due to the absence. Students who accrue unexcused tardies after accumulating over twenty (20) absences may be reported to the county attorney of the county in which the student resides.

Consequences will be assessed for repeated and/or habitual tardiness.

Students tardy to a given class over the course of a **semester** will be assigned the following consequences. The building principal reserves the right to impose other consequences as circumstances warrant.

1. First Occurrence - Verbal Warning
2. Second Occurrence - 10 minute after school detention
3. Third Occurrence - 30 minute after school detention
4. Fourth and subsequent occurrences -1 hour after school detention

Bills

Students should pay bills for supplies, fines, shop materials, etc. in the school's office. Any check for these payments should be made out to Pike Valley Jr./Sr. High School unless

otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damages to books and school property.

Students may supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons.

Breakfast and Lunch Periods - Closed Campus

Pike Valley High School follows a structured closed lunch period in which students are allowed approximately 20 minutes to eat and relax during a mid-day break. Students are expected to conduct themselves in a manner consistent with an educational setting. In addition, the following guidelines will be observed:

1. Students will remain in the cafeteria.
2. Students are not allowed to go to the parking lot.
3. No visitors will be allowed in the building or school grounds without prior arrangements being made through the office.
4. Students bringing their own lunch shall eat in the cafeteria.
5. Students are not allowed to make phone calls seeking permission to order out.

Students may not leave the building without permission from the administration. The campus is closed for all students. Students will not leave the school grounds during the lunch period. Students may bring their own breakfast/lunch or use the regular school menu. No pop, candy, or commercial foods can be brought to the school or purchased from vending machines a half hour before and after the scheduled breakfast/lunch periods. Junior High and High School students may be assigned seating areas from the lunch supervisors.

School Food Service Program Cafeteria

Cafeteria - USD 426, in cooperation with the State of Kansas and the Federal Government, makes available Class "A" lunches on a daily basis. The dining area will be under adult supervision. Students utilizing the cafeteria are expected to maintain normal classroom behavior. Students can and will be denied cafeteria privileges in cases of extreme or persistent misbehavior or horseplay. No pop or other carbonated beverages are to be brought into the cafeteria and no foods will be carried out.

Delinquent accounts – Student accounts that have a zero or negative balance will be considered delinquent. The parents or guardians of these students will be notified when balances are down to seven days of meals remaining in their lunch accounts. Students with a

zero or negative balance in their meal account will not be allowed to participate in the meal program. Student losing the privilege of participating in the meal program will be required to bring their lunch and/or breakfast to school and eat in the cafeteria. Families eligible for free or reduced price meals must complete the required application form and be approved. Eligibility for free or reduced price meals is dependent upon having a current approved application on file. (Eligibility for free or reduced price meals does not cover extra milk fees.)

School Breakfast program – Pike Valley High also provides a formal breakfast program. Breakfast will be served beginning at 8:00 am until the time all students riding the bus have been served. Those students wishing to eat breakfast that do not ride the bus are expected to do so before school begins. Eating breakfast will not be a valid excuse for tardiness to class. Students riding the bus will be allowed a reasonable amount of time to eat breakfast before reporting to class. These students will be under the immediate supervision of a staff member while eating.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Kansas statute defines bullying as “Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive.” K.S.A. 72-8205. The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Students are prohibited from engaging in any form of bullying. A student who engages in bullying on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences. Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school sponsored activity or event. The administration and the Board shall have approved a plan to address bullying on school property, in a school vehicle or at a school sponsored activity

or event. The plan includes provisions for the training and education of staff members and students and includes appropriate community involvement as approved by the Board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying policy shall be reported to local law enforcement.

Cell Phones and Other Electronic Devices

Regulations on Use

1. Students in grades 7-12 are allowed to use their cell phones or other electronic communication devices until 8:05 A.M. when the first bell rings. At 8:05 students in grades 7-12 will place cell phones in their lockers until 3:20. Cell phones are not allowed in the restrooms or locker rooms. Administration may make exceptions for certain educational purposes.

Consequences for violating the cell phone policy:

1st offense: Cell phones are turned into the office. Students may pick them up at the end of the day

2nd offense: Cell phones are turned into the office. Parents may pick them up at the end of the day

3rd and subsequent offenses: Cell phones are turned into the office. Parents may pick them up at the end of the day and students will serve 1 hour detention at the end of the day.

2. If a student would like to make a phone call during lunch, he/she must do so in the office.
3. If a student wishes to make a phone call during the school day, they will do so in the office or in the teacher's presence.
4. Students are prohibited from taking or sending inappropriate messages/texts. If a student is found to have taken or sent an inappropriate message/text with their phone or other device, the device will be confiscated and returned to the student's parent. The student will not be allowed to have their phone at school for a period of two (2) weeks following such a violation.
5. Students are permitted to possess and use phones and electronic devices before school hours and after school hours, provided that the student does not otherwise violate this policy. Administrators have the discretion to prohibit student possession or use of phones and electronic devices on school grounds during these times. In the event the administration determines such further restrictions are appropriate, an announcement will be given regarding the change in permitted use.

Violations

1. **Prohibited Use of Electronic Devices:** Students shall not use electronic devices for:
 - a. activities which disrupt the educational environment;
 - b. illegal activities;
 - c. unethical activities, such as cheating on assignments or tests;
 - d. immoral or pornographic activities;
 - e. activities in violation of Board or school policies and procedures relating to student conduct and harassment;

- f. recording the image or voice of another person, without the express permission of the person recorded, while on school grounds, at a school activity, or in a school vehicle, other than the recording of persons participating in school activities open to the public;
- g. failing to promptly delete any recording or image in violation of this policy;
- h. “sexting”, or while on school grounds or at a school activity having any “sexting” message on their electronic devices regardless of when the message was received; or
- i. activities that invade the privacy of others.

Any prohibited uses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, up to suspension and expulsion from school.

The following guidelines shall be followed in imposing disciplinary action:

1. **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences may include a relinquishment of the phone or electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class.
2. **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for one (1) week and is required to attend the next STOPiT class.
3. **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for two (2) weeks and is required to attend the next STOPiT class.
4. **Fourth Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference 17 between the student and school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class. The future use of all electronic devices at school by the student will be evaluated and determined by the school administration.

Violations of federal or state laws and regulations including, but not limited to, the Kansas Child Protection Act or the Kansas Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- remain in the classroom the first 30 minutes of each class period;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

Class/Organizational Activities

Various classes, clubs and organizations may hold parties during the course of the school year. All activities and parties must be cleared with the appropriate sponsors and the principal.

Conditions for holding parties are as follows:

1. Faculty sponsors for the organization must have the event placed on the activity calendar at least five days prior to the event.
2. Faculty members serving as sponsors must always be present at such events.
3. The organization will appoint members to a committee for clean up of the areas used. Clean up will be completed immediately after the event.
4. Organizations may hold one party or picnic per semester. Participation is limited to members of the organization and faculty.
5. Possession or use of tobacco, alcohol, or other controlled substances is prohibited. Violators will be dealt with swiftly and severely.
6. Any student leaving the activity will not be readmitted.
7. A purchase order must be obtained from the office before purchasing supplies. For last minute purchases, students must pay for items themselves and ask for reimbursement at a later time.
8. Functions held during the week will end by 10:00 PM. Functions held on Friday will terminate by 11:00 PM.

Exclusion from Activities

The superintendent and/or principal have the authority to declare students as ineligible to attend or participate in any co-curricular activity or athletic event. Students must meet the standards and expectations of the administration and USD 426 Board of Education in the areas of conduct, attitude and scholastic achievement as a prerequisite for participation in activities.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent

information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Computer/Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

There is no doubt that computers are, and will continue to be an ever-increasing part of our society. USD 426 provides computers and Internet access in recognition of the educational value available in these tools. However, it is important to understand the availability of these tools is a privilege, not a right. With every privilege comes responsibility. Every student and staff member has the responsibility to help maintain the integrity of the equipment available.

The individual computers, the network, and internet access at Pike Valley High School shall be used for educational purposes only. Any abuse, infringement on copyrights, license agreements, or inappropriate use of equipment may result in forfeiture of privileges. Signatures on the "Pike Valley Schools Technology and Internet Acceptable Use Policy" are binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the computer and Internet policies established by the USD 426 Board of Education. This agreement must be signed by the student and a parent / guardian, and be on file in the office before internet access is allowed

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any

unauthorized or unlawful purpose or in violation of any school policy or directive.

4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Use of Laptops and Chromebooks

Students participating in the 1:1 laptop program must comply and sign the district technology acceptable use policy. A \$50.00 accidental insurance must be paid in order to participate in the 1:1 laptop program. The accident insurance only covers accidents under the amount paid by the student/parent/guardian. The student is responsible for uncovered damage, loss or theft. If a student loses and/or damages a power cord, they are responsible for the cost of the replacement power cord. Example: If a Sophomore has paid \$100 (\$50 Freshmen year and \$50 Sophomore year) and their chromebook breaks accidentally and the amount to fix the chromebook is under \$50, then the district will cover that cost. However, if the cost is over \$100, the student will be responsible for that cost up to the cost of a new chromebook. The amount paid by the

student/parent/guardian and used by the students will be tracked over their years at Pike Valley High School.

A. Acceptable Use

1. Students will transport laptop/chromebook in an approved carrying case.
2. Students will unplug power cord from the computer and outlet appropriately
3. Students will charge the battery when the life is down to 10-15%.

B. Unacceptable Use

1. Closing the laptop/chromebook with the power on
2. Eating and/or drinking near the laptop/chromebook
3. Placing items on top of the laptop/chromebook
4. Installing and/or downloading any unauthorized programs and/or software
5. Uninstalling any existing software installed by the the District

III. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a) Loss of computer privileges;
 - b) Short-term suspension;
 - c) Long-term suspension or expulsion; and
 - d) Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

IV. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a) Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b) cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first quarters. When the teachers and the principal deem them necessary, additional conferences will be scheduled with parents on a case-by-case basis.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Dances

High School Dances

1. Organizations wishing to sponsor a school dance must secure permission a minimum of **ten (10) school days** prior to the date being requested.
2. Decorating will take place outside of the regular school day under the supervision of a faculty sponsor.

3. Dances will only be scheduled for the last school day of the week and will conclude by 11:00 P.M. EXCEPTIONS: Dances held following athletic contests will conclude by 11:30 P.M. Prom will conclude by 12:00 A.M.
4. Organization officers will secure adequate adult supervision before the dance will be scheduled. Supervision will include the organization sponsor, other faculty sponsors, and the building principal.
5. All students planning to attend the dance must sign up in the high school office at least **two (2) days** in advance. Outside dates will be allowed to attend Pike Valley High School dances only with prior approval from the principal and must be signed up at least two days prior to the dance.
6. Outside dates are subject to the same rules and regulations as Pike Valley students. Any Pike Valley High School student bringing an outside date will be held responsible for the actions and behavior of their guest.
7. Any student or their date leaving the building in which the dance is being held will not be permitted to return.
8. "Grinding" or other forms of dancing not appropriate for the school environment are prohibited. If the principal or any sponsor deems dancing is inappropriate the DJ will be instructed to stop the music immediately.
9. Possession or use of tobacco, alcohol, or other controlled substances is prohibited. Violators will be dealt with swiftly and severely.

Junior High Dances

Junior High School dances (7-8) are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Discrimination and Harassment

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

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

Sexual harassment may include, but is not limited to:

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

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against; flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone or to do something sexual other than kissing;
- calling someone gay or lesbian;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

Dress and Appearance

The dress of students attending the Pike Valley School District is the responsibility of parents. Inappropriate dress by students is dress that interferes with the educational process of the school.

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. By regulation, the administration may establish specific attire that is prohibited.

The following are examples of unacceptable school attire:

1. Tank tops or tops that do not have straps that are at least two (2) inches in width.
2. Clothing that does not properly and adequately cover the student's body. For example, bare midriff clothing, extremely tight shorts, shorts that expose the buttocks, sleeveless shirts that expose the body, etc.
3. Pants or shorts worn below the waist.
4. Exposed undergarments such as sports bras, underwear, etc.
5. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard.
6. Headwear, such as caps/hats/bandanas, and hoods in school buildings during the school day.
7. Attire, including tattoos, that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco, profanity, or sexual acts.
8. As a matter of safety and good health, footwear (shoes, boots, sandal) is required at all times.
9. Sunglasses may not be worn in the building. If brought into the building, they must be stored in the student's locker until the end of the day.

The school dress code will be in effect during the school hours and during school activities unless students are given permission by the principal to wear something different. The Principal or Superintendent will have authority to make the final decision regarding the appropriateness of attire and grooming.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any assignments they miss while correcting the violation. Continual violations of the dress code will result in disciplinary action up to suspension and expulsion.

Drug Free Schools

The consumption and/or possession of any alcoholic beverage or drugs by students are prohibited in any attendance center, on school grounds, or at any school-sponsored activity.

Any student consuming alcoholic beverages or drugs before entering school grounds or attendance center, at any school sponsored activity off school grounds, or traveling to and from any school sponsored activity shall be refused entrance and may be suspended or expelled in accordance with the provisions of Board Policy.

District personnel may refer students to any medical treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such referral will be given to district personnel unless such referrals were made in bad faith or with malicious purpose.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees 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. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of the reviews is conducted.

Use of Trained Dogs For Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees

Enrollment

Textbooks

The textbook rental price is figured according to the cost of the books and estimated amount for repairs, prorated for the adoption period. Workbooks are covered under the rental program and are the property of the students making the purchase.

The textbook rental fee for the 2019-2020 school year is \$45.00.

Lost or damaged books must be paid for by the students to whom the text is issued. The cost will be determined by the number of years the text has been in use and the condition of the book at the time it was checked out to the student.

Lab Fees

The following lab fees were approved for the current school year by the Board of Education for courses offered at Pike Valley Jr/Sr High School.

<u>Course</u>	<u>Price</u>
Drivers Education	\$25.00
Art	\$15.00
Band	\$15.00

Instrument Rental (Band)	\$30.00
FFA	\$20.00
Laptop Rental	\$50.00
Yearbook	\$45.00 (if ordered @ time of enrollment)
	\$50.00 (with personalization)

*Club Dues will be determined and paid after the clubs meet.

Fighting

The district has a zero tolerance policy in regards to fighting. Fighting will not be tolerated at school or school activities. Students should do everything they can to avoid physical confrontations at school. Fights at school disrupt the learning environment and cause problems for students, teachers, and the school as a whole.

Everyone involved in a fight at school, on school grounds, or at any extracurricular activity (home or away) will be considered “guilty” of the zero tolerance fighting policy. Any physical contact between two or more students with the purpose of inflicting harm will result in a minimum of three days out-of-school suspension or principal discretion.

Fire Drills

A fire drill is signaled by a chirping siren and strobe lights on the fire alarm. Everyone will proceed through the proper designated fire exit and assemble well away from the building as directed by the classroom teacher. Exit the building in an orderly manner. Do not run or crowd, go quietly and take nothing with you. An intermittent class buzzer will signal the return to class. Fire exit maps are posted in each room of the building.

Mobility impaired students: an adult supervisor will be responsible for the evacuation of any student with mobility impairments. They will exit through the main lobby door and wait at the curb until the all clear signal is given.

Food and Drink Regulations

The classroom is meant to be an academic environment. Food, candy, and drink items are not to be taken into the classroom. Clear translucent bottles with water will be allowed in classrooms.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Fundraising Projects

All classes or organizations desiring to participate in a fund raising project must comply with the following procedures and guidelines:

1. The principal must approve all projects.

2. The student council will receive 5% of the net profits for student government except from yearbook sales and ads.
3. A definite and immediate need must exist for a project to be considered for approval.
4. Commercial projects and sales sponsored by businesses outside of the school district are discouraged.
5. Service projects such as soup suppers, bake sales, car washes, etc. are encouraged.

Illness or Injury at School

The school district will contact parents if a student becomes ill at school. Students becoming ill at school must report to the principal's office to obtain a pass and transportation home. **Under no circumstances is a student to simply leave school.**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete emergency information for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions

Leaving School Grounds

Once a student arrives at school, he/she may not leave the school grounds without reporting to the office and obtaining authorization. Permission can only be granted with a written or oral request from a parent (or an individual authorized by the parents to excuse their child from school) asking that the student be allowed to leave school and for what purpose. The principal reserves the right to determine the necessity of the student leaving the school grounds. If permission to leave is granted, the student must sign out before leaving the building and sign back in upon returning. Students wishing to go home due to illness must contact a parent or guardian to obtain permission to leave for the remainder of the day.

Because USD 426 is legally responsible for its students while in attendance, failure to follow proper checkout procedures will result in an unexcused absence, regardless of the reason. Likewise, students properly checked out of school may only pursue the business for which they were granted permission to leave. Making additional stops or running personal errands is not allowed.

Leaving School Early to Watch School Events

In order for a student to be excused for a school event that they are not a participant or that the school is not providing an activity bus for the student, they must meet the following criteria.

1. The student must be passing all classes.
2. The parent or guardian must call in by noon the day before the event.

3. The student will not be allowed to hand in their work late, they will need to get the work from their teachers prior to the event and hand it in when due or before the due date.
4. Students are strongly encouraged to participate in all activities at PVHS. It is much more beneficial for students to participate in the activity.

Library

The library is available to all students and faculty members and contains an assortment of fiction, reference books, and periodicals.

Lockers and Other School Property

Each student is assigned a locker. These lockers are to be used for storing items such as books and supplies. Inappropriate posters and pictures are not to be displayed in or on the lockers

It is the student's responsibility to see that their locker is shut and in order at all times. This helps to avoid loss and damage. Students will be fined for damage to lockers and other school property. Do not leave money or personal valuables in your student and / or athletic locker unless you provide your own personal lock or check out a lock from Pike Valley High School for security. If you do otherwise, the school will not assume any responsibility for any articles lost or stolen from your student and / or athletic locker.

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All articles found by students, custodians, or teachers shall be promptly turned into the office. Lost items should be reported to the office immediately. Please check in the office periodically if items have been lost. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students the following protocol will be followed:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be

brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, the medication name and dosage, and directions for administering the medication. Only the amount needed at school is to be sent.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

All medicine must be accompanied by a parent/guardian's written permission. All medication must be taken to the office. If the above procedures are not followed, the administering of medicine will not be done at school.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

***A medication form will be completed by parents and office staff.**

Meetings of Clubs/Societies/Organizations

Meetings will be scheduled during the Advocacy period. The _____ day of each month will be reserved for class meetings if needed. Any meeting held after school hours must be approved by the principal and posted on the master calendar. All meetings must have a sponsor present.

Out of District Student Criteria

Out of District students must fill out an out of district application at the USD 426 Board of Education office to be considered for out of district enrollment. The following criteria will be used to determine if the student applying for out of district enrollment is eligible to enroll at USD 426 Pike Valley:

1. Attendance- Students must have excellent attendance in their home district.
2. Graduation- Students must be on track to graduate in their home district.
3. Behavior- Students must have a clean record for behavior in their home district. Any one or a combination of the above criteria can disqualify a student for out of district enrollment if the criteria are not met.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as electronic devices or other similar personal items to school

unless they have the prior permission of their teacher or a school administrator. The school is not responsible for damage, loss or theft of personal items or equipment.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Parents who want pictures of their students may purchase them directly from the photographer.

Plagiarism

“Plagiarism” means submitting work as your own that is someone else’s. For example, copying material from a book, the Internet, or another source without acknowledging that the words or ideas are someone else’s and not your own is plagiarism. If you copy an author’s words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else’s ideas, even if you paraphrase the wording, appropriate credit should be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write. If plagiarism has been committed, the student will receive a zero (0) for the assignment.

Police Questioning and Apprehension

Law enforcement officers and any officer of the court are encouraged to contact students of the Pike Valley School District after school hours whenever possible. In the event it is necessary for such officers to have a conference with a student for the Pike Valley School district, an administrator or his/her designee shall contact the student’s parents or guardians and inform them of the conference. If the parent or guardian of such student cannot be contacted or the parent or guardian is unable to be present during the conference between the law enforcement officer and the student, the conference shall not be held during the school hours or school property unless the officer is in pursuit of a student or has a warrant for a student’s arrest. Students at risk, i.e., suspected of child abuse or neglect, deemed such by the administration, may conference with representatives of the Kansas Department of Health and Human Services and/or law enforcement officers without prior knowledge of the parent or guardians.

Protection of Student Rights

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the time the Pike Valley High School principal receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record or records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask school officials to amend a record they believe is inaccurate or misleading. They should write the principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If school officials decide not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure exceptions include:
 - a. Disclosure to school officials with a legitimate educational interest. A school official is defined as a person employed by the school; a person serving on the School Board; a person or company with whom the school has contracted for special services (such as attorney, auditor, medical consultant, etc.); or a parent or student serving on an official committee. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
 - b. Disclosure to school officials of another school district in which a student seeks or intends to enroll. Pike Valley High School will make a reasonable attempt to verify the legitimacy of the record request before disclosure is made.
 - c. Disclosure of "directory information" can be made without the consent of the parent or eligible student. The parent or eligible student may prevent disclosure of any or all designated directory information through written request. A request to suppress the release of directory information must be on file in the principal's office not later than 15 days after the completion of the enrollment process. Directory information includes name, address, phone number, date of birth, date of last physical exam, photograph, height, weight and grade in school (athletic program information).

Parents / guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching, or any other display of affection that a staff member determines to be inappropriate.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Searches of Student Lockers and Property

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of, or items placed, in or on school property, including student 38 vehicles parked on school property. School property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules or state or federal law.

The following rules shall apply to searches of students, searches of a student’s personal property, and the seizure of items in a student’s possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been, or are reasonably expected to be, used to disrupt or interfere with the educational process may be removed from student possession.

School Day and Office Hours

The formal school day for students begins at 8:10 AM and closes at 3:20 PM. Upon entering the building, high school students are to remain in the commons and/or be in the library until the bell rings. Junior High Students are to report to the gymnasium until the bell rings. At the end of the day, students are to vacate the building by 3:30 PM unless under the direct supervision of a faculty member.

The high school office hours are 7:45 AM to 4:00 PM. The normal teacher work day begins at 8:00 AM and ends at 3:35 PM. Counselor's office hours will be posted. Parents or students wishing to contact the office or confer with teachers should make arrangements to do so during the times indicated if at all possible. The high school has voicemail capabilities, so messages may be left at any time.

The main office and the counselor's office are places of business and every effort will be made to maintain the proper dignity and decorum of a formal workplace. Students are expected to conduct routine business before or after school rather than during the school day.

STUDENTS/PARENTS UNLOADING ZONE

Students in grades 7-12 should be dropped off at the front doors in the morning. After school, students in grades 7-12 riding the bus should exit through the South doors. Parents picking up students in grades 7-8 should be picked up at the South East doors (by the Woodshop) and then exit around the practice field.

Smoking, Tobacco and Vape products

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Student Accident Insurance

The USD 426 Board of Education provides limited accident insurance for those students participating in extra-curricular athletic activities. The district- provided insurance covers injuries that occur as a result of participating in, practicing to participate, and while traveling to and from school sponsored athletic events while under the supervision of school staff. The district provided insurance does not cover any injuries that occur outside the realm of participation in extra-curricular athletics. Injuries that occur during normal class time or while participating in non-athletic activities are NOT covered.

This insurance coverage goes into affect when medical expenses incurred exceed \$3,500 up to \$25,000 and will pay expenses not covered by the students insurance plan. The Kansas State High School Activities Association provides catastrophic insurance protection that goes into affect when expenses exceed \$25,000. Expense benefits and limitations are specified in the policy which is available upon request.

Student Transfer or Withdrawal

Students withdrawing or transferring to another school must inform the building principal. Grade reports may be withheld pending payment of all school debts and obligations.

Telephone Calls

The school's telephone may be used only with permission of staff. Students who need to use their cell phones to make a phone call need to report to the office to place their call. **Students need to have approval from the administration before using their cell phones during school hours.**

Tornado/Civil Defense Drills

As per civil defense regulations, tornado drills will be conducted three times during the school year. The signal for a tornado drill will be an announcement over the intercom system. Areas for cover have been designated for each section of the building. Tornado drill maps are posted in each room of the building. When the tornado announcement occurs, proceed to the designated area in an orderly manner. A class buzzer will be used to signal all clear. **Mobility impaired students:** an adult supervisor will be responsible for the escorting of any student with mobility impairments to cover in the FACS room.

The State of Kansas has also mandated that the school perform crisis drills. The students and staff will follow the protocol on sheets that are posted in every classroom. The students and staff will continue to receive training on crisis drills.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Students who are passengers in school buses are to abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If a student misbehaves on the bus, the driver is expected to report the incident to the administration. If misconduct reoccurs, the student will not be allowed to ride the bus. 49

Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

- A. Prior to loading (on the road and at school):
 - 1. Be at the designated bus stop on time – keep the bus on schedule.
 - 2. Stay off the road at all times while waiting for the bus. Riders shall conduct themselves in a safe manner while waiting.
 - 3. Wait until the bus comes to a complete stop before moving toward or attempting to load.
 - 4. Use caution in approaching bus stops.
- B. While on the bus:
 - 1. Keep hands and head inside the bus at all times while on the bus.
 - 2. Assist in keeping the bus safe and sanitary at all times.
 - 3. Always remember that loud talking and laughter or rowdy behavior diverts the driver's attention and creates an unsafe situation.
 - 4. Treat bus equipment as you would valuable furniture in your own home.
 - 5. Riders should never tamper with the bus or any of its equipment.
 - 6. Do not leave books, lunches or other articles on the bus.
 - 7. Keep books, packages, coats and all other objects out of the aisles.
 - 8. Help look after the safety and comfort of small children.
 - 9. Do not throw anything out of the bus windows.
 - 10. Bus riders are not permitted to leave their seats while the bus is in motion.
 - 11. Horseplay is not permitted around or on the school bus.
 - 12. Riders are expected to be courteous to other students, the bus driver, patrol officers and driver's assistants.
 - 13. Absolute quiet is required when approaching a railroad crossing stop.
 - 14. In case of road emergency, children are to remain in the bus.
- C. After unloading from the bus:
 - 1. When necessary, cross the road in a safe manner at least 10 feet in front of the bus.
 - 2. Help look after the safety and comfort of small children.
 - 3. Be alert to the danger signal from the bus driver.

The drivers will not discharge riders at places other than their regular bus stop at the home or school except with proper authorization from the parent or school official.

Activity Buses

Activity buses are provided to furnish transportation for students to and from school sponsored activities. The following regulations apply:

1. All participating cheerleaders will travel to "away" games by school sponsored transportation.
2. Students shall ride school provided transportation to and from the activity site. Students may ride home with parents / guardians if approval is given by the sponsor and upon completion of a transportation release form at the activity site. Students may ride home with adult relatives or parents / guardians of another student if arrangements are made with the principal in advance of the activity. Prior arrangements include the completion of a transportation release form by parents / guardians. Should conflicting activities, emergencies or other valid unusual circumstances occur, arrangements shall be made with the building principal in advance of the activity.
3. Bus drivers are school employees, with delegated responsibilities, and will be treated with respect by students and faculty members.
4. No bus transporting students to or from school activities will move without faculty or adult supervision on board.
5. The sponsor assumes the responsibility to arrange or assign seating as necessary.
6. Students will ride on the bus in a reasonable and normal position and manner.
7. Obscene language or suggestive statements will not be tolerated.
8. Buses should leave promptly at the time scheduled unless extreme cases arise.
9. All present standing regulations concerning bus transportation will be recognized.
10. Students that cannot or will not comply with the above guidelines will be denied the privilege of riding on school activity buses.

Vending Machines

In accordance with the district's Wellness Policy, beverages or other items of non nutritional value may not be dispensed or sold at the high school prior to 3:00 pm. The vending machines are programmed to allow the purchase nutritional beverages during the school day. The pop machine will be turned off during regular school hours. Drinks and snacks of non nutritional value will not be allowed in classrooms. No outside drinks or snacks may be brought into the building.

Visitors

All visitors must report to the office. Students wishing to bring a visitor must have approval from the principal at least two (2) days prior to the visit. The following stipulations shall also apply to visitors other than parents/guardians:

1. Visiting students must be enrolled in another school district.
2. Any problems caused by visiting students will result in the hosting Superior High School student not being allowed to have any future guests visit the school.
3. Visitors are not allowed during the last two days of the first and second semester.
4. Visitors are limited to one day, or a portion thereof, of visitation per school year.
5. Each visitor will sign in at the office.

6. Each visitor will be given a visitor's pass that must be worn at all times.

Weather-Related School Closing

In case of extreme or severe weather conditions, information relative to school cancellation will be broadcast via radio and television. Radio stations KNCK – 1390 AM, Concordia; KR - 92 FM, Belleville and Courtland Cable Channel 6, will be informed of our status. Please listen to one of these stations for information relating to school closures. Notice will also be posted on the Pike Valley Schools Facebook page and an automated call and/or email will be sent.

Buses are subject to possible early departure from school in cases of inclement weather. There also exists the possibility that bus routes may not run when school is in session.

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office. If schools are closed due to severe weather conditions, all after-school activities will be canceled.

SECTION THREE **STUDENT DISCIPLINE**

Student Responsibility to the School

It is human nature for all of us to be resentful of criticism and strict limitations in behavior. It is important to remember that there is a purpose for the rules and regulations established by any institution, even if they are difficult to understand. Pike Valley High School provides its students with many opportunities for privileges. With every privilege comes responsibility.

Rules are established to insure that everyone has equal rights and opportunities to benefit from the organization. Always keep in mind that the educational opportunities provided by schools in America involve a tremendous financial investment. The taxpayers of our community – share and share alike, shoulder the burden of the investment – regardless of whether they have families or children in school. As a citizen of the community, you have the responsibility to protect and preserve that investment.

A major component of this responsibility is to help protect the safety and welfare of all in attendance. Your conduct while attending school reflects your own character and background. Rules governing your actions in the hallways and classrooms are made in the interest of safety and the preservation of the dignity of the entire student body and staff. The level at which you display respect for your school, fellow students, faculty and staff will directly affect your level of satisfaction during the high school years.

It is also imperative to remember your duty to yourself and your parents. This educational opportunity comes to you only once. The high school experience can be one of the most

rewarding of your lifetime. The degree to which you take advantage of this experience is up to you.

Philosophy

School authorities have an obligation to provide a safe and orderly environment that is conducive to the educational process. The environment must afford the best possible opportunity for all students to learn and for teachers to teach. In order to fulfill this obligation, there must be a means to ensure that the conduct of an individual in no way impinges on the rights of others. **All students have the right to learn and all teachers have the right to teach.** Any actions that interfere with these rights are unacceptable.

It naturally follows that discipline (whether it is self-discipline or discipline imposed by another) is a key component in the development of desirable conduct. The vast majority of today's students possess the self-discipline to display appropriate behavior. In many cases, 28 unacceptable behavior is a result of poor self-discipline. It is the duty of the school faculty and administration to take action when conduct infringes on the rights of others. Imposed discipline serves a dual purpose: to correct inappropriate behavior, and teach self-discipline. While it is important for school authorities to impose sanctions in an attempt to prevent reoccurrence of the behavior, it is important to teach students that there are consequences related to every decision they make. Good decisions lead to desirable consequences, poor decisions lead to negative consequences.

Breathalyzers

Alcohol use by a student is illegal and poses a serious threat not only to the student's own safety and well-being, but also to the safety and well-being of the entire school community. Therefore, alcohol use by students will not be tolerated during school hours on school property, or at any school sponsored event or activity during or after school hours. When determining whether or not alcohol has been used or consumed by a student at a school-related function, or whether they are intoxicated, the safety of the student involved and the safety of other students, school staff and members of the general public, is the School District's primary concern.

An assessment of a student's possible or suspected alcohol use may be aided by utilizing breath alcohol testing devices, such as breathalyzers, which indicate the presence or absence of alcohol, in a person's system. The intended purpose of having breath alcohol testing available, is to deter alcohol use by students. Law enforcement officers from the Republic County Sheriff's Office will administer the alcohol breathalyzer tests per the manufacturer's instructions. Any student who is determined to be under the influence of alcohol will be dealt with by the Sheriff's Office, according to law. That includes the issuance of a criminal citation, transportation to the Republic County Jail for processing, and later court appearances, as well as other possible consequences.

A student's participation in any extracurricular activity, including but not limited to sports and dances, is a privilege not a right. So, students who wish to take part in extracurricular activities,

and their parents, guardians or other responsible persons, will be required to sign a form acknowledging receiving the Student Policy Handbook.

Included in the Student Policy Handbook is the alcohol and drug policy. Students and their guests will be screened by alcohol breathalyzers at school dances, and may be screened at other school activities. The screening process is as follows: if a student draws one blue marble out of a bag of colored marbles, the student is taken with the principal to a designated location where law enforcement will administer the breathalyzer. If the student blows positive, the student will be retested after fifteen (15) minutes. If the student should blow positive a second time, law enforcement procedures will take effect and parents will be contacted. Any student who wishes to bring a guest to a school dance, must first complete and submit a form requesting permission from the High School Principal at least three (3) days prior to the dance and must provide that Principal with an alcohol breathalyzer test submission form, signed by the guest, prior to their attending the dance. As a condition of admission to a school-sponsored date, a signed copy of the Alcohol Screening Acknowledgement must be on file at the school.

In addition, every student attending school or school-related events or activities (whether within or outside of the School District), who is determined by administration to be under the influence of alcohol, shall be suspended from attending school and school-related events or activities, in accordance with the School District's alcohol and drug policy.

Consequences for Violation of the Drug and Narcotics Policy

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Any student violating this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

1. First Offense – A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension.
 - b. Suspension from all student activities including all extra curricular practices for a period of not less than one month.
2. Second Offense - A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension.
 - b. Suspension from all student activities including all extra curricular practices for a period of not less than one semester or four months.
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the board clerk. If at any time the student fails to make satisfactory progress in the program, the suspension will be re-imposed
3. Third and Subsequent Offenses – A student who violates the terms of the policy for the third time and any subsequent violations shall be subject to the following sanctions:

- a. A punishment up to and including expulsion from school for the remainder of the school year.
- b. Suspension from participation in and attendance at all school activities for the year.
- c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program through an acceptable agency.

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 disciplinary action against the student and his / her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with 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 and available counseling and rehabilitation programs will be provided to all students and the parents of the students. Parents of all students will be notified that compliance with this policy is mandatory.

Definition of Terms

Conference – one or more school officials (teacher, principal, and counselor) will have a conference with the student in an attempt to correct behavior with no further consequences. The student will be required to identify how they can correct the problem and agree to do so to avoid further disciplinary action. Parents may be informed either by phone call or letter.

After-school detention – time spent before or after school. Detentions will generally be assigned in blocks of 30 minutes. As a general rule, detention time must be served on or before a week after it has been assigned. The student is responsible for arranging transportation, etc.

In-school suspension – the student attends school, but is placed in an environment that is isolated from the remainder of the student body.

Out-of-school suspension – the student is totally excluded for all school functions for the duration of the suspension. They may not be on school grounds nor participate or attend any school-sponsored activities.

Long term suspension or expulsion – the student is subject to an out-of school suspension, ranging in length from 11 days to a maximum of 186 school days. The student and parent / guardian are given written notification regarding long term suspension or expulsion proceedings and their legal rights under due process.

Disciplinary Procedures

In the interest of developing fairness and consistency, a basic set of standard operating procedures will be in place related to the handling of disciplinary referrals. In the majority of cases, these procedures will be followed. The actions described are considered to be minimum consequences. However, it must be noted that circumstances may warrant action other than is described in this handbook.

- First office referral – conference with copy of violation
- Second office referral – 30 minute detention with copy of violation and parent notification.
- Third occurrence – formal conference and one (1) hour detention with copy of violation and parent notification
- Fourth and fifth office referrals – suspension (in school or out of school) with copy of violation and parent notification.
- More than five office referrals – the student will be considered incorrigible and subject to more serious consequences with copy of violation and parent notification. (May include long-term suspension). **Students suspended out of school for the same offense more than two times are subject to possible long-term suspension procedures.**

Reporting to Law Enforcement

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property or at a school supervised activity and/or has been found:

- In possession of a weapon; or
- In possession of a controlled substance or illegal drugs; or
- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal or superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal or superintendent shall notify law enforcement of the suspension or expulsion within 10 days. The notice shall contain the students name, address, date of birth, driver's license number if available, a description of the conduct resulting in the suspension or expulsion, and the date the suspension or expulsion was imposed.

Staff Authority

It is the duty of all staff members at Pike Valley High School to maintain a positive, safe, and effective learning environment. This responsibility extends to classrooms, halls, grounds, and at all functions of the school. A student refusing to comply (by word or action) with a reasonable request of any staff member will be subject to immediate disciplinary consequences that are appropriate for the choice that was made.

Student Code of Conduct

While it is impossible to formulate a list or set of rules that can address every situation, certain guidelines are established which will serve as a base regarding expected behavior and disciplinary actions that may result when expectations are not met. In general, the student code

of conduct is designed to protect the rights of all students, faculty, and staff and to maintain the best possible learning environment.

As a broad rule, any behavior that is disrespectful to a staff member, another student, your school or your community is unacceptable. The proceeding is a list of behaviors that are deemed inappropriate and will most likely result in some form of imposed disciplinary action. This list is not all-inclusive and merely serves as a guide for the establishment of expectations.

- Disruptive or unruly behavior that interferes with school.
- Obscenity / Profanity / Lewd behavior.
- Willful or excessive disregard for dress code.
- Disrespectful behavior (Verbal or non-verbal).
- Willful disobedience – failure to comply with the reasonable request of a staff member.
- Open defiance.
- Inappropriate physical displays of affection.
- Possession, use or sale of controlled substances on school grounds or at any school sponsored function. (Alcoholic beverages, tobacco products, narcotics or other forms of illicit drugs).
- Fighting / threats (verbal or non-verbal) / harassment of any form.
- Truancy / unexcused absences / skipping / leaving school grounds without permission.
- Vandalism / stealing / destruction of another's property.
- Inappropriate use of computers.
- Breaking classroom specific rules.
- Excessive tardiness.
- Conduct that result in a conviction under Chapter 21 of the Kansas Statutes or any Federal criminal statute.
- Possession of firearms / explosive device / other weapons.

These expectations for student behavior not only exist during the school day, but also at all times while on school grounds, on school transportation, or in attendance at a school sponsored function.

Substance Abuse Curriculum

All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of alcohol is wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

Suspension and Expulsion Procedures

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal or principal designee.

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

Rules for In-School Suspension

The following guidelines will be observed:

1. The student must serve five successive periods in the suspension area.
2. If the student has a question or need, he / she shall contact supervising personnel.
3. No talking or distracting noises are allowed. No music or computer use will be allowed.
4. No leaning back, moving about or getting up from the desk.
5. No chewing gum, pop, candy or other foods except during their assigned lunch period.
6. There will be no locker privileges except prior to entering the suspension area.
7. The student may not sleep.

8. Failure to comply with these guidelines will result in an expanded suspension or parent conference followed by an additional five successive periods in the suspension area.
9. All assigned work must be completed and turned in to the principal before the student can return to his/her regular schedule.

REASONS FOR SUSPENSION OR EXPULSION

Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

SHORT-TERM SUSPENSION PROCEDURES

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

LONG-TERM SUSPENSION OR EXPULSION PROCEDURES

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

STUDENT RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

APPEAL TO THE BOARD

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least five (5) calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.

The board shall render a final decision within five (5) calendar days after the conclusion of the appeal hearing.

SECTION FOUR

KSHSAA SPONSORED ACTIVITIES

Activities Philosophy

The purpose of high school athletic and activity programs is to supplement the education of the young people involved so they have a greater opportunity to become productive citizens in society. Research has shown that organized activities can be very beneficial to the participants. Students that take advantage of activity programs with an educational focus often perform better academically and experience more success later in life.

Cheerleaders

There shall be a squad of six varsity cheerleaders. Any high school student who meets eligibility requirements may be a varsity cheerleader. Tryouts will be at the conclusion of each season to find the next year's squad. In the event that only seven girls tryout for the squad there could be a possibility that all seven girls will make the squad. After tallying the scores from the tryout and the seventh place girl is within five percentage points of the sixth place girl and also the 7th place girls scored in the 80th percentile, the seventh place girl would make the squad. Selection procedures will incorporate the combined vote of an appointed panel whose members are not part of USD 426 and the student body. Equal weight will be given to the vote from each group.

Varsity cheerleaders are responsible for pep rallies, skits and other special activities as needed to promote school spirit. They are expected to cheer at all varsity volleyball, football, and basketball games unless participating as an athlete. Refer to Cheerleading Handbook for discipline criteria. It is highly recommended that all cheerleaders attend an agreed upon summer cheerleader camp. Cheerleaders are responsible for camp expenses. USD 426 will contribute \$100 per cheerleader toward the purchase of approved cheerleader uniforms.

A letter will be awarded to all varsity cheerleaders fulfilling their responsibilities in good standing. Those who have previously earned a letter will receive a gold bar for each year a letter is earned.

Code of Conduct

It is important for students and parents to remember that participation in extra and co-curricular activities is a privilege rather than a right. Therefore, students participating in these activities are generally held to a higher standard with regard to academic performance, personal conduct and citizenship. As a general rule, students and sponsors alike must at all times refrain from any behavior that might bring embarrassment or discredit to themselves, their family, their school or their community.

In order to ensure consistency throughout all activities programs, the administration and USD 426 Board of Education have developed a set of general guidelines that will apply to all extra-curricular and co-curricular programs during the upcoming year. These guidelines have established minimum standards for conduct and outline the consequences in the event student conduct becomes detrimental to themselves or the activities program.

As a condition of eligibility for participation in extra-curricular and/or co-curricular activities, students and their parent/guardian must sign the Pike Valley High School Activities Code 25 of Ethics Pledge for each activity. The Activities / Ethics Pledge outlines the minimum standards established by the administration and the Board of Education.

In addition to the general guidelines, each coach or sponsor retains the right to develop and enforce rules specific to their activity. Conduct and consequences established by individual coaches/sponsors may be more rigorous than those listed in the Activities Pledge. Copies of these specific rules will be filed with the Athletic Director and building principal prior to the beginning of the activity season. The coach or sponsor will communicate specific rules to participants at the beginning of their activity season.

Eligibility

In order to be considered eligible to participate in extracurricular activities / athletics, the student must meet all requirements established by the Kansas State High School Activities Association and the local Board of Education and be a student in good standing at Pike Valley High School. The administration reserves the right to declare a student ineligible if academic performance or personal conduct is deemed unacceptable. Students under penalty of suspension are not in good standing and are not eligible to participate in extracurricular activities or attend school-sponsored events.

To meet KSHSAA requirements for academic eligibility, the student must have passed a minimum of five subjects of unit weight the previous semester and be enrolled in five new subjects of unit weight during the current semester. Teachers will update grades on a weekly basis for eligibility purposes.

League Affiliation

Pike Valley High School is a member of the Northern Plains League. The purpose of this league is to provide greater opportunities for student participation in extracurricular activities and to coordinate those activities so as to benefit all member schools. The Northern Plains League membership includes Beloit-St. John, Chase, Lakeside-Downs, Lincoln, Mankato-Rock Hills, Natoma, Osborne, Pike Valley, Southern Cloud, Sylvan-Lucas Unified, Tescott, Thunder Ridge, Tipton and Wilson.

Lettering Requirements for Non-athletic Activities

Vocal Music – In order for a student to receive a letter for participating in vocal music activities at Pike Valley High School the following criteria must be met:

1. The student must be in good standing and meet all vocal music class requirements throughout the entire school year.
2. The student must participate in all concerts and trips that are scheduled during the year with no unexcused absences.

3. The student must take a solo or be a part of a small group that receives no less than a III rating at regional contest.

Band - In order for a student to receive a letter for participating in band activities at Pike Valley High School the following criteria must be met:

1. The student must be in good standing and meet all band class requirements throughout the entire school year.
2. The student must participate in all concerts and trips that are scheduled during the year with no unexcused absences.
3. The student must participate in all pep band activities when not part of the athletic team. Any unexcused absence or excessive tardiness to rehearsals or performances will result in forfeiting of the letter.

Forensics - In order for a student to receive a letter for participating in forensic activities at Pike Valley High School the following criteria must be met:

1. The student must complete the forensic season in good standing.
2. Meet one of the following requirements:
 - a. Receive a I rating at two separate meets; or
 - b. Qualify for, and participate in the State Forensics Meet.

Scholars' Bowl - In order for a student to receive a letter for participating in scholars' bowl activities at Pike Valley High School the following criteria must be met:

1. Compete in at least three tournaments during the scholars' bowl season OR earn at least 70 points in one scholars' bowl competition.
2. Put forth a genuine effort in competition.
3. Be responsive and cooperative with the coach and other team members.
4. Demonstrate sportsmanlike conduct at all tournaments.
5. Assist with preparations and running of the Pike Valley Freshmen / Sophomore Scholars' Bowl Tournament and any other tournament Pike Valley may host.

Any student that has participated in scholars' bowl for four years and has not previously lettered may be recommended for a letter by the coach. A provisional letter may be awarded to outstanding participants, who have in the judgment of the coach, have demonstrated a commitment to the activity by selected study in a specific subject area in order to improve the chance of correct responses during competition, and who have not previously met the lettering requirements.

A certificate of participation will be given to all team members that take part in scholars' bowl competition. Student's who have previously earned a letter will receive a gold bar for each year thereafter that they qualify for a scholars' bowl letter.

Sportsmanship

Sportsmanship is a general way of thinking and behaving. A school cannot produce true champions unless its students, staff, and fans display their enthusiasm and excitement in a

positive manner. Good sportsmanship is contagious and is a top priority at Pike Valley High School. The following sportsmanship guidelines are listed as a means of clarification regarding desirable behavior:

1. Be courteous to all participants at all times. This includes all student participants, coaches, officials, staff and fans.
2. Abide by and respect the official's decisions. Keep in mind that your personal interest and perspective might influence your vision.
3. Make an effort to understand the rules governing the activity.
4. Win with character and lose with dignity.
5. Display appreciation for good performance regardless of the school.
6. Exercise self-control. Reflect positively on yourself, your team, your school and your community.