

**Peabody-Burns
Middle School & High School
Parent/Student Handbook
2019-2020**



**810 N. Sycamore
Peabody, KS 66866
Phone: 620-983-2196
Fax: 620-983-2773**

“Warriors Lead the Way”

***C³ = Collaborate - Connect - Commit
To Learn To Possibilities To Success***

Parent/Student Handbook 2019-2020

District Mission Statement

Peabody-Burns USD #398 is committed to developing productive citizens, teaching for lifelong learning and promoting excellence in every student.

Peabody-Burns Middle School/High School

620-983-2196
810 N. Sycamore
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Peabody-Burns MS/HS Faculty and Staff

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| | | Business/Computer |
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| Mr. Rich Holm | rholm@usd398.com | Director of Building and Grounds |
| Mr. Ron Hedrick | | Custodian |
| Ms. Robin Negaard | | Custodian |

Paraprofessionals

Cathy Jantzen
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Tammy Newfield
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Peabody-Burns District Office

Peabody-Burns USD#398 Central Office
Mr. Ron Traxson, Superintendent
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I. INTRODUCTION

Welcome Letter,

The faculty, staff and administration welcome you to Peabody-Burns Middle School/High School. We sincerely hope that this school year is an enjoyable and a valuable educational experience for you.

This handbook is designed to help you know and understand the basic rules, policies, and expectations of our school, as well as to familiarize you with extracurricular opportunities and procedures within the school.

We wish each of you the best, and we challenge you to accept the opportunities offered to you with an open mind, a clear purpose, and a determination to succeed.

Each day of your life, you make literally hundreds of choices. Each of these choices has positive and negative consequences. We encourage you to think about these consequences when making your choices. By following the Warrior Way and making the RIGHT CHOICE, we promise you that the time spent at our school will be a positive experience. Remember that we are here to help provide you the best education and experience possible.

Have a great year, and remember that what you contribute to your own education will determine a large part what you derive from it.

Mr. Scott Kimble
Principal

NOTICE

This handbook has been set forth to reflect board policy and district operating procedures at the time it was adopted and approved by the Board of Education. It should be noted, however, that policy and procedures change from time to time to reflect the changing needs of USD #398. Therefore, the accuracy of this handbook may suffer due to the length of time from its initial adoption. Every attempt will be made to keep patrons, students and staff aware of these changes. In all cases, board adopted policy changes and revised operating procedures take precedence. If in doubt, please ask. You can find the latest policy on our website at www.usd398.net.

NON-DISCRIMINATION STATEMENT

The USD #398 Peabody-Burns, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Superintendent of Schools
U.S.D. #398
506 Elm
Peabody, KS 66866

Title IX complaints can also be filed with the office of the Civil Rights:
Regional Office for Civil Rights
324 East 11th Street
Kansas City, Missouri 64106

**Peabody-Burns Middle School/High School Calendar
2019 – 2020**

The 2019 – 2020 school year calendar can be obtained on the Peabody-Burns district website at www.usd398.net.

2019 – 2020 Flex – Mod Schedule

| Mod | Time | | Mod | Time |
|------------|-------------------|--|-------------|-------------------|
| 1 Advisory | 8:00am – 8:25am | | 10 | 11:45am – 12:10pm |
| 2 | 8:25am – 8:50am | | 11 | 12:10pm – 12:35pm |
| 3 | 8:50am – 9:15am | | 12 | 12:35pm – 1:00pm |
| 4 | 9:15am – 9:40am | | 13 | 1:00pm – 1:25pm |
| 5 | 9:40am – 10:05am | | 14 | 1:25pm – 1:50pm |
| 6 | 10:05am – 10:30am | | 15 | 1:50pm – 2:15pm |
| 7 | 10:30am – 10:55am | | 16 | 2:15pm – 2:40pm |
| 8 | 10:55am – 11:20am | | 17 | 2:40pm – 3:05pm |
| 9 | 11:20am – 11:45am | | 18 Advisory | 3:05pm – 3:25pm |

Advisory Period = Will be a graded class (**NOT** a pass / fail class) that includes, career planning (Xello), individual plan of study, restorative practices, preparation for student led conferences, as well as other curricular activities. This time will also be used for a check-in & check-out for students as we adjust to the flex-mod schedule.

GATE ADMISSION INFORMATION

Football, Volleyball and Basketball:

- All Current Peabody-Burns District students will be admitted free at home events
- Admission Prices are \$5.00 for adults & \$3.00 for students K-12 who are not Peabody-Burns District students.

II. ACADEMICS

AWARDS

National Honor Society — Students selected for membership into the National Honor Society have attained high achievement in scholarship, service, leadership, and character. A faculty committee of five members will be appointed to review potential candidates. Students in grades 10, 11 who have maintained a cumulative grade point average of 3.5 have met the initial criteria. The faculty committee will then select students by reviewing the degree of achievement in areas of scholarship, service, leadership, and character. Students must maintain a minimum cumulative GPA of 3.5 or higher to maintain membership in NHS. Students not selected during their sophomore year may be eligible for consideration the following year.

Scholarship — In order to maintain Scholarship standards, students must have a 3.5 or better grade point average with no grade lower than a “C”. Students who maintain 3.5 or better G.P.A. for each of the first three quarters will be honored. Students receive a pin and bar their first year, a bar for each year thereafter, and a “letter” their third year. Transfer students should be included if transferred with previous honors.

Honor Roll — In order to maintain Honor Roll standards, students must have a 3.0 grade point average with no grade lower than a “C” for each nine weeks.

Activity Awards — Students may earn awards through participation in activities during the year. Awards are presented according to the standards set for each activity.

Honor Graduates — Students who maintain a GPA of 3.5 or above after seven semesters will wear gold cords at graduation and receive recognition.

CLASS CHANGES

Class schedules reflect considerable planning involving students, parents, teachers, and principal. ***Schedule changes will only be allowed the first week of each semester.*** Any such change must have the approval of the teacher, parents, counselor and principal. It is expected that students will remain in year-long courses for the entire year before credit will be awarded.

CLASS LOAD

All students are expected to enroll in seven (7) classes or the equivalent. Any exceptions to this policy must be made by the Board of Education.

CLASSIFICATION OF STUDENTS

Classification of students will be determined by the following minimums:

| | |
|-----------------|--------------------------|
| Freshman..... | Promotion from 8th grade |
| Sophomore | 6.5 units of credit |
| Junior..... | 13 units of credit |
| Senior | 19.5 units of credit |

Please note: Students will be assigned lockers and class (Fr., So., Jr., and Sr.) according to the above minimums. Student’s participation in activities will be based on their above class classification.

COLLEGE CLASSES

With parental permission, eligible students who can complete graduation requirements as prescribed by the board may apply to the principal for permission to enroll at an eligible postsecondary education institution.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

Additional College Classes may be taken with permission of the principal. Students are responsible for paying the college tuition for these classes

ELIGIBILITY POLICY

High School & Middle School Eligibility Policy:

The Delinquent and Ineligible (D&I) list will run on a Weekly basis. The first D&I list will run the Monday of the third week of each semester and every Monday thereafter. The Weekly D&I list is valid from Monday to Monday. The first week a student is on the D&I list will be a probation period to improve their current grade from an "F" to a passing grade. The second week a student is failing a class the student will be ineligible and will not be able to participate in that week's athletics, activities or attend club meetings. Students will not be allowed to attend any activities that require them to leave during school time. Students are required to use their PLT (Personal learning time) productively and for assistance with assignments. It is PBMHS expectation that students pass all enrolled classes (7) to be deemed eligible.

Coaches and Sponsors are required to provide support and opportunities for students to improve their academic standing. These opportunities are left up to each coach and or Sponsor to set, but could consist of any of the following; team study periods, running, seeing teacher of failing class after school, etc...Any opportunity set forth by the Coaches and Sponsors will follow district, school and student policy handbooks. Students will be allowed to practice each day

The High School and Middle School will follow the KSHSAA policy pertaining to eligibility, in conjunction with PBMHS eligibility requirements:

Rule 13 - Art. 3: A student in grades 7-12 shall meet the following requirements for eligibility in interschool activities: a. Scholarship—the student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance.

Rule 15 - Art. 3: If a student repeats subjects previously passed and is not enrolled in at least five new subjects (those not previously passed) of unit weight, or its equivalency, then that semester does not count as a semester of attendance under provisions of the Semester Requirements Rule and would not be considered a last semester of attendance, as noted in the Scholarship Requirements Rule. (Such a student is not eligible to represent a school in interschool activities during a repeat semester.)

GRADING SCALE

The following scale has been developed to provide for a uniform grading system for the district.

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59 and below

GPA will be figured as follows: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.0

Students will receive 100% of the grade earned when work is handed in on time. The second day will be 70%. After that, the student will receive a zero. Work may still need to be handed in based upon teacher discretion.

GRADUATION REQUIREMENTS

| | |
|-----------------------------|-----------------|
| English | 4 credits |
| Math | 3 credits |
| Social Science | 3 credits |
| Science | 3 credits |
| Comp Tech | 1 credits |
| Physical Education | ½ credit |
| Health | ½ credit |
| Consumer & Personal Finance | ½ credit |
| Career Connections | ½ credit |
| Fine Arts | 1 credit |
| Electives* | 9 ½ units |
| Total Req. | 26 units |

*Electives may be taken from the following areas: Career and Technical Education, English, Math, Science, Social Science, Computer, Fine Arts, Foreign Languages.

GRADUATION - VALEDICTORIAN /SALUTATORIAN

Students, who have not met all of the requirements for graduation from Peabody-Burns High School by 3:30 pm on the Friday before graduation, will not be allowed to participate in the ceremony activities. This includes all debts owed to the school.

Graduation Honors – The Peabody-Burns Valedictorian and Salutatorian will be selected from all eligible members of the graduating class. Candidates completing the Regent’s curriculum will be given priority for honors and class rank. In the event that there is more than one Valedictorian, a Salutatorian will not be designated. Awards will be calculated based on 8 semester grades.

Valedictorian and Salutatorian will be determined based upon eight (8) semesters GPA (non-weighted). For a student to be considered for recognition as valedictorian or salutatorian, the following must apply;

1. The student must have been, and currently be, a full time student at PBHS.
2. The student must meet the USD 398 course requirements.
3. The student must meet the Board of Regents recommended course requirements.*
4. Students allowed to take college courses in lieu of high school courses must meet full time status as allowed by the KSHSAA, and the dual credit be figured into the student’s GPA.

Kansas Board of Regents Recommended Curriculum

English - 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

Mathematics - 4 years

Algebra I, Algebra II, Geometry, and one unit of advanced mathematics suggested courses include: College Algebra, Pre-Calculus. Completion of Algebra I in 8th grade is acceptable (for the Kansas Scholars Curriculum, but not for Qualified Admissions).

Science - 3 years

One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

Social Studies - 3 years

One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.

Foreign Language - 2 years

Two years of one language.

Kansas Board of Regents Qualified Admissions

Five of the six state universities in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, and Wichita State University, use the standards below to review applicants for undergraduate admission. The University of Kansas has different admission standards from those listed below (visit admissions.ku.edu for more information). Standards are set by the Kansas Board of Regents.

If you are a Kansas resident who will graduate from an accredited high school during the 2015-2016 academic year or later, you can guarantee admission to five of the state's universities by completing the Qualified Admissions or Kansas Scholars curriculum with a 2.0 GPA and by meeting one of the following requirements: - ACT score of at least 21; OR - SAT score of at least 980; OR - Graduate in the top 1/3rd of your class. If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses. All courses must appear on your high school transcript, and courses completed in middle school or junior high do not fulfill the Qualified Admissions Math requirements. High School Graduates

- Natural Science 3 approved units, one of which must be a full unit of Chemistry or Physics
- Math Must complete either: Option A - 3 approved units and meet the ACT college readiness math benchmark of 22 OR Option B - 4 approved units, one of which must be taken in the graduating year
- Electives 3 approved units
- Social Science 3 approved units
- English 4 approved units, ½ unit may be Speech

If you need further information or have questions, please ask the school counselor.

GRADUATION EXERCISES

Any Student who has completed the requirements for graduation and is a student in good standing may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal. A student that has not met requirements for graduation will not be allowed to "walk" with the graduating class.

MIDDLE SCHOOL RETENTION

Students are required to pass all subjects (including elective courses) at the middle school level. Students not passing Core Classes (Math, Reading, Science, and Social Studies) may be required to attend additional time during an extended school day or in the summer. As per board policy, retention of a student will rest with the building administration.

MARION COUNTY SPECIAL EDUCATION COOPERATIVE

Peabody-Burns is a member of the MCSEC. Questions pertaining to programs offered through the cooperative may be referred to the principal's or counselor's office. Students with disabilities have an equal opportunity to participate in all extra-curricular and non-academic services and activities. A copy of procedural safeguards and Parents Rights in Special Education is available through the MCSEC.

OFFICE/TEACHER AIDES

Students may be considered for positions as office/teacher aides (The course as office aide is a .25 credit per semester, Pass/Fail) if they meet the following requirements:

1. It corresponds with their future educational or work plans.
2. Has a cumulative GPA of 3.0 or better.
3. A Junior or Senior considered in Good Standing.
4. Must be approved by the principal.

ONLINE LEARNING

Students may apply for permission to enroll in an on-line course for credit. Students may not enroll in an on-line course as an alternative to any course offered by the high school, except as approved by the building principal.

Guidelines

Only approved courses shall be posted on student transcripts.

Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.

Enrollment in an on-line course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course. Suspended or expelled students may also apply for permission to enroll in on-line course work.

Approval by the administration shall be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

REPORT CARDS

The current student management system allows 24/7 access via internet for parents to check the student's academic progress. This access does require a password that will be given to parents shortly after enrollment of the student(s). For those individuals without internet access:

- Progress Cards will be mailed approximately halfway through each nine weeks.
- Nine-week report cards will be mailed
- Semester grades will be mailed to parent/guardian.
- Parents may request mailings if internet access is unavailable to them.

STUDENT LED CONFERENCES

Student Led Conferences are planned for all students in the fall and in the spring semester. The student's grade in advisory period will be dependent upon the preparation of and participation in these conferences. If a parent is not able to attend during the scheduled conference time, they may notify the advisory teacher to reschedule. Parents may also call the school to schedule a conference with a teacher whenever the need arises.

In addition to these scheduled conferences; USD #398 provides web access for students and parents to check on their student's grades at any time. A password is provided to students and parents to go online for this service. If you have not received this information, or obtain internet access during the year, please contact the office for needed information.

VO-TECH STUDENTS

Vo-Tech students are expected to attend school in Newton on all days the Vo-Tech school is open and should attend PBHS on all days the Peabody-Burns school is open. This means there will be days when these students will attend school in Newton but not in Peabody, and vice versa. Vo-Tech grades are concurrent class for PBHS.

Vo-Tech students are expected to ride the bus provided by USD# 398 unless they have written consent from their parents, the Vo-Tech instructor, and the principal ahead of time. If an

emergency situation arises and the student must drive, the parents are to notify the principal that morning.

III. ATTENDANCE

Research shows that regular attendance is directly correlated with high academic achievement. We ask that parents and students recognize the need for prompt and regular attendance throughout the school year. It is expected that each student will attend classes every day. Only through regular class attendance and a commitment to personal and educational growth can students achieve optimum benefits at Peabody - Burns Middle & High School. Our attendance policy is not intended to penalize students who have an occasional illness or miss infrequently for approved reasons. It does, however, emphasize that students are accountable for their attendance.

COMPULSORY ATTENDANCE REQUIREMENTS

The administration at Peabody - Burns Middle & High School will enforce the Kansas State Law on Compulsory Attendance. Students 16 years of age or older may be exempted from compulsory attendance regulations if:

- They have attained a high school diploma or GED
- They are enrolled in a program recognized by the local board of education as an approved alternative education program
- They have a court ordered exemption
- The child and the parent or person acting as parent attend a final counseling session conducted by the school during which a disclaimer to encourage the child to remain in school or to pursue educational alternatives is presented to and signed by the child and the parent or person acting as parent

EXCUSED/UNEXCUSED ABSENCES

When students are absent, the parent or guardian must contact the high school office on the day of the absence by 9:00 A.M. The office has voicemail; therefore parents can call anytime and leave a message. Parent contact is required regardless of the student's age if the student is living in the parent's home. Parents who do not contact the school by phone need to send a written note with the students when students return to school. All students who do not follow this policy will be counted unexcused. **Students have two days (48 hours) from the day they return to school to clear up unexcused absences.**

When students are absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The administration shall be responsible for determining if an absence is excused or unexcused. **It is important for all students and parents to know that an absence that is excused at home does not mean it will be excused at school.**

Absences: Notes from parents for illness are accepted five (5) times per year. A parent note is required upon a student's return explaining absence. Failure to provide a note will result in an absence being recorded as unexcused. If a student is absent three consecutive days, a doctor's note is required on the fourth day. Doctor notes are always excused.

The following are deemed as valid excuses for being absent:

Excused Absences (Reasons include... but are not limited to)

- **Illness:** Excessive illnesses will require a physician's statement and may not be excused.
- **Medical or dental appointments:** Students will be expected to make reasonable efforts to meet assignment deadlines and communicate with teachers prior to the absence.
- **Death in the immediate family**
- **School-sponsored activities:** Students will be expected to make reasonable efforts to meet assignment deadlines and communicate with teachers prior to the absence.

- **Limited Family Requests:** Students are asked to make reasonable efforts to complete work ahead of time.

EXCESSIVE ABSENCE POLICY

Students will be allowed a maximum of 5 non-school absences per semester, 10 absences per year. After the allowed absences an appointment card and/or doctor's note must verify all doctor appointments. Any absences, which exceed the limit, will be considered excessive and counted as unexcused. Students who miss more than 5 days in a semester will be considered "**Not in Good Standing**" for the remainder of the semester. Any exceptions require administrative approval.

In addition to being considered a Student Not in Good Standing, the student will also lose all credits for those classes in which they have 10 or more non-school absences in the semester. The student and their parents may appeal to the Attendance Committee to explain the excessive absenteeism and request for their credits to be restored. The following procedure will be followed in regards to excessive absenteeism:

1. Parents will receive a letter when their child experiences their 5th, 8th, 9th and 10th absence for the year.
2. Parents and students are required to get doctor notes when they have appointments and bring them to the office when they return to school.
3. Excused absences will not count against the 5 absences per semester.
4. Once the student reaches the 5 absences, they will be considered a student not in good standing
 - a. The attendance committee will hold a hearing where the student and their parents may present evidence such as doctor notes, funeral programs, or other such evidence to show where the student was while they were absent.
 - b. The committee will be able to ask the student and parent questions regarding the student's excessive absenteeism and their grades during the semester and their progress towards graduation.
 - c. After the hearing, the committee will render a decision on whether or not to restore the credits, place the student on probation for the following semester. They will then notify the parent once they have made their decision.

Unexcused Absences

It is impossible to list all of the possible reasons for receiving an unexcused absence. Examples of unexcused absences are oversleeping, shopping, pictures, haircuts, and leaving school without permission. The administration will determine if an absence is unexcused. ***It is important for all students and parents to know that an absence that is excused at home does not mean it will be excused at school.***

The consequence for unexcused absences is:

- Students will be required to make up missed class time by serving 1 hour detentions after school.
- Students will have their PLT (Personal Learning Time) assigned.
- Unexcused absence is a zero for the class work missed
- Students who are absent from school because of illness and are seen downtown or at school activities during or after school hours may be marked unexcused.

Absences and Student Activities

- Students who are absent from school must have administrative approval prior to attending and/or participating in school activities on the day of the absence.
- Students must attend 1/2 day of school (11:45am is a ½ day on a regular day of school) to attend or participate in activities. Administrative approval is required for ANY exception.
- Students are not allowed to participate in or attend ANY activity on the day of an unexcused absence. This would include a Saturday activity if the unexcused absence occurred on Friday.

APPOINTMENTS DURING THE SCHOOL DAY

Doctor, Dental, Eye, Attorney, Counseling, etc. will require a written note from the appointment provider to be considered an excused absent.

ILLNESS DURING THE SCHOOL DAY

Students who are ill at school must first go to the office before seeing the nurse. All students must see the nurse before signing out to leave school. Failure to do so is not acceptable and will result in disciplinary action.

MAKE-UP WORK

1. If the student is absent for any reason, the class work missed must be made up. The makeup work can be completion of the assignments missed, additional assignments to replace missed classroom experiences, makeup time scheduled with the teacher or any combination of these options. Procedure: The classroom policy of **One-Plus-One** is used. In other words, the student is given one day for each day missed.
2. If a student knows in advance that he/she will be absent, the student should notify the office and the teacher in advance and pick up assignments before the absence.
3. Any absence due to an authorized school activity or Doctor or Dentist appointment requires assignments due as stated above. Assignments and make-up work may be denied and loss of credit may result.
4. Make-up work is strictly the responsibility of the student. It should also be understood that students who are absent are responsible for make-up work.
5. Teachers have the authority to grade students for classroom participation; therefore, students may receive "F's" in classes where they have repeated unexcused absences.

EXCUSED ABSENCES: All credit and make-up work given.

UNEXCUSED ABSENCES: No credit given for missed work

OUT-OF-SCHOOL SUSPENSION: No attendance make-up time required and credit given for work upon returning to school.

IN-SCHOOL SUSPENSION: Work is required to be done during in-school suspension with full credit allowed. Work is to be handed in as assigned. If not completed, make-up work will not be credited.

PERMIT TO LEAVE SCHOOL

A student shall not be released during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent. Before releasing a student during the school day, the building administration shall verify the identity of the person seeking release of the student. If the administration is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

SIGNING IN/OUT PROCEDURES

Students must sign-in at the office when arriving more than five minutes late to school. Students who can get to their first period within the 5-minute tardy time should go directly to class. Students must sign-out in the office before leaving the school premises during the school day. Students are to sign-in when they return to school. Failure to sign-in/out will result in a student being considered unexcused absent. Student aides, who leave the building on school business, and at the request of teachers or office personnel, must have a permission slip on file in the office prior to leaving on such business.

TARDY POLICY

Students who are late to class without a pass are considered tardy. Students are tardy **if they are not in the classroom and seated** when the bell begins to ring. When students tardy to school, they must report to the office before going to class. Students who are more than fifteen minutes late to any class will be considered unexcused for the entire period. Students will be placed on a step plan for eliminating the tardy problem, commencing with the first tardy.

| | | |
|---------------|--|----------------------------------|
| Tardy 1 | Warning given by the teacher | |
| Tardy 2 | Warning given by the teacher | |
| Tardy 3, 4, 5 | Teacher assigned 15 minute detention before or after school. | |
| Tardy 6 | Discipline Referral | After-School Detention (1 Hour) |
| Tardy 7 | Discipline Referral | After-School Detention (1 Hour) |
| Tardy 8 | Discipline Referral | After-School Detention (2 Hours) |
| Tardy 9 | Discipline Referral | After-School Detention (2 Hours) |
| Tardy 10 | Discipline Referral | In-School Suspension (SNIGS) |
| Tardy 11 | Discipline Referral | In-School Suspension (SNIGS) |
| Tardy 12 + | Discipline Referral | Out-of-School Suspension (SNIGS) |

TRUANCY

Building administrators shall report students who are inexcusably absent from school to the appropriate authority. *Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.* Students who are absent (unexcused) for 2 or more hours of a school day, shall be considered truant. When law enforcement officials return a truant child to school, the administration shall notify the parent or guardian.

CHANGE OF ADDRESS

It is important that the school be able to reach parents or guardians of students for progress reports, in case of emergency, or in the event of disciplinary action. Therefore, please contact the office regarding any change of address, email or telephone number changes as soon as possible. This is "very important" as it pertains to the automatic parent notification system.

COMMUNICABLE DISEASES

In the event that a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student re-enters school.

Decisions regarding the type of education and care setting for a student with a severe communicable disease shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

In each case involving a student with a severe communicable disease, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

FOREIGN EXCHANGE STUDENTS

The administration will make the final decision on the admittance of foreign exchange students. A portfolio should be compiled by the sponsoring program which would include background information on the student, a transcript that has been translated into English and indicated pass/fail grades and hours per week in each course. All foreign exchange students must meet standard academic criteria in order to receive a diploma. Hours per week in previous courses

may be translated to units of credit according to standard hourly criteria minimums used by the Kansas State Board of Education. Foreign exchange students who do not meet the minimum requirements for graduation would receive a certificate of attendance. Foreign exchange students would be eligible for the quarterly and semester honor roll. Foreign exchange students would not be calculated in the GPA or class rank.

IMMUNIZATION REQUIREMENTS

Every student enrolled in a school in Kansas who has not already done so is required upon admission to school to present evidence of compliance with the Kansas School Immunization Law as amended. Immunizations required for school entry include: diphtheria, pertussis (whooping cough), tetanus, polio-myelitis, mumps, rubella (German measles) and measles (rubella). As an alternative to the inoculation certification a pupil shall present:

1. Certification from a licensed physician stating the physical condition of the child to be such that the tests, or
2. inoculations would seriously endanger the life of the child, or a written statement signed by one parent, or
3. guardian that the child is an adherent of a religious denomination whose teachings are opposed to such inoculations, or
4. a guardian that such inoculations are in process of being received and will be completed within 90 days after admission to school.

Non-compliance with the provisions of the K.S.A. 72-5209 as amended will result in the child being excluded from school until compliance of the law has occurred.

The building principal will notify the parent or guardian in writing of the date the child will be excluded from school. The notice shall:

- (1) Indicate the reason for exclusion from school attendance;
- (2) State the pupil shall continue to be excluded until the pupil has complied with the law; and
- (3) Inform the parent or guardian that a hearing shall be afforded them upon request. On the third consecutive day of absence due to exclusion, the student will be reported to the juvenile court a truant.

RESIDENT STUDENT DEFINED

A child is eligible to attend USD #398 schools (1) if the child lives in the district with a resident of the district and the resident is a parent or a person acting as a parent or (2) if the child lives in the district as a result of placement therein by a district court or by SRS. The term "parent" is defined as including stepparents and foster parents. The term "person acting as a parent" means legal guardian or a person, other than a parent who has legal custody of the child or is by law liable to maintain, care for, or support the child, or is contributing the major portion of the cost of support of the child.

NON-RESIDENT STUDENTS

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may only be allowed to attend with board approval. Any student who has been suspended or expelled from another district will not be admitted.

SCHOOL DAY AND BUILDING HOURS

Classes are in session from 8:00 a.m. to 3:30 p.m. Students are required to be in school during the entire day. Students should not report prior to 7:40 a.m. Upon reporting to school or arriving by bus the student cannot leave school grounds without permission. **NO** student should be in the building after 3:30 p.m. unless supervised by a staff member.

STUDENT WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school, he/she should inform the office of his/her intention. The student will be given a withdrawal form that must be signed by all the

student's teachers, the librarian, counselor, and the principal. All fees must be paid, all school-owned books returned, and all work completed before the principal will sign the withdrawal form.

IV. STUDENT GUIDELINES/BEHAVIOR

-School Goal-

The implementation of fair, consistent classroom and total school expectations for students, teachers and administrators.

ACCIDENTS AND ILLNESS AT SCHOOL

A student who becomes ill or injured at school should ask to go to the office. Parents will be contacted if it is necessary, he/she may not leave without checking out through the office. Students not ill enough to leave school will remain in their classrooms. Those students waiting for parents or rides may wait in the office area. No student will be allowed to leave without parental permission.

APPEARANCE AND DRESS

Proper dress is as essential to good discipline as it is important in the creation of a learning environment for young people. Certain dress may be appropriate for some occasions in public but may not be proper for school. The school has an obligation to require certain standards of conduct and behavior that is upgrading to the community. General guidelines for student dress will involve consideration of (1) Health and Safety, (2) Distractive and Disruptive Nature, and (3) Conducive to a Learning Environment. At all times, students should have clothing that covers them.

1. Outfits that are worn to school must, at all times, cover the body. The top of the outfit must cover the waistband on the pants or skirt. This will be measured with raised arms. Sleeveless shirts must be at least 3" wide. No tank tops allowed. All sleeveless shirts must be hemmed. A t-shirt must be worn under an athletic shirt.
2. **Head gear including, but not limited to hats, bandannas, or hoods shall not be worn within the building from 7:40 am – 3:30 pm. Head gear will be left in vehicle or placed in your locker immediately upon arrival each morning.**
3. Students may wear shorts throughout the school year.
4. Restrictions on shorts as approved by Stuco:
 - * Cut-off must be hemmed
 - * No shorts with holes in them
 - * Must cover undergarments
 - * No biker shorts/spandex, tights worn alone
 - * Appropriate length is fingertip or below and will be measured with relaxed shoulders and an open palm.
5. Dress, which promotes the advertisement of school pride and spirit, is encouraged.
6. Clothing with obscene, distasteful, suggestive, profane or illegal language and/or artwork is not acceptable. This includes (but is not limited to) clothing with alcohol, drugs, tobacco products, or any subliminal messages.
7. Clothing which is considered an undergarment in the normal sense must be worn as an undergarment and shall not be seen.
8. Shoes must be worn at all times. (only toe covered shoes allowed in shop area)
9. Hems of skirts and dresses must reach the middle of the thigh using open palm rule.
10. Pants must be worn around the waist. No "sagging".
11. Chains attached to billfolds or pants will not be worn to school.

Final Note: Students shall adhere to the above standards at all activities of the school in which they participate or are expected to attend. There may be items of apparel that are not specifically covered in the dress code, but may, in the opinion of the administration, be improper attire. Again, your choice of selection is quite

broad; however, we ask that your appearance is neat and decent at all times. When you are representing the school on school-sponsored activities, you are asked to adhere to the policy as a minimum and dress as neatly as possible.

ASSEMBLY BEHAVIOR

Students will travel to assemblies with the classroom teacher and sit where directed. Students should display appropriate behavior by being RESPECTFUL, POLITE, AND APPRECIATIVE. Assembly presenters/performers are guests and should be treated in the most complimentary way. Assembly time is still class time, and students may NOT leave the building or loiter on school premises during the assembly.

CAFETERIA PROCEDURE

Peabody-Burns HS maintains a CLOSED LUNCH PERIOD

1. The PB MS/HS cafeteria will serve breakfast and lunch to students every day of school.
2. A regular lunch is available at a cost of \$2.75 for students; breakfast is \$1.65 for students. An extra milk is \$0.45. Adults are \$2.30 for breakfast and \$3.80 for lunch.
3. Each student has a lunch account which is accessed with a pin number. The student is expected to know their pin number to access their account and be served lunch.
4. All lunch accounts will operate at a zero balance. This means that students will not be allowed to charge for any lunches or milk. Students will be warned prior to the initial account reaching \$0. **When the overcharge limit is reached, the lunch account is suspended** and the student will have to pay cash until the account is monetarily covered once again. Please be aware that students are given reminder slips to take home prior to reaching this point, so several warnings are given before account suspension becomes necessary. You can also choose to have email reminders sent to you alerting you of your child's low lunch account balance.
5. All students have individual accounts. However, you can send one check payment for all of your High School and/or Middle School students. Please indicate how much to deposit in each child's account on your check's memo line.
6. Our school participates in the Federal/State school lunch program for free and reduced meals. There will be an application for this program in the enrollment packet. If you do apply, please be aware that the full price for meals will be charged until the application is approved.

NOTE: All lunch accounts operate at a ZERO balance. The account will not be permitted to reach a negative balance. If an account enters a negative balance, the lunch account is suspended until payment is made.

CARE OF BUILDING, EQUIPMENT AND TEXTBOOKS

Your parents and other taxpayers of USD #398 use every means available to provide you with the best building and equipment possible. It is your responsibility to take care of your school and school property. Your custodians work hard to maintain and keep the building clean and attractive. Cooperate with them by not throwing paper or litter on the floor or ground. Be proud of your school so your community will be proud of you.

Textbooks are the property of the school district. They belong to students only on a temporary basis. The ordinary life of a book is five to seven years provided it has been properly cared for. Textbooks should never be marked in with either pencil or pen. Failure to comply with this policy will result in a fine when the books are checked in at the end of the year.

It is a violation of school policy to mark, carve or otherwise mutilate any school property. Student and parents may be held liable for destruction of district-owned property.

The principal is responsible for assessment for lost or damaged books. Fines will be assessed accordingly.

CLASSROOM BEHAVIOR

Teachers have a preference on how they wish to conduct any given class. It is the responsibility of each and every student to become familiar with the requests of each teacher and act accordingly. There is a very limited time available for the teacher and the class to cover the subject matter; therefore, the time should be put to good use.

Students are expected to have the proper books and/or materials ready when they enter the classroom. Talking, sharpening pencils, depositing materials in the wastebasket and similar movement should be done before the class convenes. Students who attend class to learn shall not have their rights of educational opportunity denied by those who do not wish to receive the benefits of an education. In order to accomplish this result, the teacher shall have the maximum opportunity to use the time available for schoolwork.

Students who are not in the classroom ready for the class to begin will be considered tardy.

Those students who cannot, or will not exhibit proper behavior, shall be removed from the class and not be allowed to interfere with the educational opportunity of the remainder of the class. When a student has been removed from a class, the school administration will determine what action is to be taken.

HALL CONDUCT

Proper conduct in the building is expected at all times. Contact beyond holding hands is not appropriate in the school setting.

DISCIPLINE

A. Philosophy

Good discipline is usually positive rather than negative in nature. It is the result of keeping pupils interested and actively engaged in constructive and worthwhile learning activities, rather than punishing pupils for doing things, which are destructive and anti-social. The purpose of discipline is to help the pupil to develop self-control with due respect for constituted authority.

Good discipline in the schools is extremely important to the whole community, but particularly important to the pupils, teachers, administration, Board of Education and parents. In the end, good discipline is important to the educational process for it is a vital factor influencing the kind of schooling pupils will receive.

Our schools realize that there is more to the educational process than "book learning". It is this school's goal to teach responsibility, consideration, liability and acknowledgement of acceptable and non-acceptable behavior in our society. Peabody-Burns USD #398 uses the "Well Managed School" model of discipline.

B. Discipline

Good discipline is an absolute must throughout the school year so those educational goals can be met. If discipline problems should arise, the parent can expect to be in close communication with the school.

The principal is authorized to initiate short-term suspension (up to 10 days) and to recommend long term suspension or expulsion of students who violate school policy or cause disruption of the school through their actions.

Students are to follow school rules at any school-sponsored function. All rules pertain to

after school as well as during school functions.

C. Forms of Discipline

It is the firm belief of the Board of Education, administrators and teachers that the large majority of pupils are well behaved, industrious and eager to learn. The taxpayer's money and the school's efforts should not be misspent by permitting the few unruly pupils to waste time, upset classes and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach, punishment of some kind is sometimes necessary. When involving punishment or restraint, good discipline should be fair, dignified and administered without anger or malice.

Possible disciplinary actions

Students and their parents must be aware that inappropriate behaviors will result in consequences. These consequences will be determined by the principal in consultation, if necessary, with the teacher involved. The consequences may include, but not limited to:

1) Administrative conferences:

The building administrator meets with the student to develop positive behaviors. The conference may include parents, guardians, and/or faculty, as well as the student.

2) Detention:

One of the first steps for punishment of a minor infraction will be detention before and/or after school. Failure to comply will be considered an act of insubordination and will result in harsher forms of discipline. Detentions refer to an attempt by a teacher to aid the student in completion of work, or a 1st step procedure to resolve a disciplinary issue. Failure to comply with the teacher's request will be considered an act of insubordination. The procedure is as follows:

A. 1st no show:

- I. Teacher will record the infraction in the student's file.
- II. Student receives an Office Detention.

B. Office Detention no show

- I. Principal will record the infraction in the student's file.
- II. Student receives 5 disciplinary points.
- III. Student receives 1 day ISS assigned by the administration

C. ISS no show

- I. Two-day OSS
- II. 10 disciplinary points
- III. Re-Admittance pending a Parent-Student-Administrative conference.

3) Conduct Probation: Conduct probation may include non-attendance at school functions other than classes. A student on probation who causes further problems will be suspended.

4) Office Detention:

In an effort to deal with student disciplinary issues, and not infringe on classroom time, Office Detention has been established to deal with disciplinary issues, and mainly, attendance issues;

- a. Office detention will be held on Wednesdays from 3:30pm – 4:30pm.
- b. Office detention will be used for attendance deficiencies and other discipline offenses identified for Office Detention.
- c. Students must bring work to and keep busy during the time assigned.
- d. Parent will be notified in writing, or personally contacted, when Office Detention

is assigned.

5) In-School Suspension:

Students who cannot comply with the rules as stated may find the social aspect of school withheld for a period of one to five days. *Students are to report directly to the office upon arrival to school, and will be in ISS until 3:30 p.m.* During In-school suspension, the student will be allowed to receive full credit for assignments completed on time. Students will not have access to a computer unless deemed necessary by administration. All phones and electronic devices, i.e. earbuds, headphones, mp3 players, etc. will be given to administration during ISS. However, students will not interact with any other students during the school day or be allowed to attend or participate in extra-curricular activities.

6) Out-of-School Suspension and Expulsions:

Suspensions and expulsions are regarded as very serious matters and are the final disciplinary means at the disposal of the duly authorized certified employees. During out-of-school suspension, the student will be allowed to receive credit for assignments completed on time. Suspension may either be short term or extended.

- Short-Term Suspensions are 1 to 10 days.
- Long-Term Suspensions are 11 to 45 days.
- Expulsion occurs when a student is removed from school for the remainder of the current school year. An expulsion may last for up to 186 school days and extend over two school years.

7) Other possible consequences

- Written notification to parents
- Referral to social worker, and/or Student Intervention Team
- Alternative educational placement
- Possible police involvement, if deemed appropriate for any offense
- Specific consequences agreed upon by the principal, parent, and teacher

SUSPENSION OR EXPULSION

The superintendent or principal may suspend or expel, or by regulation authorize a certified employee or committee of certified employees to suspend or expel any student or pupil guilty of any of the following:

1. Willful violation of any published regulation for student conduct, adopted or approved by the Board of Education, or
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
3. Conduct which impinges upon or invades the rights of others, or
4. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
5. Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon invasion of the rights of others.

The Board of Education of U.S.D. #398 extends its authority to suspend and expel any pupil or student by the following certified personnel:

1. Superintendent
2. Principal and/or assigned designee.

LONG TERM SUSPENSION AND EXPULSION

(More than ten days and less than a semester)

1. The student must first have been suspended for a short term.
2. The written notice of the intent to suspend or expel for a long term will be sent to the student and his/her parents or guardians within 72 hours after the student has had imposed a short-term suspension. The notice shall include the time, date, and place for a formal hearing to be held no later than the last day of the short term suspension. The formal hearing shall contain the following;
 - a. The student has a right to counsel and this right may be waived.
 - b. The parents or guardian may attend.
 - c. The student shall hear a full report of the testimony of witnesses against him/her.
 - d. The student or counsel has the right to confront and cross-examine witnesses.
 - e. The student may testify in his/her own behalf.
 - f. The student may present his/her own witnesses.
 - g. The hearing will be conducted in an orderly manner.
3. The student will have a fair and impartial decision based on substantial evidence
4. A written notice of the result of the hearing, if it results in the suspension or expulsion of the student, shall be given to the student and to his parents or guardians within 24 hours after the decision has been reached.
5. A student or his parents may appeal the decision to the Board of Education by filing a written notice of appeal with the Clerk of the Board of Education no later than 10 days after receiving the written notice explained in Section 4.
6. The appeal will be heard by the Board of Education no later than 20 days after the notice of appeal is filed.
7. If the expulsion or suspension is upheld by the Board of Education, then the student or parent may appeal to the district court.

STUDENT DUE PROCESS SHORT TERM SUSPENSION (Ten days or less)

1. There will be a notice of charges (written or oral) given to the student.
2. An informal hearing will be conducted which will include the following:
 - a. the right of the student or pupil to be present.
 - b. the right of the student or pupil to be informed of the charges against him or her.
 - c. the right of the student or pupil to be informed of the basis for accusation.
 - d. the right of the student or pupil to make statements in defense or mitigation of the charges or accusations.
3. A written notice of any short-term suspension and the reasons for it will be given to the student involved and to his/her parents or guardians within 24 hours after such suspension has been imposed.

PB MS/HS DISCIPLINE POINTS

When problems are recognized with a student's behavior, the discipline guidelines provide objective guidance for school administration in dealing with the problems. We believe the points will provide each student a measurable indicator of their accumulated rule infractions. The goal of the point system at the middle school/high school is to correct unwanted and undesirable behaviors, which distract from the learning environment. An effective discipline plan, applied fairly, will provide a safe, orderly and productive environment.

Each rule infraction has a "point value" assigned to the student behaviors, along with administrative consequence to be enforced for each behavior. When a student accumulates fifty points, a mandatory conference will be held involving the student, parents, administration, and others as appropriate. The purpose of these meetings is to communicate what type of behavior has been exhibited, what long-term consequences may occur should this behavior continue, and what support is required from the school and parents to provide a positive learning environment.

When a student accumulates seventy-five points, a formal hearing will be held to recommend removal of the student from further attendance at the middle school/high school. Points accumulate on a yearly basis. If a student is removed from school attendance for a period of time less than the end of a school year, the student returns to the school with a balance of forty-

five points.

25 points Students reaching a total of 25 points will have their parents contacted by an administrator

50 points Students reaching a total of 50 points will have a parent conference with the administrator.

75 points Students reaching a total of 75 points will have a hearing scheduled and possible long term suspension or expulsion from school will be recommended.

CODE OF CONDUCT/CONSEQUENCES

Step 1: Conference/Detention

A school administrator will talk to the student and try to reach an agreement regarding how the student will behave. Student is removed from the class for 1-3 hours (action recorded in student file);

A. Warning

B. Detention – 30 minute

C. Office Detention – 60 minute

- Disciplinary Points; Initial – 5 to 15 / Repetitive – 10 to 20

Step 2: In School Suspension

The student is removed from classes, but remains at school and in the in-school suspension room at PB MS/HS. Parent will be notified in writing or by phone. (action recorded in student file).

A – one to three days ISS

B - three to five days ISS

C – five days ISS

- Disciplinary Points; Initial – 10 to 25 / Repetitive – 15 to 25

Step 3: Short Term Out-of-School Suspension

The student will not be allowed to attend school for the determined amount of days. Parent will be notified. (action recorded in student's file) Student is not to be at any school activities or on school property during suspension.

A - one to three days

B – three to five days

C - ten days

- Disciplinary Points; Initial – 15 to 25 / Repetitive – 20 to 35

Step 4: Long Term Suspension/Expulsion

The student will not be allowed to attend school, school activities or be on school property for a period of time as determined by the hearing committee.

A – ten day OSS with referral to Expulsion Hearing

- Disciplinary Points; Initial – 40 to 75 / Repetitive – 75

**Due process will be followed in all suspensions or expulsions.

PROHIBITED BEHAVIORS AND CONSEQUENCES CHART

**Students involved in misconduct
may be referred for discipline according to the chart.**

| Infraction/Item | 1st Offense | 2nd Offense | 3rd Offense |
|------------------------|--------------------|--------------------|--------------------|
|------------------------|--------------------|--------------------|--------------------|

| | | | |
|--|--|--|---|
| A. Possession, use, sale or dispersal of Alcohol, controlled substances, mood altering chemicals & paraphernalia on school ground | Step 3C – 4A Police referral | Step 4A Police referral | |
| B. Being at school or a school function, or on school grounds while under the influence of alcohol, controlled substance, or mood altering chemicals | Step 3C – 4A Police referral | Step 4A Police referral | |
| C. Possession, use, sale or dispersal of prescription and/or non-prescription medication while under the supervision of the school except as provided for in school policy | Step 3B – 4A Police referral | Step 4A Police referral | |
| D. Possession or use of a *dangerous weapon on school grounds. *Pursuant to state statute. | Step 4A Police referral | Step 4A Police referral | |
| E. Possession or use of a look-alike weapon on school grounds with intent to cause distress and/or harm | Step 3B – 4A Police referral | Step 4A Police referral | |
| F. Engagement in fighting, battery or physical assault | Step 2C – 4A Police referral | Step 4A Police referral | |
| G. Conveying a false alarm through word or action | Step 3C – 4A Police referral | Step 4A Police referral | |
| H. Inappropriate sexual contact occurring on school grounds or school functions | Step 1A-3B *Possible Police referral | Step 3C | Step 4A |
| I. Verbal, written, physical, or sexual harassment directed at students or staff | Step 1A-3B *Possible Police referral | Step 3C | Step 4A |
| J. Failure to comply with specific direction of school authority | Step 1C - 2A | Step 2A - 2C | Step 3A - 4A |
| K. Participation in electronic harassment via email, text messaging etc...while under the supervision of school authority. | Step 1A-3B *Possible Police referral | Step 3C | Step 4A |
| L. Violation of school's computer use policy and school network devices. | Step 1A-3B Loss of use of school computers for one week *Possible Police referral | Step 3A - 3C Loss of use of school computers for nine weeks *Possible Police referral | Step 3A - 4A Loss of use of school computers for remainder of school year *Possible Police referral |
| M. Possession or use of tobacco, smoking materials, or lighters, including any device that distributes nicotine, ie. e-cigarettes on school grounds or at school functions | Step 2A | Step 2A(multiple) | Step 3B |
| N. Disrespectful or insubordinate behavior directed at school employees or their agents | Step 1A–3B | Step 3B | Step 4A |
| O. Inappropriate display of affection | Step 1A | Step 2A | Step 2A - 3B |
| P. Use of profane, vulgar, or harassing comments while under the supervision of the school | Step 1A | Step 2A | Step 2A-3A |
| Q. Academic Fraud including cheating, copying, and plagiarism | Step 1A – 1C Zero on test or assignment | Step 2A-3B Zero on test or assignment | Step 2A-3B Zero on test or assignment |

| | | | |
|---|--|--|--|
| R. Tardiness to class | Step 1B | Step 1 B - 1C | Step 2A after 10th tardy |
| S. Unexcused absences to school or class | Step 1C | Step 2A - 2C | Step 2A - 3C |
| T. Leaving school grounds without permission | Step 2A | Step 2C | Step 3B |
| U. Inappropriate student dress as addressed in policy | Step 1A Change Clothes | Step 1B - 1C Change Clothes | Step 2A Change Clothes |
| V. Vandalism to school or personal property | Step 1C Restitution for damage | Step 1C Restitution for damage | Step 3A Restitution for damage |
| W. Cell phone, mp3, other nuisance object | Step 1A Item confiscated and returned only to the parent | Step 1B – 1C Item confiscated and returned only to the parent | Step 2A - 2C Item confiscated and returned only to the parent |
| X. Possession or use of skateboards, rollerblades, or other similar devices on school grounds | Step 1A Item confiscated and returned to student at the end of the day | Step 1B – 1C Item confiscated and returned to student at the end of the day | Step 2A - 2C Item confiscated for and returned only to the parent |
| Y. Falsifying school records Ex: Providing a false attendance excuse, etc... | Step 1C | Step 2A-C | Step 3A-C |
| Z. Unsafe, unlawful or inappropriate use of a motor vehicle on school grounds including parking, speeding, unsafe backing, failure to display parking permit, etc... | Step 1A - 2B Possible Police referral Loss of parking privilege | Step 2A - 2C Possible Police referral Loss of parking privilege | Step 3A-C |
| ZA. Willful, persistent or disruptive behavior in school or at school related functions. | Step 1A - 1C Removal from activity | Step 2A - 2C Removal from activity for an indefinite period | 3A - 3C Removal from activity for the rest of the year |
| ZB. Removal of student by teacher for problem behaviors exhibited in classroom or supervised area | Step 1A - 2A | Step 2A - 3A | Step 3B-4A |
| ZC. Failure to serve assigned teacher detention | 1B - 1C | 1C - 2A | 2B - 3B |
| ZD. Theft of school or personal property | Step 2A-3C Restitution Possible Police Referral | Step 3A - 3C Restitution Possible Police Referral | Step 3B - 4A Restitution Possible Police Referral |
| ZE. Inappropriate physical behavior, i.e. scuffling, horseplay, etc... | Step 1A-C | Step 2A-C | Step 3A-C |
| ZJ. Endangerment; Bomb Threat, False Fire Alarms/Other Emergency Alarms, Possession of Weapon(s)/Dangerous Devices, or use of a dangerous or irresponsible manner that could result in bodily harm. | Step 3 C – 4A Police referral | Step 4A Police referral | |

Notes and comments:

1. Students engaging in unlawful behavior per Kansas laws may be referred to police.
2. Students engaged in repeated acts will be referred for special hearings based on the following;
 - a. Student who accumulates 25 discipline points during the current will be required to meet with the Assistant Principal and parents.
 - b. Student who accumulates 50 discipline points during the current will be required to meet with Assistant Principal, Principal, and parents.
 - c. Student who accumulates 75 discipline points during the current will be required to meet with the Expulsion Hearing Officer (Superintendent).
3. School administration of Peabody-Burns High School reserves the right and obligation to impose penalties and take steps necessary to maintain control and order in the school. The administration reserves the right to impose penalties and sanctions for conduct not specifically covered in the handbook or for those actions that are extremely serious, dangerous, or injurious.

CONSEQUENCES FOR VIOLATIONS

The administration of Peabody-Burns High School reserves the right to administer the following consequences for any infractions of the rules. Specific consequences will depend upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances. In all cases, students will receive due process in accordance with school board policy. If an alleged student violator refuses to cooperate with an investigation, PB MS/HS reserves the right to determine consequences based upon the information gathered. The following is a list of possible consequences;

1. Conference with student.
2. Conference and/or phone contact with parent/guardian.
3. Verbal and/or written reprimand.
4. Counseling by school staff.
5. Referral to outside agencies: police, social services, etc.
6. Athletic and /or co-curricular restrictions.
7. Loss and/or removal from position as member and/or officer in an organization
8. Financial restitution.
9. Community/School service.
10. Loss and/or postponement of work release privileges.
11. Removal from class with a grade of "F".
12. Detention.
13. Suspension of bus transportation privileges.
14. Suspension of student parking privileges.
15. Suspension of computer privileges.
16. Suspension: in-school and/or out-of-school.
17. Pre-expulsion hearing
18. Expulsion.

Infraction Definitions:

Assault and/or Battery:

An attempt or threatened personal attack, and/or a physical attack on an individual that is with intent of personal harm or injury.

Bullying:

All forms of bullying are prohibited in our school and its vehicles.

- (A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating,

threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
 - (ii) Damaging a student's or staff member's property;
 - (iii) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - (iv) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- (B) Any other form of intimidation or harassment prohibited by any policy of USD 398.

Bullying occurs when a person willfully and repeatedly exercises power and control over another with hostile and malicious intent. The school will address bullying issues occurring under our jurisdiction as well as any issue that affects the operation of the school.

Bullying includes:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet ,such as email & internet chat room misuse
- Mobile: threats by text messaging & calls

CHEATING (PLAGIARISM)

The mission of Peabody-Burns High School calls for all members of the school community to be responsible and productive citizens. The act of plagiarism violates our expectation that students exhibit ethical behavior as expressed in their academic work. According to Webster's New International Dictionary of The English Language, to plagiarize is:

"To steal or purloin and pass off as one's own ideas, words, artistic productions of another; to use without due credit the ideas, expressions or productions of another."

- If a student has any concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.
- Plagiarism is cheating. It is academically dishonest as well as an ethical offense. It violates the school's mission and expectations for students.
- The best way for young people to learn is to struggle with ideas within their own brain, developing their own unique genius with practice, practice and more practice! Plagiarism bypasses this essential practice mode, thus acting as an Academic Burglar.

Computer Violation:

Each August students and parents are asked to sign an Acceptable Use Policy. Students will NOT be allowed to use school computers/Chrome books without a signed form on file. A copy of this agreement is found on our school website at www.usd398.net under the enrollment information. Hard copies are also available from the school office.

Destruction of Property/Vandalism: Destroying or mutilating objects or materials belonging to the school, school personnel or other persons.

Disruptive Objects (Nuisance Items): Including (but not limited to) cell phones, pagers, MP3 players, I-pods. Such devices are to be turned off. *They should not be heard or seen at all in the classroom.*

Disorderly Conduct: Conduct and/or behavior disruptive to the orderly education procedure of the school (including profanity and obscene behavior).

Disruption of School: Conduct and/or behavior disruptive to the orderly education procedure of the school.

Dress Code: see policy elsewhere in handbook

Endangerment: Bomb Threat, False Fire Alarms/Other Emergency Alarms, Possession of Weapon(s)/Dangerous Devices

Fighting: Both parties physically assaulting each other.

Forgery: Writing or using the signature or initials of another person.

Harassment: [Sexual or Racial]

Sexual/Racial harassment may include, but not be limited to:

- Sexually/Racial oriented communication, including sexually/racial oriented "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats or acts;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment;
- Sexual assault or battery as defined by current law.

Insubordination: Refusal to comply with reasonable request of school personnel.

Public Display of Affection: Kissing

Scuffle: Engaging in physical contact for no purpose, no intent to harm another person.

Skipping Class/Unexcused Absence: If a student is more than 10 minutes late to class, it will be considered a skipped class. For a complete list of excused and unexcused absences, see the attendance policy elsewhere in the handbook.

Tardy: means late. If a student is tardy more than 10 minutes, it will be considered an unexcused absence.

Theft: Theft of personal property of student, staff, or school property.

Threat: statements or actions that intimidate or injure another person.

Vandalism: Destruction of Property: Students guilty of vandalizing school property or the property of a school employee and other associated persons, while on school grounds or engaged in a school related activity, are to be suspended from school for the maximum of five days and are subject to possible expulsion for the remainder of the semester. Persons/ students guilty of vandalism are expected to make restitution for damages and may face criminal charges depending on the severity of the act. Persons not enrolled as a student in U.S.D. #398 will be subject to criminal charges from the local law enforcement agencies.

Non-Prescribed Drugs & Alcohol: The possession, sale, use or transmittal of, or being under the influence of, any non-prescribed drug, alcohol or other intoxicant of any kind or nature (including the inhalation thereof) on or about school property at any time or at any school activity regardless of location.

Weapons/Explosives: The possession of a dangerous weapon or the use of an object to inflict

bodily injury to another person. WEAPONS AND DANGEROUS INSTRUMENTS (JCDBB)

These guidelines have been provided for your understanding of initial and subsequent discipline points for various disciplinary situations. This is not 'all inclusive', administration will deal with variations fairly...not necessarily equally.

Administration follows guidelines set in dealing with the various disciplinary actions that constitute a fair enforcement of these discipline procedures.

DRIVING AND PARKING

The following rules and regulations have been drawn up for the mutual protection of students, parents and the school. We feel that such regulations are essential for the safety of students and for liability protection for both parents and school;

Parking Lot Regulations

- 1) Students who drive to school must park in the student parking lot.
- 2) Students are not to park in the street adjacent to the school during school hours.
- 3) Students are to park properly in the stalls according to traffic flow
- 4) The speed limit of the school area is **15** miles per hour and in the parking lots, **10** miles per hour.
- 5) Careless driving or violation of any of the above rules may result in revoking the driver's privileges of parking on the school grounds and streets adjacent to the school grounds.
- 6) **Cars are not to be entered or removed during the day unless the student is given permission by administration.**
- 7) The local law enforcement officials on school property will enforce local driving laws.

Bicycles:

- 1) are to be parked in bike racks
- 2) all traffic rules followed
- 3) personal security measures are to be taken to prevent theft.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

Any student who is in the possession of or under the influence of alcohol or drugs are in violation of this Act and will receive the consequences noted under discipline

A student who is expelled from school under the terms of this policy may be readmitted during this term of expulsion only if the student has completed a drug and alcohol education program and rehabilitation program at an acceptable program.

ELECTRONIC DEVICES / CELL PHONE

Cell phone usage is allowed during passing periods and at lunch –

Cell phones are not to be used in the classroom or when leaving class for restroom or other destination, this is still regarded as class time.

Violations will result in confiscation of phone/electronic item.

- 1st offense – Parent must come and pick up the student phone
- 2nd offense – Parent must come and pick up the student phone
- 3rd and succeeding offenses – The phone remains with building principal until a conference with parents.

This includes, but is not limited to pagers, cellular phones, headsets, CD players, game systems, iPods/MP3's and other communication equipment that has a potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited. Devices not stored in lockers, turned off or on vibrate, will be in violation of this policy and will be confiscated. Students are not allowed to take pictures of staff member or student on

school premises and/or post such pictures without the expressed authorization of said staff member or student.

Emergency Safety Interventions

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

Types of Interventions

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of student who is acting out for the purpose of inducing the student to walk to a safe location.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions.

Notification and Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student.

Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the

informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

EMERGENCY PROCEDURES

Notification:

USD 398 schools uses the EZSchoolmsg parent contact service. Peabody-Burns school district will rely on the EZSchoolmsg Rapid Communication Service to deliver all administrative voice and text messages to telephones or any Internet-enabled device, including mobile phones and computers.

EZSchoolmsg is designed specifically to address USD 398 communication needs and supplements conventional school communications and replaces outdated phone trees and automated dialing tools that require staff resources and large blocks of time to deliver messages to multiple recipients.

In addition to this service being a rapid source for emergency information, it will also be used in building weekly memos, class, group, etc. information notice. This eliminates paper notices being lost, timely follow-up by staff, and miscommunication through student-to-parent. This informational service will be identified separate from emergency information.

Safety Drills

Every Effort is made by school personnel to keep your child safe. All persons are asked to take all safety drills seriously. Safety drills may be conducted as determined necessary by the administration.

School Closing

1. In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced over radio stations KFDI, KFTI, KFXJ, KYQQ, and KICT and television stations KSNW, KAKE, and KWCH. School closings and delays will also be posted on FACEBOOK and on our webpage www.usd398.net. Reports in the morning will be between 6:00 and 7:30 a.m. There should also be an EZSchoolmsg message through text/phone call from the school. * See *EZSchoolmsg*
2. It is recommended that each family formulate a plan of action in the event that school is dismissed early. Young children must know what they are to do when they arrive home earlier than usual if parents are not there to receive them. A copy of this plan can be filed with the child's school.
3. Bus drivers will not travel roads that appear to them dangerous or impassable.

INTERROGATIONS & INVESTIGATIONS

The administration and others designated may conduct investigations and question students about infractions of school rules or the school conduct code. Notification and involvement of law enforcement officials may be requested if the situation warrants their involvement.

MEDICINE IN THE SCHOOL

Students are not allowed to have medicine or supplements in their possession in the school;

- A. Any medication, prescription or non-prescription (over the counter), brought to school must be in its original container. Prescription medication containers must also have a prescription label with the child's name, medication name, dosage, route of administration, and frequency.
- B. If a student needs to take an over the counter medication on a particular day, parents or guardians must send a note to school which states the name of the medication dosage, frequency, the date, and parent's signature. The school will try to accommodate such needs.
- C. It is the goal of the school to have children remains in school as much as possible, but feel that a truly sick child will not benefit from the classroom experience, while possibly exposing many other children to the illness. If a student has a fever of 99.6 F or above in the morning, they should remain at home.
- D. Supplements and usage in the school setting falls under the same guidelines as medication in the school, and will be dealt with in the same manner.

Students are strictly prohibited from sharing/ receiving drugs (prescription or over-the-counter) with other students. Any violation of this policy will be referred to the administration for disciplinary action.

NUISANCE ITEMS

Nuisance items of any kind are not to be brought to school. They have no part in the educational process, and are only disruptive. Nuisance items will be confiscated and kept by the administration. Students who bring such items will receive disciplinary action. Cigarette lighters, playing cards, game players, pagers, laser lights, skateboards, communication devices, etc. are considered to be nuisance items.

HALL PASSES/STUDENT PLANNERS

All Middle School students will be provided with a student planner. The planner is designed to help each student with organizational skills and keep track of homework assignments.

The planners will also be used as hall passes for Middle School students, should students need restroom, library, office, or other privileges as necessary. **Students in halls without planner / or teacher pass (High School students) will be considerate truant and assigned a minimum of a 15 minute detention.** Students are not to deface or destroy their planners. If

replacement is needed, they may purchase one in the office for \$5.00. We encourage parents/guardians to check the planner for assignments, notes from teachers, and detention assignments. Your assistance will help ensure success for your student.

Although student planners will be the required hall pass, it is sometimes necessary for a student to obtain a pass to or from a class for various reasons. At no time, however, should a student be sent out of his respective class without a pass signed and dated by his teacher. It should be remembered that a student's first responsibility is to the teacher he has scheduled for that period. **DO NOT ASSUME** that you are excused until you have checked with your teacher.

HARASSMENT

Harassment will not be tolerated. Harassment may include, but not be limited to:

- Sexually/Racial oriented communication, including sexually/racial oriented "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats or acts;

- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment;

Students who believe they have been subjected to sexual or racial harassment should discuss the matter with their principal, counselor, or a certified staff member.

LIBRARY USE

1. Students must have a pass from the teacher to be in the library.
2. No food allowed in the library.
3. Students are to study or read quietly while in the library.
4. If students come to the library as a class, the teacher will be with them.
5. If students are disrupting the library, their teacher will be called and the teacher will come get the student from the library.
6. If the teacher is unavailable, the student will be sent to the office until the teacher can get them.
7. Teachers will not unlock and let students into the library when the librarian is gone.

LOCKERS

Each student is assigned a locker for the storage of books and supplies. It is the student's responsibility to see that their locker is kept locked and in order at all times. Do not tamper with another locker or give your combination to another person.

Locks for PE locker are given to students for a reason – Use Them!
Items left out and unattended are at risk of being stolen.

All lockers are the property of the Peabody-Burns Public Schools and are subject to inspection by authorized school personnel.

PERSONAL ITEMS

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, they should be locked up in the student's locker or left in the office for safekeeping. All personal clothing should be labeled with the student's name. PE classes and students out for athletics will be given a padlock. The student will be responsible for the lock and locking their lockers. The school will not assume responsibility for the loss of personal items; however, a lost and found box will be maintained in the office.

PHYSICALLY DISABLED STUDENTS

Physically disabled students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, may be eligible for alternative educational services or accommodations in their regular program which allows for meaningful participation in the program.

PUBLIC BUILDING NON-USE OF TOBACCO PRODUCTS

In accordance with the state law, use of tobacco products including any device that distributes nicotine, ie e-cigarettes, is prohibited in any school building used for regular pupil attendance.

REPORTING CRIMES 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
- In possession of a control substance or illegal drug; 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, administration shall report such acts to the

appropriate law enforcement agency if any of the behaviors noted above occur.

SAFETY

U.S.D. #398 is committed to having a school environment that is safe and secure for all pupils, personnel and patrons. The district will endeavor to meet all regulations assigned by the federal, state and local governments as well as to meet viable recommendations as made by school personnel.

Procedure:

- 1) All safety concerns shall be directed to the principals of the buildings.
- 2) Principals shall investigate and inspect those concerns and report to the superintendent as to the severity of the situation.
- 3) The Superintendent shall make the concerns known to the Board of Education and make the appropriate recommendation.

SCHOOL CONDUCT POLICY

The Board of Education of U.S.D. #398 will to the full extent of its legal powers, insure that every student has an opportunity to attend school and receive an education without fear of disruption to their education or fear of injury to person or property. Persons with disruptive intent who create a threat to the safety of pupils, school personnel, or school property, or who would attempt to interfere with the educational process by participating in disturbances and disorders will be handled by Board policy.

SEARCH & SEIZURE

In regards to school safety concerning weapons, drugs or any illegal contraband or activity, the district administration has the legal right to search a student, his/her locker, and/or vehicle parked on school grounds if reasonable suspicion is warranted. The additional use of trained canines will be used if deemed necessary. Refusal to comply with requests of searches will result in disciplinary action relevant to the specific request for the search.

SKATEBOARDS

Scooters, skateboards, in-line skates and any footwear with wheels are not allowed on school property. Violators will have their boards seized and will be referred to Peabody Police.

SNOWBALL THROWING: Throwing snowballs is not permitted at school because of danger of personal injury. Students caught throwing snow balls are subject to disciplinary action.

STUDENT INSURANCE: The school district will not provide blanket insurance for all students. Those students who participate in athletics must be covered by a family health insurance policy before they will be allowed to participate.

STUDENT CODE OF CONDUCT: Development of good discipline is one of the most important goals in education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his part to make himself or herself a better person and the school a better place.

PB MS/HS instructors and administrators have the following expectations of the students:

1. Appropriate school behavior that assures the right of students to learn and the right of teachers to teach. Appropriate out-of-class behavior demonstrates the respect for the personal and property rights of other students, faculty, and staff.
2. Arrival at school and class on time.
3. Daily school and class attendance.
4. Cooperation with the school staff as they attempt to meet the needs of all students.
5. Appropriate use and care of the building and facilities of the school.
6. Adherence to acceptable standards of courtesy, honesty, decency, morality, and compliance with provisions of civil law.

7. Honesty in all academic endeavors.

Failure to meet the above expectations will result in specified consequences for the infractions.

STUDENT PURCHASES

Students should pay for materials used upon receipt of the item. Projects will not be released until they are paid for in full.

STUDENT RESPONSIBILITIES

- To help keep the school a place for learning.
- To follow the rules and regulations of the school concerning student behavior.
- To follow the rules while riding the school buses.
- To be aware of acceptable and unacceptable behavior.
- To accept fair punishment for breaking school rules.
- To learn that school rules must be followed in order to protect everyone's freedom and individual rights.
- To meet course requirements including make-up work.
- To show respect for teachers, administrators and other school staff members.
- To arrive on time, to attend assigned classes and to remain as long as school is in session or as otherwise directed.
- To consult with teachers concerning work missed due to absences and to make up such work according to policy guidelines.
- To have parental permission and sign out before leaving school during the school day.
- To behave properly at all school activities.

TEACHER AUTHORITY

Teachers are expected to maintain a proper atmosphere. This responsibility extends beyond their own classrooms and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. A student is expected to give his/her own name and others involved if asked by a teacher who is dealing with a problem situation.

TELEPHONE

The office telephone lines are for school business only. Students will not be called out of classes for incoming telephone calls unless it is an emergency. Parents should refrain from calling students as much as possible during the instructional day.

Use of personal cell phones during the day is prohibited;

- *If a personal call needs to be made using a cell phone, it may be done during passing periods or lunch or with the teacher permission.*
- *Parents are to refrain from calling or texting their child while at school. Disciplinary steps may be administered to the student when this occurs. Parents should contact the office to reach their child.*

UNDERCLASSMAN INITIATION

There will be **no** underclass initiations. Hazing of any nature will not be condoned.

REPORTS FILED WITH 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,
- In possession of controlled substance or illegal drug; or
- Sexual or Racial harassment of another student, staff member, etc.,
- To have engaged in behavior at school which has resulted in, or was substantially likely to

have resulted in serious bodily injury to others, administration shall report such acts to the appropriate law enforcement agency.

VENDING MACHINES

The vending machines are located in the commons area. They are available for student use prior to school, during the designated break(s), and after school only. Only clear liquids in clear bottles are allowed to be consumed in the classrooms unless special circumstances are allowed by the classroom teacher.

VIDEO CAMERAS

The district may, and will, use video cameras to monitor student activity. Video cameras may be used to monitor students in or around any district facility. Video tapes shall be considered a student record for administrative use.

VISITORS

We strongly recommend that every parent take the opportunity to visit school while in session at least one time each year. We would be pleased to have you eat lunch with us.

- Prior notification for lunch is to be requested by 9:00 am.
- Visitors, other than parents, must have special permission from the building principal.
- All visitors during the school day are to check into the office first thing upon entering the building.
- A visitor's pass must be obtained from the office and returned upon departure.