

**2023 – 2024**



**Student Handbook**

### **PVHS Fight Song**

We sing to \* Prairie View.  
We're loyal \* through and through.  
Hail to our coach and team,  
leading us on to a victory!

Cheers for the \* green and white,  
fighting with all of their might!

Go Big Green!

We'll let you know we are the Buffalos!  
We are the best we know it!  
Come on let's show it!  
Prairie View Buffalos!

### **Bell Schedule**

**Monday, Tuesday, Thursday, Friday**

1st Hour	8:15 - 9:03
2nd Hour	9:07 - 9:55
3rd Hour	9:59 - 10:47
4th Hour	10:51 - 11:39
5th Hour	11:43 - 12:56
1st Lunch	11:39 - 12:04
2nd Lunch	12:31 - 12:56
6th Hour	1:00 - 1:48
7th Hour	1:52 - 2:40
XLT	2:44 - 3:15

**Wednesday**

1st Hour	9:15 - 10:00
2nd Hour	10:04 - 10:49
3rd Hour	10:53 - 11:38
4th Hour	11:42 - 12:50
1st Lunch	11:38 - 12:03
2nd Lunch	12:25 - 12:50
5th Hour	12:54 - 1:39
6th Hour	1:43 - 2:28
7th Hour	2:32 - 3:15

**PRAIRIE VIEW HIGH SCHOOL OFFICE 757-4447**

Principal	Kate Gronquist
Activities Director	Mark Hough
Principal's Administrative Assistant	Karla Kline
Athletic Director's Administrative Assistant	Tammy Stainbrook
Counselor	Stephanie Nichols
School Resource Officer	Deputy Kyler Parscale
Nurse	Ginny Scott

**Faculty**

**English**

Austin Pixton  
Pam Peters  
Meg Keltner  
Nathan Haefele

**Math**

Tamala Snyder  
Jenny Trumbly  
Casey Konda

**Science**

Amanda Younger  
Shauna Goff  
Dennis Bolton

**Social Studies**

Aaron Law  
Tracy Konda  
Marc Ballinger

**PE**

Kyle Littrell  
Jason Spradling

**Music**

James Beltz  
Jeff Russell

**Industrial Technology**

Scott Bauer  
Trenton Smedley  
Melisa Bertz

**Business**

Jacoby Johnson

**Art**

Taylor Bauer

**Special Education**

Cheryl Kratzberg  
Brooke Claypool  
Angie Nash  
Nicolette Hastings

**FACS**

Eric Ellett

**Alt School**

Angie Chambers

**Student Support**

Christy Nickelson

## **SPONSORSHIP AND SPECIAL ASSIGNMENTS**

**Senior Class** - Marc Ballinger, Tamala Snyder, Jenny Trumbly, Eric Ellett

**Junior Class** - Christy Nickelson, Aaron Law, Kyle Littrell, Amanda Younger, Jeff Russell, Casey Konda, Melisa Bertz, Pam Peters, Austin Pixton

**Sophomore Class** - Tracy Konda, James Beltz, Brooke Claypool, Shauna Goff, Meg Keltner, Nicolette Hastings, Angie Nash, Jacoby Johnson

**Freshman Class** - Taylor Bauer, Scott Bauer, Cheryl Kratzberg, Trenton Smedley, Nathan Haefele, Dennis Bolton, Jason Spradling

Band	Jeff Russell
Cheerleading	Taylor Sans
FBLA	Jacoby Johnson
FFA	Trenton Smedley and Melissa Bertz
FCCLA	Eric Ellett
Student Council	Eric Ellett
Yearbook	Pam Peters
NHS	TBA
Fall Musical	Austin Pixton
Spring Play	Austin Pixton
Forensics	TBA
SPEAK	Christy Nickelson
French Club	Christy Nickelson
Library Club	Pam Dunlop
Mathletes	Tamala Snyder
Color Guard	Jenny Trumbly
Scholars Bowl	Tracy Konda
Art Club	Taylor Bauer
Trap Shooting	Jason Bloodgood

### **Athletics**

Football	Kyle Littrell
Volleyball	Taylor Bauer
Cross Country	Marcie Caldwell
Girls Basketball	Casey Konda
Boys Basketball	Will Shannon
Wrestling	Walter Vandeventer
Softball	Michelle Haupt
Baseball	Brock Huber
Track	Kyle Littrell
Golf	Larry Pope

### **PVHS Graduation Requirements**

Twenty-four (24) units of high school work.

- Four (4) approved units of language arts
- Three (3) approved units of social science
- Three (3) approved units of mathematics
- Three (3) approved units of science
- One-half (.5) unit of Health and one-half (.5) unit of PE
- One (1) approved unit fine arts (band, choir, music, art, speech)
- One (1) approved unit of Personal Finance
- Eight (8) approved units of elective credits

### **Kansas Board of Regents Qualified Admissions**

The six state universities in Kansas--Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, The University of Kansas, and Wichita State University--use the standards below, set by the Kansas Board of Regents, to review applicants for undergraduate admission.

#### ACCREDITED HIGH SCHOOL

Freshmen applicants, aged 21 & younger, who graduate from an accredited high school, will be guaranteed admission to six state universities by meeting the Qualified Admissions requirements designated by each university, as follows:

ESU, PSU, FHSU, & WSU:

- ACT 21+ (SAT 1060) or Cumulative GPA 2.25+\*
- Cumulative GPA 2.0+ for College Credit earned in High School

K-State:

- ACT 21+ (SAT 1060) or GPA 3.25+\*
- Cumulative GPA 2.0+ for College Credit earned in High School

KU:

- ACT 21+ (SAT 1060) and Cumulative GPA 3.25+ or ACT 24+ (SAT 1160) and Cumulative GPA 3.0+\*
- Cumulative GPA 2.5+ for College Credit earned in High School

**KANSAS SCHOLARS CURRICULUM IS RECOMMENDED BUT NOT REQUIRED:**

To best prepare for the rigor of college level courses, following Kansas Scholars curriculum is recommended.

### **Kansas Scholars Curriculum & State Scholar Quick Facts**

Completion of the Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation. This occurs during the senior year of high school.

What are the other requirements to become a State Scholar?

- Students must have taken the ACT between April of the sophomore year and December of the senior year.
- Students must be a Kansas resident.
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

### **Kansas Scholars 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: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or 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. Latin and Sign Language are accepted. Please note, this curriculum is NOT the same as the Qualified Admissions Curriculum.

### **What is the benefit of completing the Kansas Scholars Curriculum?**

Students that complete this curriculum and meet the other requirements, may be designated as State Scholars, which makes one eligible to receive the Kansas State Scholarship as provided by the Kansas Legislature. The academic profile of recent

scholars include an average ACT of 30 and an average GPA of 3.91. State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program), based on financial need and the availability of State funds. Financial need is measured by federal methodology using data submitted on the FAFSA.

### **College Bound Diploma**

Prairie View High School offers a College Bound Diploma to those students who successfully complete the requirements for Qualified Admissions or State of Kansas Scholar program. Students must meet with the counselor to develop a four-year program to ensure criterion for this diploma is fulfilled.

### **Commencement**

A commencement ceremony will be held in May at Prairie View High School. Seniors who have met all the graduation requirements are eligible to participate in the ceremony as long as they are in good standing. Graduates must wear the approved cap and gown to participate in the graduation ceremony. Men are encouraged to wear slacks and a shirt and tie. Ladies are encouraged to wear slacks, skirts, blouses, or a nice dress. Tennis shoes and flip flops are not allowed. The Valedictorian and Salutatorian will present an address. Semester graduates and Level 4 fourth year students are also eligible to participate. Participation in the commencement ceremony is not required to earn a diploma from PVHS.

### **Early Graduation**

Students are allowed to apply for early graduation in the event of personal hardship circumstances, to pursue vocational opportunities, enlistment in the military, or the pursuit of a continuous specialized education objective or college entrance. To apply for early graduation, the student should submit the following items to the building principal prior to the semester he or she intends to graduate:

1. A letter from the student stating the reason he or she would like to graduate early as well as a plan to earn all the required credits.
2. A letter from a parent or legal guardian in support of the student's request.
3. A letter from the counselor with a plan to earn the required credits to earn a diploma.

Each request will be reviewed by the principal on the merits of the individual circumstances. One case shall not set precedent for others. Those approved by the principal will be submitted to the Board of Education for final approval. Only those applications approved by the Board of Education are eligible to graduate early.

Students that graduate early are allowed to attend prom and walk in the May commencement ceremony, but they are not allowed to attend the Senior Trip.

### **Academic Excellence Recognitions**

#### **Valedictorian & Salutatorian**

The Valedictorian and Salutatorian will be selected at the end of the first semester of his/her senior year. Each student's seven-semester grade point average will be calculated to the nearest .01. The student with the highest GPA will be named Valedictorian. The next highest GPA will be named the Salutatorian. In the event multiple students have the same GPA, there may be more than one Valedictorian or Salutatorian. Early graduates are not eligible to be a Valedictorian or Salutatorian.

#### **Semester Honor Rolls**

Each semester students will have their GPA calculated to .01. Special recognition will be given to students with the following GPA's:

Buffalo Honor Roll	4.0 GPA
Green Honor Roll	3.75 – 3.99 GPA
White Honor Roll	3.50 – 3.74 GPA

#### **Academic Letter**

Any student earning a 3.75 GPA for both semesters of the school year will earn an Academic Letter.

### **Academic Requirements**

#### **Grading Scale**

The following grading scale will be used by all instructors:

A = 100% - 90%    B = 89% - 80%    C = 79% - 70%    D = 69% - 60%    F = 59% - 0%

#### **Full-Time Student**

Students should be enrolled in seven (7) classes and an XLT, unless they meet one of the following exceptions:

- Junior Life Skills Student in a supervised work setting
- Senior Life Skills Student in a supervised work setting
- Senior general education student on Work Release

#### **Work Release**

Seniors are eligible to participate in Work Release as long as they are on track to graduate and enrolled in classes either hours 1-5 or hours 3-8. Students wishing to



participate in Work Release should complete an application with the counselor verifying employment as well as parental consent. At the end of first semester the counselor will verify employment as well as graduation progress. In the event a student fails a class needed for graduation, his or her work release status will be revoked and the student will be enrolled in a credit recovery class. Students receive no academic credit for Work Release.

### **Alternative Course Work**

Students may take classes through Edgenuity or through a college correspondence program approved by the building principal for the following reasons:

- To retake a class the student has failed
- To allow a full-time student to complete the number of credits needed to graduate in the normal four-year grade 9-12 sequence
- Hardship circumstance considered on an individual basis.
- To allow access to a course not offered at PVHS
- Advanced students wishing to graduate early

Students and parents shall consult with the principal and guidance counselor to develop a graduation plan. One plan shall not set a precedent for others.

### **Extended Learning Time (XLT)**

Each student will be enrolled in an XLT. The purpose of XLT is to provide time in the school day for students to receive academic support, post-secondary guidance, mentorship, and limit class disruptions for school meetings and assemblies.

Students will earn .25 elective credit per year for XLT. A student's grade in XLT is not included in the cumulative grade point average.

### **Final Exams**

Completing a final exam is an important part of the educational process and helps develop an important life skill for each student. At the end of each semester, all students will complete a comprehensive final exam of the semester's curriculum in each class.

Students wishing to take their final exams on an alternative schedule must complete an "Alternative Finals Schedule Request" form that can be obtained in the office.

In the event a student is unable to take the final exam due to extenuating circumstances, the student will receive an incomplete grade ("I") on the report card until the final exam is taken.

## **Academic Misconduct**

### **Cheating**

What do teachers consider cheating? If, while you are working on an assignment, you come to a difficult problem and you ask a friend for advice on how he or she handled the question, that's collaboration, not cheating. Teachers want you to learn from each other.

If, however, you simply borrow someone's paper and copy it, that's cheating. If a teacher catches you cheating for his or her class or for someone else's, he or she will take your paper. Whether or not you will get a chance to re-do the assignment will be up to the individual teacher. Some teachers may punish the person whose paper you copy.

**The message is clear: Do your own work. When you don't get an assignment done, at least have the courage to admit it and accept the consequences.**

### **Plagiarism**

Academic dishonesty by a student includes, but is not limited to:

1. Giving or receiving unauthorized aid on examinations,
2. Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments,
3. Submitting the same work for more than one course without the instructor's permission,
4. Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing another individual's ideas or concepts without acknowledging his or her work, or contribution. To avoid charges of plagiarism, students should follow the citation directions provided by the instructor and/or department in which the class is offered.

## **Fees and Fundraising**

Enrollment fees should be paid at the time of enrollment. There is no fee to participate in extracurricular or co-curricular activities. Below is a list of the potential fees:

### **Required Fees:**

- textbook fees - \$50.00 (A family cap of \$110.00)

- technology fee - \$30.00 (A family cap of \$50.00 per family) ***This is not an insurance fee, USD 362 does not offer insurance***
- Class dues - \$10.00
- Industrial tech materials fee - \$15.00 (only if enrolled in any Industrial Tech Class, \$15 max if enrolled in multiple Industrial Tech classes)
- Agricultural materials fee - \$20.00 (only if enrolled in an Ag Class, \$20 max if enrolled in multiple Ag classes)

**Optional Fees:**

- Yearbook - \$40
- Class Fundraiser Buyout (see description on the next page)
- Driver's Education - \$240
- FBLA Membership - \$10

**Potential Fees:**

Additional fees may occur as a result of lost/damaged athletic items, iPad/iPad items, lost library books/computers, or classroom books. The student will be charged the replacement cost of the items lost or damaged. These fees are usually charged at the end of an athletic season and/or at the end of the school year. iPad fees occur at the time the damage is reported.

- iPad fees
  - iPad Charger Replacement - \$20
  - iPad Cord Replacement - \$20
  - iPad Case Replacement - \$50
  - iPad Repairable Damage (example broken/cracked screen etc.) – (1<sup>st</sup> incident) \$50, (2<sup>nd</sup> incident) \$150
  - iPad Water Damage - \$100
  - iPad Irreparable damage/replacement (example: lost) - current replacement cost

**Class Fundraisers**

While in high school, each student will be asked to participate in at least one class fundraiser per year. ***The purpose of these fundraisers is to pay for Prom and the Senior Trip.*** Students must sell the required amount of items or pay a buyout fee set by the sponsors.

Fundraisers by class (subject to change)

- Freshman - Work two concession stand shifts
- Sophomores - Work two concession stand shifts
- Juniors - Work two concession stand shifts by the end of the winter sports season and sell Mums in the fall

- Seniors - Work two concession stand shifts by the end of the first semester and sell Pizza kits, suckers, candy bars, etc. (varies depending on the remaining amount needed to pay for the senior trip)

Buy-outs for class missed concessions will be as follows:

- Freshman - \$150
- Sophomores - \$150
- Juniors - \$150
- Seniors - \$150

### **Meal Fees**

Students will be allowed to charge into the negative up to \$15. Once a student reaches the \$15 limit, he or she will be served an alternative meal until such time as the debit is paid or for a maximum of 10 days, after which students will need to provide their own meals. No negative balances will be allowed after May 1<sup>st</sup> of any school year.

### **Unpaid Fees**

At the end of the school year, balances will be checked. If students have outstanding fees equaling more than \$100 their account will be sent to the Kansas Set Off Program for collection if attempts by the school administration do not see the debt resolved. If the debt per student is below \$100, the debt will accumulate until the student moves to a new school, in district or out, and then if still unpaid, the bill will be sent to Kansas Set Off for collection. This includes, but is not limited to, textbook fees, class dues, technology fees, library fees, meals, and other outstanding debt. Students with negative meal balance or an unpaid fee balance will not be allowed to participate in Prom, Senior Trip, or Graduation until the fee balances are resolved.

### **Student Attendance**

Regular attendance is vital if students are to keep up with daily work. All attendance records become a part of the student's permanent record. It is highly recommended appointments, doctors' visits, etc. be scheduled outside the school day so minimal instructional time is missed.

### **Reporting an Absence or Tardy**

When a student has to be absent or tardy, the school must receive a phone call or a written note from the parent. Parents should include in the excuse:

- The day or period of absence or tardiness
- The reason for the absence or tardiness

### **Excused Absences**

The following excuses are accepted for missing school:

- Personal illness and professional appointments
- Family emergency or funeral
- Obligatory religious observances
- Participation in a district approved or school sponsored activity
- Family activities with prior notification of school administration
- College visits as outlined in the next section

*Parents are allowed to excuse 5 absences per semester. Any additional absences will require a doctor's note or approval of the building principal.*

A student who misses 3 classes will be counted 1/2 day absent. In addition, a student must attend 5 classes to participate in extracurricular activities (i.e. games, contests, etc.) unless approved by the principal.

### **College Visits**

Seniors are encouraged to take two days to visit the college campus of their choice. Juniors are encouraged to take one day to visit the college campus of their choice. These are excused absences provided they have arranged the visit through the guidance counselor. Students who are on school sponsored events are not counted absent for the day. Sophomores, juniors and seniors are permitted to miss one day per semester to engage in career exploration through job shadowing. This will count as an excused absence provided they have arranged the visit through the guidance counselor and have administrative approval.

### **Late to School**

Tardiness to school will result in before or after school detention to be administered by the office staff. Students will be given one day notification to serve the following times:

- First tardy – Warning
- Any Additional Tardies – 60 minute office detention

### **Late to Class During the School Day**

Tardiness to class will result in before or after school detention administered by the classroom teacher. Students will be given a one day notification to serve the following times:

- First Tardy – Warning
- Second Tardy - 15 minute detention served with the teacher
- Any Additional Tardies – 30 minute detention served with the teacher

### **Truancy:**

Kansas Compulsory Attendance law that requires every child who is enrolled in school and/or has reached the age of seven years and is under the age of 18 unless excused in accordance with provisions of Kansas law (K.S.A. 72-1113) attend school. Therefore, a student is truant when: He/she is required by law to attend school and is not enrolled. A student is truant when he/she is absent from school for a significant part of the school day. Truancy cases will be reported to the County Attorney's Office. A student is truant if he/she is absent without a an excuse for:

- 3 consecutive unexcused absences
- 5 unexcused absences in a semester
- 7 unexcused absences in a school year

### **Make-Up Work:**

All work missed must be made up. It is the student's responsibility to obtain makeup work and complete all assignments. Any student absent from class will be given one day for each day of class missed to complete the assignments. Class work missed because of a school activity or suspension is due the next day. Exceptions to this policy can be made for special circumstances.

### **Dress Code**

It is generally accepted that cleanliness, good grooming, and appropriate dress is necessary to reduce distractions, promote health, and provide a productive learning environment. Extremes in dress and personal appearance, which tend to cause distraction or pose health problems, will not be allowed at school or school events. The Board of Education expects conformity with the following regulations:

1. No clothing shall be worn with lettering, patches, or drawings that are offensive. This includes, but is not limited to, clothing that is alcohol, drug, sexual innuendos and tobacco related.
2. State law requires that shirts and shoes be worn. Soft soled house shoes are not to be worn.

3. Clothing that leaves the midriff exposed or undergarments exposed are not appropriate for school.
4. Clothing that is designed primarily to be worn as an undergarment is not acceptable attire as an outer garment.
5. All dresses, shirts and blouses must adequately cover the upper part of the body including shoulders, front, and back.
6. Shorts and skirts shall be allowed as school apparel if they are considered to be in good taste—Exceedingly short or revealing shorts or skirts will not be allowed.
7. No caps, hats, bandanas, headbands, or hoods shall be worn in the school building during the school day. These items should be placed in your locker between 8:15 to 3:15.
8. Gang related apparel is not acceptable. Chains must be no longer than 6” and must be attached to a billfold. Ripped jeans and frayed clothing are acceptable at the administrator’s discretion. Holes in any clothing should not be revealing in any way.
9. No sunglasses may be worn during school.
10. All organizations reserve the right to regulate the appearance of their members provided this meets with administrative approval.
11. Blankets are not allowed.

#### **Public Displays of Affection (PDA)**

Proper conduct in the halls is expected of every student at all times. Students should not loiter, be loud, boisterous, run in the halls, etc. No horseplay of any kind will be allowed. Holding hands is the only acceptable physical contact between students. Any students kissing during school will be given a 60 minute after school detention. If the problem continues, parents will be contacted.

#### **Cell Phones**

Students may use the school phone for emergency calls.

- Permission to use the school phone should be secured from the office secretary or the principal.
- Students may use their cell phones during lunch and between classes. Cell phones are to be turned off, put away, and stored in your school locker. Any student using his or her phone, without permission during class time, will give the cell phone to the instructor who may turn it in to the principal’s office.

## **School Safety and Student Discipline Guidelines**

At Prairie View High School, we expect our students to be responsible, respectful, and demonstrate integrity. The following discipline guidelines are broken into categories with regard to severity. If any discipline incident involves suspected criminal activity, police will be notified.

### **Level One Disciplinary Referrals**

- Tardy to School (after one warning)
- Public Displays of Affection (PDA)
- Dress Code Violations

All Referrals 60 minute office detention

### **Level Two Disciplinary Referrals**

- Profanity
- Disrespect
- Disruptive Behavior in an Academic Setting
- Violation of the Acceptable Use Policy for district technology
- Academic Misconduct/Plagiarism

First Referral	60 minute office detention
Second Referral	60 minute office detention
Third Referral	1-2 Days of ISS
Fourth Referral	2-3 Days of ISS
Fifth Referral	1-2 Days of OSS
Sixth Referral	2-3 Days of OSS
Seventh Referral	3-5 Days of OSS
Eighth Referral	10 Days of OSS with recommendation for due process hearing

### **Level Three Disciplinary Referrals**

- Insubordination or Failure to Comply with the instructions of a staff member
- Skipping Class
- Failure to serve a detention assigned by a classroom teacher
- Behavior that compromises an orderly environment
- Instigating or videotaping a fight
- Petty Theft
- Hazing/Harassment/Bullying/Cyberbullying
- Using a derogatory slur based on race, ethnicity, gender, or sexual orientation
- Non-Violent Sexual Activity



- Unapproved use of a camera/video recording
- Destruction of School Property
- Profanity directed at another individual

First Referral	1-2 Days of ISS
Second Referral	2-3 Days of ISS
Third Referral	1-3 Days of OSS
Fourth Referral	3-5 Days of OSS
Fifth Referral	10 Days of OSS with recommendation for due process hearing

**Level Four Disciplinary Referrals**

- Tobacco violation include e-cigarettes
- Alcohol violation
- Fighting/Violence directed at another individual
- Gang Activity
- Behavior which compromises safety
- Destruction of Property/Vandalism (<\$1000)
- Sexual Harassment
- Profanity directed at a staff member
- Theft

First Referral	3-5 Days of OSS
Second Referral	10 Days of OSS with recommendation for due process hearing

**Level Five Disciplinary Referrals**

- Drugs/Drug Paraphernalia Possession, Use, or Distribution
- Assault or Battery
- Destruction of Property/Vandalism (>\$1000)
- High Level Threat to another person or persons
- Possession or use of a Weapon
- Burglary

First Referral	10 Days of OSS with recommendation for due process hearing
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**Effect of Suspension or Expulsion**

Any student who is assigned a short term out-of-school suspension will not be allowed on the school premises for the duration of the suspension. The student will be allowed to make up school work missed during the period of suspension. Final exams will be taken for full credit. Students who are long-term suspended or expelled will not be allowed to make up missed assignments or receive credit during their expulsion.

### **Sexual Harassment**

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

Students should discuss the problem with a teacher, SRO, nurse, counselor or administrator, who will advise them of possible avenues to pursue. Violation of this policy shall result in disciplinary action, up to and including termination, suspension, or expulsion.

### **Drug Free School Policy**

Students shall not unlawfully manufacture, distribute, dispense, possess, or use illegal drugs, controlled substances, or alcoholic beverages on school district property or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and, in addition, depending upon the nature and severity of the offense, may be subject to one or more of the following sanctions:

- (a) A punishment of a short-term suspension, a long term suspension, or expulsion from school not to exceed 186 days.
- (b) Suspension from participation on and attendance at all school activities for the remainder of the school year.

Any student placed on long term suspension or expulsion under this policy may be readmitted on a probationary status if that student obtains an alcohol and drug evaluation at the local mental health center, makes a copy of such evaluation available to school officials, and enrolls in and/or completes a suitable and appropriate drug and alcohol rehabilitation program. If a student is readmitted on a probationary basis while enrolled in a drug and alcohol rehabilitation program, the original suspension or expulsion may be reinstated if the student fails to make satisfactory progress in the program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event it is agreed that the student will receive a drug and alcohol evaluation and enter into and complete a drug education or

rehabilitation program, the cost of such a program will be the responsibility of the student and the student's parents. The drug and/or alcohol education and rehabilitation programs provided by the local mental health center would be deemed to be acceptable programs pursuant to this policy. In the event the student and/or the student's parents desire to enroll the student in another program, it shall be the responsibility of the student and/or the student's parents to submit such information concerning this program to school district officials in order for them to determine the suitability and appropriateness of said program. Parents or students should contact the directors of the programs to determine the cost and length of each program.

### **Weapons Policy**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession, handling or use of any weapon may result in suspension or expulsion from school. Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or other device similar to any of these devices.

### **Smoking and Chewing Tobacco**

State law requires the Board of Education to institute this policy, "There shall be no use of tobacco products in buildings owned by the Prairie View district."

This will create some inconvenience to district patrons who use tobacco. However, the board feels the overall effect on the health of other patrons outweighs the inconvenience to those few people who would care to use tobacco products in our buildings.

The board has long forbidden the use of tobacco products by students in our buildings or on the school grounds. Adults will be permitted to use such products on school grounds outside our building.

Smoking and chewing tobacco are prohibited by students on the campus at any time, and on all school-sponsored trips or functions. This includes vapor cigarettes and e-cigarettes. Violation of this rule will constitute grounds for suspension or expulsion. Possession of cigarettes in school will be considered to be equivalent with usage. Chewing tobacco in school will be handled in the same manner as smoking. Thus, suspension or expulsion will be used when needed. 1<sup>st</sup> Offense students may choose to complete Miami County nicotine prevention class within one week of the incident. Failure to do so will result in three days Out of School Suspension.

KSA 72-8256 Definition of Bullying:

Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, ***persistent or pervasive*** that creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student's or staff member's property;
- c. Placing a student or staff member in reasonable fear of harm; or
- d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile devices, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of USD 362 in policies concerning bullying.

**Standard Response Protocol**

USD 362 schools and local law enforcement agencies use a common vocabulary to communicate during school emergencies. That terminology was created by the “I Love You Guys” foundation and is used with their permission.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## EVACUATE! To the announced location.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! Hazard and safety strategy.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



## HOLD! In your classroom. Clear the halls.

### STUDENTS

Remain in the classroom until  
the "All Clear" is announced

### TEACHER

Close and lock classroom door  
Business as usual  
Take attendance



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### **Activities and Athletics Policy**

Participation in extracurricular and co-curricular activities is a beneficial and worthwhile part of the overall school experience. The skills and values learned through athletics and activities are oftentimes just as valuable as those learned in the classroom. With that said, participation in extracurricular and co-curricular activities is a privilege, and Prairie View students that participate are held to a higher standard than those that do not. Participants' conduct, in and out of school, should not reflect negatively on Prairie View schools or create a disruptive influence on the discipline, good order, and educational environment in the school. Extracurricular activities provide an abundance of learning opportunities, but should not distract from the primary academic goal of the school or individual students.

### **Activity Definitions**

Extracurricular Activities are defined as those school sponsored activities that take place entirely outside of the classroom and have no bearing on a student's grade. Extracurricular activities are divided into three categories: Competitive, Performance, and Clubs.

- **Competitive** Extracurricular Activities include: Football, Cross-Country, Volleyball, Basketball, Wrestling, Scholar Bowl, Forensics, Baseball, Softball, Golf, and Track & Field.
  - Prairie View High school will create teams at multiple levels to ensure opportunities to participate at the appropriate skill level. In the event it becomes necessary to limit team size due to the lack of opponents, lack of officials, or facilities, coaches may limit the number of players on their team.
- **Performance** Activities include: Cheerleading, Drama, and the Musical
  - Prairie View High School does allow cuts for performance activities.
- **Clubs** include: Mathletes, National Honor Society, Art Club, Student Council, French Club, Trapshooting, and SPEAK.

*Students that are deemed academically ineligible are barred from participation in extracurricular activities during the time of ineligibility.*

Co-Curricular activities are those activities that are offered in conjunction with a class, and that participation in the activity is reflected in that class's grade.

- Co-Curricular activities include: Vocal Music, Band, Color Guard, FBLA, FCCLA, FFA, and Yearbook.
- Academic Eligibility does not apply to co-curricular activities, unless those activities have no bearing on the student's grade.

- Clubs and activities added during a school year will be placed into the appropriate category.

### **KSHSAA Eligibility Requirements**

Kansas State High School Athletic Association rules will be followed in the areas of eligibility, insurance coverage, physical examination, practice and game schedules, and use of school equipment. It is the responsibility of the coaches to inform both players and parents of such regulations and the enforcement of school district and KSHSAA regulations.

- **Athlete Physical Requirements:** Any student who takes part in an organized sport must have a KSHSAA physical form signed by a doctor, their parent(s) and themselves. Additionally, a participation 31 form and a notarized medical release form must be on file before a student can participate in an athletic practice. Physical forms are to be obtained from coaches or administrators.
- **Cheerleader and Drill Team Physical Requirements:** The Kansas High School Activities Association requires each cheerleader and drill team member to have a physical examination card signed by a doctor with written parental consent. These must be on file in the principal's office before the first practice
- **KSHSAA Academic Eligibility** - A student who represents his/her school in any inter-school activity falls under the jurisdiction of the Kansas State High School Activities Association. Each activity will have specific rules, but the following apply to each individual:
  - He/she shall be an undergraduate member of his/her school in good standing.
  - The student shall have passed at least five (5) subjects of unit weight the previous semester or the last semester of attendance.
  - Any student who reaches the age of 19 before September 1 shall not be eligible.
  - He/She shall have been regularly enrolled and in attendance at some school no later than Monday of the fourth week of the semester in which he/she participates.
  - After a transfer, a student must be in school 18 weeks before he/she is eligible unless the parents move into the district. At that time, grades will be reviewed to determine future eligibility.
  - A student shall be enrolled in and attending a minimum of (5) subjects of unit weight during the present semester.



- A student who is currently suspended or whose character of conduct brings discredit to the school is not in good standing.
- A student is not permitted to make up work after the close of a semester for the purposes of becoming eligible (this includes summer school).

**Prairie View High School Eligibility Requirements:**

Weekly eligibility will apply to any extracurricular activity at Prairie View High School. An extracurricular activity is any activity associated with the school in which the student does not earn a grade. Starting during the fourth week of the semester, each Wednesday, a failing grades report will be generated by the Athletic Director.

- Students with an “F” will be placed on probation for two weeks and will be notified. If their grade is not passing after being on probation, they will be ineligible to participate in extracurricular activities.
- Students are only allowed one two-week probation per season. If a student has a failing grade and has already used their probation period for that sport’s season, they are immediately ineligible until the grade is improved to passing.
- Ineligible students cannot participate in competitions and travel activities until all classes are passing.
- Ineligible students are allowed to practice.
- Only students in their first eight semesters of high school may participate in extracurricular and co-curricular activities.
- On the day of an event, a student must attend 5 classes to participate in extracurricular activities (i.e. games, contests, etc.) unless approved by the principal.
  - Exceptions: College Visits, Job Shadow, Doctor appointment, funeral
  - If the performance is for a grade, a student may participate even if he or she has not met the five class standard for the day.
- A student turned into the state for truancy, as described in this handbook, will be ineligible for extracurricular activities for the remainder of the current semester.
- A student-athlete who checks out school equipment is responsible for the equipment. The athlete is expected to keep equipment clean and in good condition. Loss of any equipment is the athlete's financial obligation. Failure to pay for any lost or damaged equipment will result in the issuance of a notice of obligation that must be satisfied prior to Prom, Senior Trip, and graduation.

### **Expectations of Extracurricular Participants**

- The coaching staff, athletes, administration, parents, and fans should always act in a manner that would enhance the positive image of the school and community.
- Athletic participation is intended to benefit all athletes by teaching fundamentals, strategies, and behavior that will enable our teams and athletes to be successful.
- Any student staying after school for an activity must be under the direct supervision of their sponsor.
- Students who leave the premises of a school-sponsored event will not be allowed admittance back into the event.
- **KSHSAA Rule 52:** The KSHSAA Executive Board adopted the following interpretations and policies with regards to Citizenship and Sportsmanship:
  - Be courteous to all participants, coaches, officials, and fans
  - Desirable and unacceptable behavior illustrations are “examples” and not considered to be all inclusive
  - Fans reading newspapers, turning their backs, making disrespectful actions during introductions of opponents; yelling, waving, etc., derogatory/disrespectful signs, banners, yells, chants, songs, or gestures.
  - Booming or heckling an official’s decision, criticizing the merits of officiating, displays of temper and arguing with an official’s call, and derogatory remarks towards the officials.
  - Simply stated - Cheer for your team, not against anyone else.
- In the heat of competition, disagreements are inevitable, because of this, it is the policy of Prairie View Schools that any concerns that students or parents may have should be brought to the coaching staff no earlier than 24 hours after a competition. It is not acceptable to bring concerns to the coach immediately before, during, or after a game.
- To maintain an environment of student growth and open communication, it is also suggested that concerns are discussed using the following chain of communication:
  - Student speaks with the coach
  - Parent speaks with the coach
  - Parent and student speak with the coach and Athletic Director
- No athlete may quit one sport to go out for another sport after the first competition of the season.

- Extracurricular participants will be expected to abide by the school dress code, unless a stricter code is applied by the sponsors of the activity.
- Any display of unsportsmanlike conduct by a participant shall initiate counseling by the head coach. Actions of a flagrant nature may result in suspension for at least the next contest. KSHSAA conferences/training are mandatory for any student being ejected from a game.
- Consistent practice is essential to the full extracurricular experience and for the creation of successful extracurricular programs.
  - An athlete must come out on the first day of organized practice for that sport. If an athlete is allowed to participate after the first day of practice, he or she must make up all regular practice days missed before participating in a regularly scheduled game or contest. Exceptions to this rule are students who transfer into this district after the beginning of practice sessions, or students whose previous season has not ended by the first practice of the current season. All other exceptions must be cleared through the athletic director.
  - An athlete that misses school with illness will not be allowed to dress for practice or a game unless he or she returns to school with a doctor, dentist, or court slip. Other unavoidable excuses should be cleared through the principal or athletic director.
  - Each coach or sponsor will have criteria for excused and unexcused absences from practice with appropriate actions for each.
  - Practices on days where there is no school (inservices, weather, holidays) are at the discretion of the head coach with approval from administration.
- Extracurricular Transportation
  - A bus will be provided for the participants. The buses will always load from and return to the school. All participants will ride the bus unless released to a parent with the sponsor or coach's permission. The bus will leave promptly as scheduled, and the bus driver is in charge at all times during the route. The only exceptions to riding and returning on an activity bus are:
    - A student may ride home with his or her parents or guardian if written permission is given by signing out with the sponsor.
    - A student may ride home with another student's parents or a sibling with an unrestricted driver's license, if a paper or digital record of permission by the student's parent is presented to the sponsor before leaving. The parent or sibling assuming the

responsibility must then make direct verbal contact with the sponsor.

- Extenuating circumstances may prompt the administration to allow a student to use alternate transportation. Prior arrangements must be made, and parental contact is required.

### **Extracurricular Disciplinary Policies**

- Violations of team and school rules can and will result in suspensions from extracurricular activities at the discretion of the coaches/sponsors and administration.
  - Middle school violations will not carry over to the high school.
  - Suspensions are to start with the next regularly scheduled contest following the violation.
  - A student is considered an extracurricular participant for the entire school year if he or she plans on participating at any point in the school year.
- If a student is assigned to In-school Suspension (ISS) or Out-of School Suspension (OSS) for the entire school day or during the school day for a referable offense, he or she will be unable to participate in interscholastic competitions or performances on the day(s) on which he or she is assigned. If the assignment to ISS or OSS includes a Friday and Monday, the student will be unable to participate in interscholastic competitions or performances on the weekend.
- If a student is assigned Out-of School Suspension (OSS), that student will be suspended for the next competition or performance of any extracurricular activity in which he or she is currently participating.
- **Training Policies:** Alcohol, tobacco (including electronic cigarettes and chewing tobacco) and drugs (including misuse of prescription drugs or over the counter drug/ chemical) Any athlete who is found in possession of, using, distributing, selling, or enabling others to use such drugs will:
  - First offense: Suspended for one third of the competitions of all extracurriculars in the current season.
    - Should an offense occur with less than  $\frac{1}{3}$  of the season remaining, the suspension will carry over into the next season.
  - Second offense: Suspension from competition or performance for the entirety of the current season.
    - Should an offense occur with less than  $\frac{1}{2}$  of the season remaining, the suspension will carry over into the next season.

- Third offense: Suspension from extracurricular activities for one calendar year.
- Self-disclosure policy: If a participant reports his or her violation of training rules to his or her coach or athletic director within 24 hours of the violation, the athlete will serve a suspension of only 10% of the season. This opportunity applies only to first offense violations. Penalties for second offense violations remain the same.
- An extracurricular participant who brings undue disgrace to the school may be subject to discipline and/or suspension. Participants who are present at a party or event involving minors where alcohol, tobacco, or drugs are present will be considered to have violated this policy and will be subject to discipline and/or suspension. In addition, upon receipt of a juvenile petition from local authorities, students will be placed on discipline and/or suspension for violation of this policy.
- Student athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. Snapchat, Twitter, Instagram, Facebook, YouTube, etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Extracurricular participants are not precluded from participation in such online social network sites; however, participants should be reminded that they serve as representatives of Prairie View High School. Any individual that is identified on a social networking site which depicts illegal or inappropriate behavior will be considered a violation of the activity training rules and will be subject to extracurricular discipline and/or suspension.
- Coaches and sponsors reserve the right to discipline and/or suspend athletes for inappropriate actions or behaviors that the coach feels are necessary to maintain proper team order and unity.
- A student who is arrested on a felony charge will be suspended from interscholastic competitions and performances until Prairie View High School officials complete an investigation and rule on further participation. If a student is arrested for any other offense he or she will be suspended pending a determination by the administration of the school.
- **Hazing** is defined as humiliating and sometimes dangerous initiation rituals, especially as imposed on students seeking membership to a team.
  - Hazing will not be tolerated by Prairie View High School in any form or manner and will be referred to a local law enforcement agency for prosecution. The person[s] responsible will be removed immediately

from the activity in which the hazing occurred for the remainder of the season.

### **Varsity, Junior Varsity and C-Team Playing Time**

The philosophy at the high school level is to be as competitive as possible. Thus, being on a team does not guarantee an athlete will participate in athletic competitions. At the beginning of each season, the coach will determine which students will be assigned to the various teams within that sport's program. The coach will determine which athletes participate in competitions based on his/her evaluation of personnel. Playing time in scheduled contests has to be earned. Work ethic, ability, academic standing, and behavior are vital factors.

- **Varsity Teams:** Varsity teams will be composed of the players (regardless of grade level) that the coaching staff believes gives the program the greatest chance at success.
- **Junior Varsity and C-Teams:** The goal of sub-varsity teams is to develop the program and future varsity teams; playing time is not guaranteed and is up to the discretion of the coaching staff with that goal in mind.
  - Each individual team's policies and philosophy on sub-varsity competition will be defined in that team's handbook.

### **Dual Sport Athletes**

Dual sport participation will be approved on an individual basis by both the coaches and the administration. It may work for some athletes and some sports and not for others. There will be no expectation by parents and/or athletes that any student will be allowed to participate in two sports at the same time. Dual sport participation will be considered only if all of the following criteria are met:

- Agreement of BOTH head coaches.
- Athletes must declare a primary and secondary sport prior to the start of the season.
  - The primary sport will always take precedence over the secondary sport in all aspects.
- Alternate practice times for the secondary sport will have to be determined and attended by a secondary sport coach when conducted on school property.
  - The athlete must be supervised at all times while at the alternative practice time on school property just as he/she would be in a normal practice setting.
- The athlete can not miss a contest in the declared primary sport due to the secondary sport at any time, even in post season play for the secondary sport.

- Missed practice time in the primary sport must be approved by the head coach of the primary sport and an appropriate alternative schedule must be given.
- The student can not assume special treatment will be given in the secondary sport for missed practices or games due to commitment to primary sport.
  - I.E. By missing practices and/or games there is no expectation for the coach by the parent/athlete to play that athlete above another athlete who is only on that team.
- Lettering guidelines will follow the same guidelines already listed in this handbook.

### Lettering Criteria

- **Varsity Athletic Lettering Criteria**
  - **Football:** Students must have participated in half of the varsity quarters in the regular season.
  - **Volleyball:** Must have participated in half the varsity games played.
  - **Cross Country:** Must compete in 6 varsity events and/or qualify for the state meet.
  - **Basketball:** Must have participated in half of the varsity quarters in games preceding the sub-state tournament.
  - **Wrestling:** Must have participated in half of the varsity matches or qualify for the state meet.
  - **Track:** Anyone who averages one point per varsity track meet during the season or who scores one point toward team score in the league or regional track meet will receive a letter. Each team member on a relay team will receive the points that the relay team scores.
  - **Baseball:** Must have participated in half of varsity games played.
  - **Softball:** Must have participated in half of varsity games played.
- **Senior exception:**
  - Coaches may choose to award a letter to a senior athlete who does not meet the above criteria, provided the athlete is a member in good standing on the team at the close of the season.
- **Non-athletic letters:**
  - Students may earn a Varsity Letter in activities other than sports. Prairie View High School awards letters for music, forensics, scholar bowl, drill team, and cheerleaders who meet the requirements defined by the sponsor each school year. In addition, a student can earn an Academic Letter if he or she obtains a 3.75 GPA during both semesters of a school year.

### **Clubs and School Sponsored Organizations**

Any club or organization sponsored by the school is under the jurisdiction of school policy and state law. Meetings may be held during XLT. All clubs must have a faculty sponsor. Clubs that collect dues must deposit all funds in a school activity account.

### **Notice of Insurance Coverage**

The Prairie View School District carries only a catastrophic accident medical policy on its Prairie View athletes. This is a \$25,000 deductible with up to \$5,000,000 medical for an unlimited time period in excess of other valid and collectible insurance. No other insurance of any kind is carried for students attending Prairie View. Description of coverage is available upon request.

### **Student Admission at Home Events**

All PVHS students will be admitted to all home athletic and activity events, free of charge. All students are encouraged to attend as many events as possible to support their classmates and school. If the school hosts a KSHSAA sponsored event, there will be a charge to attend.

## **Student Life**

### **Foreign Exchange Students**

PVHS will accept foreign exchange students residing with host families in our district. Students will be accepted into our school and classified as Juniors. These students are eligible to participate in all student activities and are subject to all school rules and expectations.

### **Library Aides/Student Tutors**

Only seniors may serve as library aides. These must be preapproved by the librarian and administration.

### **Peer Tutors**

Any student can serve as a Peer Tutor as long as he or she is approved by a teacher and administrator. Students serving as peer tutors may also receive community service hours.

### **Teacher Observer or Office Aide**

Teacher observers and office aides are limited to senior students. Interested students must have a "C" grade average. Students will earn .25 elective credit per semester. A student's grade as an Observer or Office Aide is not included in the



cumulative grade point average. The final selection of a class assistant will be up to the instructor and the principal. Only one senior observer per teacher will be allowed. Teachers will not be assigned a senior observer on their plan period.

### **Report Cards and Progress Reports**

Progress Reports will be available the week following the completion of the first and third quarters. Report Cards are available at the end of each semester (after the second and fourth quarters). Only the semester grades are reported on the student's official transcript. First and third quarter Progress Reports will be distributed to parents at conferences or sent home with the student if parents do not attend. All Report Cards will be mailed to the legal guardian at the end of each semester.

### **School Pictures**

On picture day a photographer will come to the school to take student pictures. Any ordering of pictures will take place through the photographer. The school does not order the pictures or accept payment for school pictures.

### **Senior Pictures**

On picture day a photographer will come to the school to take senior pictures. These pictures will be used for the senior panel and may be purchased by the students if they wish. Students must have their picture taken at this time in order for their picture to appear on the panel.

### **Schedule Changes**

Students are allowed to request a change to their academic schedule within the first three days of each semester. All schedule changes must be approved by a parent and coordinated with the counselor. Any changes beyond the third day of the semester must be approved by the principal.

### **Class Rings**

Students will have the option to purchase a class ring through Prairie View High School. This ring is typically ordered by students during their sophomore year and delivered early in their junior year. The rings will be available, but students are not required to purchase.

### **Hot Lunch and Breakfast**

The Board of Education will establish lunch fees. All meals should be paid for in advance. Free lunches will be provided for those who meet the federal guidelines. Anyone who brings his or her own lunch must eat in the cafeteria. **No student will be permitted to leave campus for lunch.** Breakfast will be served from 7:45 to 8:10 a.m. The Board of Education has determined that no charges will be allowed. Students may eat in the cafeteria or courtyard (when open). Students are not allowed in the hallways, at their lockers, downstairs, or in a classroom without teacher supervision during lunch time.

### **School Yearbook**

Prairie View High School publishes a yearbook each year. It may be ordered through the yearbook sponsor. The cost is determined each year.

### **Leaving Campus**

No student may leave school during the day without properly checking out through the front office. Students leaving school without permission are subject to disciplinary action.

### **School Bus Code of Conduct**

It is the goal of the USD 362 Transportation Department to provide safe and reliable transportation to and from school for school age children. Students and parents should understand that the responsibility for seeing that students are at school rests with the parents, regardless of whether or not the student may ride the bus. Riding the bus is a privilege and not a right. It is the responsibility of the driver to operate the bus in a safe manner, be on time each day, pick up and discharge students only at designated stops, maintain proper discipline on the bus, and obey all traffic laws and regulations.

1. Students are expected to observe the same conduct on the bus as if they were in the classroom.
2. Any act or behavior deemed dangerous to the safety of others on the bus (not following bus rules, fighting, roughhousing, and physical or verbal abuse) could result in the suspension of bus riding privileges.
3. The consumption of food or beverages is not permitted while riding the bus to or from school.
4. The bus driver is authorized to assign seats for any or all students as deemed necessary.

5. Students are expected to board the bus at their regular stop each day unless prior arrangements have been made with the driver. Likewise, students will only be discharged at their regular unloading stop unless they have specific written permission from a parent or guardian and authorized by school personnel.

### **Student Drivers**

Students may ride the bus or drive their own car. Students who drive to school must leave their car parked until the school day is over. Students' cars are not to be used "during the noon hour" without the principal's permission. No four wheelers are allowed on campus at any time.

### **Parking**

Parking on school grounds is a privilege. Students who bring their car or motorcycle to school are to park the vehicle upon arrival, are not to return to the parking lot, and are not to move their vehicle during school hours without permission from the principal. Students should park in the designated areas and not block drives or entrances to the building. Students are not allowed to park in front of the school as the West lot is designated for visitors, parents, guests, and staff. Students who abuse the privilege of parking at school through unsafe acts in the parking lot can and will have their parking privileges suspended or revoked.

### **Computer Usage**

Students should have no expectation of privacy when using school district email or computer systems. E-mail messages shall be used only for approved educational purposes. Students are expected to use the computer system in accordance with the guidelines established in the signed Computer Acceptable Use Policy. Any email or computer application or information in our school district's computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. Students will be charged a \$30 technology use fee. This is not an insurance fee. Prairie View USD 362 does not provide insurance for iPad or other technology devices.

### **Network Etiquette and Privacy**

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

- BE POLITE: Never send, or encourage others to send abusive messages.
- USE APPROPRIATE LANGUAGE: You are a representative of your school and your district on a public system. Never swear; use vulgarities, or any other inappropriate language.
- PRIVACY: Do not reveal your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students or colleagues.
- DISRUPTIONS: Do not use the network in any way that would disrupt the use of the network by others.
- REPRESENTATION: Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator.

EXPECTATION OF PRIVACY: Students do not have an expectation of privacy in files, disks, documents, email, etc. which have been used or created with District equipment.

Prohibited Computer Uses:

Students are prohibited from the following activities:

- Accessing or creating files or materials without authorization (i.e. offensive, profane, or pornographic files)
- Using Internet games, MUDS, IRCs, BLOGS or web chats
- Plagiarizing works or violating copyright or trademarks
- Damaging, altering, or modifying district hardware or software. This includes downloading and/or installing software from Internet or from disks without permission from technology director
- Attempting to bypass district security

***If the student violates any of the terms of this agreement, his or her computer privileges may be terminated.***

#### **Posters and Flyers in School**

Any item displayed throughout the building or placed on the bulletin board must be cleared by the administration.

#### **Bags and Backpacks in School**

No bags or purses are allowed in classrooms. Bags and purses should be kept in student lockers.

### **Married or Pregnant Students**

Married students may attend high school and be classified as full time or as a special student. Special students maintain all the privileges of a regular student and may take part in extracurricular activities if they attend at least five (5) hours per day.

Pregnant students must have a physical examination by a medical doctor that affirms that school attendance or participation in extracurricular activities will not endanger her health. Pregnant students may elect to be a special student or take basic correspondence in lieu of regular attendance.

### **Lockers**

A locker equipped with a combination lock will be issued to each student. Locker assignments will be made at enrollment. If a student damages the lock or locker, he/she will be expected to pay for all repairs.

1. Each student will be responsible for the orderliness and cleanliness of his/her locker.
2. No writing or marks are to be placed in or on the locker. Appropriate pictures can be fastened to the inside of the locker. All lockers will be subject to periodic inspection by the administration. All locker posters must be approved by the administration.
3. It is important that the locker combination be kept secret. Students should resist the temptation to share locker combinations with friends, as this decreases privacy and security of individual lockers. Students are prohibited from using their own locks.
4. The administration may search any locker at any time, without notice to the student to whom the locker belongs, if there is reason to believe that the locker contains matter prohibited by law or school regulation.
5. Physical Education and school lockers should remain locked.

### **Visitors to School**

No student will be allowed to bring a guest to school unless prior arrangements have been made with administration the day before visitation. Visiting times are to be determined by administration. All guests must check in at the office upon arrival. Students who have graduated from PVHS need to visit before or after school.

### **Assemblies**

Teachers will accompany students to the assemblies. Any person who must be removed from an assembly for any reason will not be allowed to attend any more

special events until the administration deems it advisable. Pep assemblies will typically be held on Friday. An agenda for the assembly must be approved by the Activities Director or Principal.

### **Family Activities Night**

No school activity will be scheduled to take place on Wednesday night. This one night per week is set aside for family activities. If unusual circumstances warrant, the building principal must approve the activity.

### **Junior-Senior Prom**

All Junior and Senior students in good standing are eligible to attend Prom. All rules that pertain to school parties are observed. After the dance, all school responsibility is terminated. To clarify: after prom, movies, breakfast, etc. are the responsibility of the parents and/or other sponsoring groups. Prom dress code will be relaxed from regular school dress code; however, good taste and decorum will be enforced. Out of school dates must complete an Out of District Guest Form and be approved prior to attending the dance. Underclassmen in good standing may attend as a guest of an upperclassman. Each upperclassman is allowed to bring one guest to Prom. There is no charge for Prom since it is paid for through the Class Fundraisers.

### **School Trips**

Students attending a school trip must complete the permission slip and medical release form during enrollment each year. All school rules apply on all trips. Any students failing a class must receive permission from the teacher of the class they are failing in order to attend the trip.

### **Senior Trip**

Each year Prairie View High School may sponsor a senior trip consisting of a maximum of one school day and a total of three days and two nights. Seniors pay for this trip through class dues, fundraising activities, or buyouts of fundraisers.

Students are allowed to buy out of class fundraisers. Buyouts for missed concessions will be as follows:

- Freshman - \$150
- Sophomores - \$150
- Juniors - \$150
- Seniors - \$150

If students do not wish to do the buyout they can do the following fundraisers:

- Freshman - Work two concession stand shifts
- Sophomores - Work two concession stand shifts
- Juniors - Work two concession stand shifts by the end of the winter sports season and sell Mums in the fall
- Seniors - Work two concession stand shifts by the end of the first semester and sell Pizza kits, suckers, candy bars, etc. (varies depending on the remaining amount needed to pay for the senior trip)

Seniors going on the trip must be currently enrolled full-time students, eligible for graduation, and in goodstanding to attend. A student not in good-standing is one who owes money to the school or is currently suspended. Students who have received two suspensions during their senior year (either in-school or out of school) are not eligible for the senior trip. All school rules apply on the Senior Trip. Any student violating a school rule that involves that student having to be picked up by a parent will not be eligible to participate in the graduation ceremony.

#### **Health Policies**

It is the policy of the board that the public school should not provide students with aspirin or any other medication. Unauthorized administration of aspirin or other prescribed medication shall not be practiced by any school personnel including the school nurse.

In certain circumstances when medication is necessary in order for a student to remain in school, the school may cooperate with parents in the supervision of prescription medication that the student will use. A prescription from the doctor, in the original container with instruction for usage must be turned in to the office. Medications maintained in the school setting will be kept in a locked container.

#### **Health Guidelines**

Students may carry non-prescription medication subject to inspection by the principal or his representative. However, abuse or distribution of such will result in disciplinary actions.

Our procedure for minor emergencies such as cuts and scratches is to cleanse the wound and apply a sterile dressing. In major emergencies, the parent or guardian is called after emergency first aid has been given. It is just in case of such an emergency that we request you have an emergency number, other than your own, listed on your record.

In order to keep the number of communicable diseases to a minimum you are asked to please observe the following regulations for the safety and concern of everyone.

1. Stay home if you have a sore throat, upset stomach, persistent cough, nasal discharge, watery red eyes, rash or an elevation of temperature of 99.4 degrees or higher.
2. Students who are absent from school for any reason are to bring a note from their parents or doctor before being readmitted.
3. If you suspect you have a communicable disease, obtain positive diagnosis from your physician and then INFORM the school office so that they in turn can inform parents of other students. Full cooperation is essential to prevent the spread of a disease.

### **IMMUNIZATION REQUIREMENTS**

Immunization requirements and recommendations for the school year are based on the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC) recommendations. The current recommended and minimum interval immunization schedules may be found on the CDC webpage. The best disease prevention is achieved by adhering to the recommended schedule. However, if a child falls behind, the minimum interval schedule is implemented. To avoid missed opportunities, immunization providers may use a 4-day grace period, in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

K.S.A. 72 - 6261 - Kansas Statutes Related to School Immunizations Requirements and K.A.R. 28-1-20 defines the immunizations required for school and early childhood program attendance published in the June 26, 2008 Kansas Register.

- **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4<sup>th</sup> dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older. A single dose of **Tdap** is required at entry to 7<sup>th</sup> grade.
- **Hepatitis A:** Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between the 1<sup>st</sup> and 2<sup>nd</sup> dose. (Provisional based on expected revision to K.A.R. 28-1-20 prior to school year)



- **Hepatitis B:** Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 6 months.
- **Measles, Mumps, and Rubella:** Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and the interval between doses may be as short as 28 days.
- **Meningococcal (Serogroup A,C,W,Y):** Two doses required. Doses should be given at entry to 7<sup>th</sup> grade (11-12 years) and 11<sup>th</sup> grade (16-18 years). For children 16-18 years, only one dose is required. (Provisional based on expected revision to K.A.R. 28-1-20 prior to school year)
- **Poliomyelitis (IPV/OPV):** Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if the 3<sup>rd</sup> dose was given after 4 years of age **and** at least 6 months have elapsed since dose 2.
- **Varicella (chickenpox):** Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2<sup>nd</sup> dose may be administered as early as 3 months after the 1<sup>st</sup> dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when a student has a history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in K.S.A. 72-6262. In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- **Human Papillomavirus (HPV):** Two doses *recommended* at 11 years of age or three doses if the series is started after 15 years.
- **Influenza:** Annual vaccination *recommended* for all ages > 6 months of age. Number of doses is dependent on age and number of doses given in previous years

### **Asbestos Reports**

Several years ago the U.S. Congress passed legislation which required school buildings be inspected for asbestos content. Asbestos materials which are friable and capable of being suspended in the air can be hazardous to the health of individuals inhabiting the buildings.

The results of our inspection showed that the sprayed ceiling in the lower hall and two classrooms at Prairie View High School contained asbestos fibers. This was discovered during a 1983 inspection and the material was covered with a heavy latex paint so that it would not become friable and enter the air. During the summer of 1993, a suspended ceiling was added to this area for further protection.

Vinyl-asbestos tile is present in the Fontana and Prairie View High School buildings. This is not friable and will not become suspended in air unless it is removed. The regular scrubbing, sealing and waxing protects it adequately. Custodial employees have been given training about the dangers of asbestos. Potentially dangerous areas are identified so that employees, students and patrons will be aware of the designated areas. A complete copy of the report is available in the district office.

**Student Record Policy – The Required Annual Notification is as follows:**

Notice on privacy rights - annual notification  
Parent(s), guardian, and/or "eligible student"

This notice informs parents and eligible students (those 18 or older) of their rights concerning access to educational records. Limitations in disclosure of record information, the opportunity to challenge the content of education records, and provisions for filing a complaint with HEW. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976 Federal Register.

The law and regulations published by the Department of Health, Education and Welfare, require educational institutions to:

Provide parents and eligible students the opportunity to inspect student educational records. That can be done by contacting the school principal.

Provide parents opportunities for a hearing to challenge the content of the student's educational record when they believe it contains information that is inaccurate, misleading, or in violation of the student's right to privacy. (Grades are NOT subject to challenge)

Limit disclosure of information from the student's record to those who have the consent of the parent or eligible student, or to officials specifically permitted within

the law such as local school officials, those of other schools in which the student seeks to enroll, and under certain conditions and for specific purposes, local state and federal officials.

1. Parents of dependent students will have access to the education record. This agency will assume that the student is dependent on the Parent(s) (claim as a tax exemption) until we are otherwise notified.

2. This agency may publish directory information, collective, or individually unless a parent/eligible student, within ten days after this notice, notified the privacy officer, in writing, that any or all of the categories listed below (directory information) should not be released without prior consent.

**Directory Information**

1. Name and Address
2. Telephone listing
3. Date and place of birth
4. Major field of study
5. Participation in officially recognized activities
6. Student's picture
7. Student's parent or guardian's name
8. Weight, height, participation in and eligibility for officially recognized activities and sports
9. Date of Attendance
10. Degrees
11. Awards received
12. Most recent previous educational institution attended

**3. Policy Available**

Copies of district policy and implementation procedures are available upon request from the superintendent

4. Parents or eligible students may file a complaint with HEW, if they believe their rights under this law have been violated and efforts to resolve the situation through MCPS appeal channels have not proved satisfactory. Complaints should be addressed to: F.E.R.P.A., HEW Room 514e., 200 INDEPENDENCE AVE., S.W., Washington, D.C. 20201.

\*Eligible student means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.

Title IX Notice:

The following is the adopted policy of the Prairie View U.S.D. 362:

Students, their parents, and employees of U.S.D. 362 are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment activities. Any person having inquiries concerning USD 362's compliance with Title IX is directed to contact Dr. Chris Johnson 13799 Ks. Hwy 152, LaCygne, KS 66040 (913) 757-2677. Dr. Chris Johnson has been designated by USD 362 to coordinate the school district's efforts to comply with Title IX.

### **Emergency Safety Interventions**

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

"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.

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

“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 a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

### **Prohibited Types of Restraint**

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except: Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional; Any device used by law enforcement officers to carry out law enforcement duties; or Seatbelts and other safety equipment used to secure students during transportation.

### **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. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other

staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain documentation regarding the training that was provided and a list of participants.

### **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.

### **Reporting Data**

District administration shall report ESI data to the state department of education as required.

### **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 investigators may be a board member, a school administrator selected by the board, or a board attorney. Such investigators 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.