



**Pleasanton**

**Junior/Senior High**

**School**

**STUDENT HANDBOOK  
2013-14**

**USD 344 MISSION**

**The mission of Pleasanton Junior/ Senior High School is to provide a safe and positive learning environment that offers the opportunity for development of life-long learning skills that enable students to become productive citizens in our changing society.**

**Intellectual Development**

To develop the skills of perception, memory, reasoning, problem solving, creativity, and communication in such a way that the student may reach his/her potential

**Social Development**

To develop a healthy interaction with others, including those of different race, religion, or culture, by encouraging a positive team spirit and cooperation

**Physical Development**

To develop a positive attitude toward self and others which includes a love for learning, self-discipline, and appreciation of art, music, literature, and nature

**Moral and Ethical Behavior**

To strengthen his/her moral and ethical behavior and demonstrate good human relations

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**USD 344**  
**Pleasanton Junior/Senior High School**  
**2013-14**

Welcome to Pleasanton Junior/Senior High School and **Blu-Jay Nation!** I, along with all your teachers and staff, would like to welcome each of you back to school. I hope that the coming year will be most rewarding for you as you complete another step of your educational career. I also hope that you will take advantage of the many activities that are offered by Pleasanton Junior/Senior High School.

In addition to taking advantage of the extra-curricular activities that are offered to you, it is of greater importance that you take advantage of the class time and activities that the teachers have prepared for you for the upcoming school year. The success is yours for the taking. The materials, with which you have been provided, are of the highest quality and technological level. **You** should take these opportunities and use them to your maximum capacity!

It is expected that you will have the Blu-Jay pride to follow the rules of proper behavior that are set forth in your student handbook. It is of the utmost importance that you review these rules with your parents. In essence, the rules set forth in the handbook resemble a contract between yourself and your school.

I hope that your time at Pleasanton Junior/Senior High School will be a time of learning, and social development, as well as an increased awareness of your responsibilities as a citizen in both your community and school. Please also take seriously that you are responsible for preparing yourself for your future educational and career goals. Decisions, plans, and habits you make now will greatly impact your success. There are many opportunities and challenges that await you, I trust that you will take these opportunities and challenges and achieve your highest potential! Remember your future is waiting on you! Make it the best it can be!

**Paul A. Walrod, Principal**  
Pleasanton Junior/Senior High School

## GENERAL INFORMATION

**SCHOOL DAY:** School is in session from 8:05 a.m. to 3:30 p.m. Students should not arrive before 7:40 a.m. and should leave the building at 3:35 unless special arrangements have been made. Once a student is on school grounds he/she is under the jurisdiction of the school officials and may not leave without permission from the office.

**SCHOOL CLOSING:** This will be announced using School Reach and Facebook.

**BREAKFAST AND LUNCH PROGRAM:** Breakfast and lunch are provided to help students be nutritionally prepared for the school day. Breakfast and lunch may be paid BEFORE OR AFTER school in the high school office. Office hours are 7:30 a.m. to 4:00 p.m. Students may bring their lunch, but all food must be eaten in the cafeteria. **Because we have a closed lunch period, students will not be allowed to leave school for lunch.**

**BREAKFAST:** Breakfast is available to students at a cost of \$1.15. The breakfast period is from 7:40 a.m. to 8:00 a.m. each day that school is in session. Students participating in the breakfast program who do not ride the bus must arrive by 7:50 a.m. and go directly to breakfast before going to their classroom. Bus riders participating in the breakfast program must go directly to breakfast upon arriving at school.

Breakfast will not be an acceptable reason for tardiness to a student's morning class unless it involves a late bus. Only students who are eating school breakfast will be allowed to stay in the cafeteria.

**LUNCH:** The school lunch program provides students in grades 7-12 with a hot, nutritious, well-balanced lunch for \$1.80 per meal. The price of meals for adults is \$2.95. Lunch may be purchased through the lunch program or a sack lunch may be brought from home. The scheduled lunch period for students in grades 7-8 is 10:46 a.m. to 11:10 a.m. and grades 9-12 is 11:41 a.m. to 12:06 p.m.

"Nutrition Standards in National School Lunch and School Breakfast Program"

For detailed Food Service Facts and Regulations click [here](http://www.fns.usda.gov/cnd/Governance/legislation/nutritionstandards.htm):

<http://www.fns.usda.gov/cnd/Governance/legislation/nutritionstandards.htm>

**FREE AND REDUCED LUNCH:** USD #344 participates in the School Food Service Program in which families are welcome to apply for free or reduced price meals for their student(s). Application forms are distributed at registration and are available in the office throughout the year. The state and federal rules and regulations governing this program will determine eligibility for participation in the program. This program is audited by the Kansas State Board of Education; therefore individual applications may be audited for verification of eligibility.

Free or reduced breakfasts and lunches will be available for those who apply and qualify under federal guidelines. Guidelines and applications are available to each family. For those who want to apply for free or reduced breakfasts and lunches:

1. Only one application is needed regardless of how many children you have in any of the district's schools.
2. The application should be completed accurately, in full, and handed to the appropriate building secretary.

3. Households may apply or re-apply throughout the year if their income status changes.
4. You will be notified within 10 days from the date the school receives the application whether the application was approved or disapproved.
5. The School Food Service Program provides one meal and one carton of milk per student per meal. Additional meals and milk may be purchased by the student(s), however those meals will be treated as additional items and the student's family account must show a positive balance.
6. Recipients of free or reduced breakfasts and lunches are kept in confidence at the district level.

**BREAKFAST/LUNCH FEES:** The price of school lunches, extra milk, and breakfasts will be based on the following single rates:

Regular Student Lunch	\$ 1.80	Reduced Student Lunch	.40
Additional Student Lunch	\$1.80	Guest Lunch (Adult or Child)	\$2.95
Regular Breakfast	\$1.15	Reduced Breakfast	.30
Extra Milk (per half pint)	.30		

Meals are pre-billed monthly; statements will be mailed to the parents at the end of the month and around the 15th of the month. Lunch and breakfast may be purchased daily, weekly, or monthly. Students who choose not to participate in the hot lunch program will be expected to bring a sack lunch. No money will be collected in the cafeteria. Students may not exceed three charges of lunches or breakfasts. Students are asked to be courteous and mannerly at all times during lunch. Do not go to the Commons Area until ten minutes after lunch period starts and PLEASE leave your area in the cafeteria and Commons Area clean.

### **CAFETERIA PROCEDURE**

1. Listen when lunch count is taken in your classroom each morning. Be sure of what you are ordering.
2. Students must take a milk before picking up their trays
3. Tell the lunchroom clerk your lunch ID number

**VEHICULAR USE & PARKING:** Students who drive to school are to enter the east entrance and exit from the north end of the parking lot. Please drive carefully when near the school grounds. Parking your car in the school parking lot is a privilege that may be revoked if abused. Upon arrival all students are to leave their vehicles and are not to re-enter them until school is dismissed for the day. Park so that you are not blocking the east entrance, the north exit, or the shop/music area without the permission of the administration. All vehicles must be parked in a designated parking space. Students who park in areas that have designated no parking, in areas that are not painted for parking at all, or in handicapped parking spaces without a handicapped parking permit displayed will be subject to fines. All other violations may result in driving privileges being temporarily revoked at the discretion of the administration.

**SCHOOL VISITATION/PARENT CONFERENCE:** Students may not bring other student visitors to school. The success of a student can be measurably increased if his/her parents show an active interest in the student's work. Parents and grandparents are cordially invited to visit the school at any time. Parents or grandparents should plan school visits through the office. Adult lunch is available for \$2.85 please make arrangements with the office by 9:00 a.m. if you plan to eat.

Should questions or misunderstandings arise, parents are urged to contact the teacher and/or the

administration in order that a better understanding and cooperative solution may be reached.

## **EMERGENCY PROCEDURES**

### **FIRE DRILL REQUIREMENTS & PROCEDURES**

**Requirements:** By act of the Kansas Legislature all schools will conduct one fire drill each month that school is in session.

**Procedures: Move quickly, but orderly and quietly, so that you may hear instructions if they must be given.** Leave supplies, books, etc. in the room. After you are outside, a safe distance away from the building, you are not to re-enter until the 'all clear' is announced. In the event of a power failure, the bullhorn will be used instead of the regular alarm system. **The fire signal will be a continuous ringing of a horn-like sound** (as contrasted to our bell system).

Music room - Exit from the west door

Shop - Exit from the north door

101, 103, 106, 108, Library, Office - Exit from the east door

110, 112, 114 - Exit from the north door

115, 116, 117, 118 - Exit from the northwest door

102, 104, 105 - Exit from the west door

7A, 7B, 8A, 8B - Exit from the north door

New Gym, Commons Area - Exit from the east door

Grade School Gym - Exit from the northeast hall

Cafeteria - Exit from the west door.

### **TORNADO DRILL REQUIREMENTS & PROCEDURES**

**Requirements:** By act of the Kansas Legislature, all schools will conduct a tornado drill at least three times each school year.

**Procedures:** All classes gather in the southeast corner of the room if there are no windows in that area. If possible, take a book or some item to protect your head against flying objects. The tornado signal will be short rings of the regular bell system. In case of power failure, we will use the All Call phone system or Bullhorn.

Classrooms in the North hallway - To the HS Girls locker room

Classrooms in the East hallway - To the HS Girls locker room

Library – To HS Girls locker room

ALC room - To the HS Girls locker room

Classrooms in the South hallway (South side) - To HS Girls locker room

Classrooms in the South hallway (North side-Conley) - To HS Boys locker room

Shop areas – To the HS Boys locker room

Music Room - To the HS Boys locker room

7A, 7B, 8A, 8B – To the HS Boys locker room

Lunchroom – To the nearest locker rooms

All other rooms need to go to the nearest locker room

**MEDICATIONS:** Students may self-administer medicines provided they can do so responsibly.

The school does not dispense over-the-counter medication. This includes cough syrup, Tylenol, aspirin, antacid, etc.

**TRANSPORTATION:** Students are reminded that the bus driver is in charge at all times during the route or trip. The following guidelines will be followed in regard to bus regulations:

1. Courteous and proper conduct will be required
2. No profane language
3. Help keep the bus clean
4. Cooperate with the driver
5. No tobacco use is allowed on school buses or school grounds
6. No destruction or unusual treatment of property
7. Stay in seat while bus is in motion
8. Keep head, hands, and feet inside bus
9. Bus driver is authorized to assign seats.

Disciplinary problems will be reported to the building principal for necessary action. It is not the intent to deprive any student from bus transportation. In regard to any school-sponsored activity, **students are required to ride the school transportation to the event, NO EXCEPTIONS.** Students may ride home from the event with their parent or guardian unless prior arrangements are made with administration. Parent/Guardians must sign a release form each time their student does not return home on school transportation.

**EXTRACURRICULAR OPPORTUNITIES:** At Pleasanton High School, many extracurricular activities are offered to help round out a student's education. Every student is encouraged to become involved in any activity because we believe that all students can benefit from activities.

**ACTIVITY TRIPS:** Activity trips are restricted to the state level and **OUT OF STATE TRIPS WILL NOT BE RECOGNIZED.** The senior trip and activity trips to the Kansas City area are permitted. Note: This would not preclude students from attending out of state contests or workshops, but they will have to be entirely funded by those attending. No school sponsorship or funding will occur.

**ATHLETICS/KSHSAA ACTIVITIES:** Because all extracurricular activities are a privilege, there are standards that must be met by all participants. At Pleasanton High School, the standards are set by the Kansas State High School Activities Association. Appropriate behavior is expected at all times at any activities prior to, during and after. **NO** student will be allowed to compete without meeting the following eligibility standards:

1. They are bona fide, undergraduate students in good standing, with regular attendance.
2. Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or their school.
3. They are not 19 years of age on or before September 1 of the school year in which they compete.
4. They have not completed eight semesters of high school attendance. (Includes total attendance, beginning with the 9th grade.)
5. They have not had eight semesters of competition or more than four seasons in one sport (includes grades 9-12.)
6. They are enrolled in and attending five subjects of unit weight or the equivalent at Pleasanton USD #344.
7. They have passed in five subjects of unit weight or the equivalent of their last semester in

attendance.

8. They do not engage in outside competition in the same sport during a season in which they are representing their school.

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9. They have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.
10. They have passed an adequate physical examination after May 1st of the school year given by a physician and have the written consent of their parents or legal guardian. Along with a physical the student and guardian will need to sign a KSHSAA Concussion & Head Injury Release Form.
11. They have met the requirements of the transfer rule if they are transfer students.
12. They are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. They have not completed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the amateur rule.
14. They are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.
15. Junior high academic eligibility is determined on a quarterly basis.

**BEHAVIOR AT EVENTS:** An essential component of activities, as well as school, is to learn to be good citizens. It is important for students, coaches, fans, and everyone involved to represent their school in a way that everyone can be proud of. Sportsmanship is the key. We must be positive at all times and present an image that other schools would want to model. As part of this, each coach and sponsor has set rules and standards for the participants. The Three Rivers League has also set a code of conduct to follow for activities, which is based on rules from KSHSAA. The code follows:

### **THREE RIVERS LEAGUE CODE OF CONDUCT**

**Purpose:** To facilitate school spirit, sportsmanship, and uniformity of expectations at league activities, the following standards have been adopted. (May, 1986)

1. All pep signs, placards and chants will be positive in content. Negative signs or chants will not be directed at the official or visiting team members.
2. Cheer Squad sponsors will get approval from the home team administrator for pep sign content and placement in the gym.
3. No artificial noisemakers will be allowed at indoor activities.
4. Megaphones may only be used by the cheer squad or designated yell leaders under the direct supervision of the cheer squad sponsor.
5. Patrons who verbally or physically harass officials or coaches may be removed from the activity and may lose attendance privileges at all league activities.

Practice is an important part of being successful in any activity. However, in the interest of family time, there will be no practices on Sunday and no practices or activities on Wednesday night after 7:00 p.m. We encourage students and their parents to take advantage of any family time available.

**ELIGIBILITY OF STUDENTS:** Students who wish to participate in school extra-curricular activities must meet not only the standards set by KSHSAA, but also those set by USD 344 and the sponsors and coaches of each activity. USD 344 requires the student be in 'good standing' and requires the student to be passing all subjects with at least a "D" average (60%) in all individual classes. If the student is not in compliance, the student is immediately ineligible for participation/competition in



extra-curricular activities. Students may take corrective measures and become eligible for participation upon teacher/administrative approval once they are in compliance with the USD 344 standards. PJH/HS will offer, in addition to their seminar period, an OTI program (Opportunity To Improve) after school, three days a week, to complete work and support students in their efforts to stay eligible for extra-curricular activities. This program is open to all students grades 7-12. 8

## **DRIVER EDUCATION**

The district may offer a driver education program. If that program is offered in the summer:

1. Students must be fifteen (15) years old before January 1 prior to the summer of enrollment and must have graduated from the 8th grade.
2. Students must fill out an application form and pay a fee of \$2.00 (set annually by the State of Kansas) for their permit and material and supplies fee (non-refundable) of \$40.00. The fees and application date will be announced in the spring. Students will not be accepted without prior approval, and all paperwork must be done by the date assigned.
3. Students not regularly enrolled in our district (out of district students, resident students attending out of district school and home schooled students) must pay a materials and supplies fee (non-refundable) of \$60.00. These students will only be accepted if class size does not become excessive.

Note: Board policy mandates that students enrolled in this district must be regularly enrolled as a full-time student.

The above exception applies only to the summer driver education program. If the driver education program is offered in the school year as a regularly scheduled class, only students attending schools in this district are eligible.

## **ORGANIZATIONS**

Each organization should have a constitution with rules and regulations concerning membership, officer election, purchases, etc. These should be approved by the principal, and kept on file in the office. Class officers should be elected at the first class meeting of the year. The officers are President, Vice-President, Secretary, Treasurer, and Student Council Representative. They will be elected by the highest number of votes from those nominated.

### **DANCES:** Dance rules-Senior High

The senior high school is permitted one dance each month, and special event dances (Homecoming, etc.), are counted within the limit. Appropriate behavior is expected at all times at any activities prior to-during and after dances

1. Once you are in the building, you must stay. If you leave, you will not be permitted to re-enter. One hour after the dance starts, there will be no one admitted without a bona fide excuse from a coach, sponsor, etc.
2. Absolutely no alcohol, drugs, or tobacco products will be brought on the premises.
3. Students who cause problems will be asked to leave and will be denied admittance to future dances.
4. Admission prices, if any, will be determined by the sponsoring organization.
5. Dances are for high school students and their invited guests. No junior high or elementary students are permitted.
6. Out of school dates must be 19 years old or younger, and must be signed up by their in school host 3 days in advance of the dance.
7. Dances terminate by 12:00 am.

8. Seniors can only be King and Queen one (1) time their senior year; Prom, Homecoming, Courtwarming and Ice Castles are the only recognized royalty.
9. KING AND QUEEN Policy: In order to be eligible to be a senior king or queen candidate at Pleasanton High School, the senior must meet the requirements set by the state of Kansas and the Pleasanton BOE to graduate in May of that school year.

**JR HIGH DANCES:** All rules apply to junior high same as high school except the time for dances to terminate. Junior high students may not attend high school dances and junior high dances are limited to junior high students enrolled in Pleasanton Junior High School

**JR-SR PROM:** All rules that pertain to school organizations will be observed. Junior-Senior Prom will be sponsored by faculty members and will be closed to all, except students and invited guests. The junior-senior prom age limit will be 20 years of age with a 5-day notice requirement. Junior-Senior Prom will close at 12:00 a.m. **Students are to be in attendance at school the day prior to prom to attend.**

**ACADEMICS:** The business of Pleasanton High School is to ensure our students an opportunity for the best all-around education we can provide. The academic opportunities here surpass the extra-curricular opportunities. The items contained in this section explain many important details concerning academics at our school. Our main concern is that students maximize their learning. Each semester, students are issued grade cards. A grade is given for each credited class. Student progress can be monitored any time through PowerSchool.

**GRADUATION REQUIREMENTS:** Twenty-five (25) units of high school credits are currently required for graduation. The required units and subjects are:

<b>Language Arts</b> .....	4 units
English 9, 10, 11, and 12	
<b>Social Science</b> .....	3 units
Including Am. History (1.0), Government (.5), World Geography (.5), plus one credit (1.0) of a social science elective.	
<b>Mathematics</b> .....	3 units
<b>Science</b> .....	3 units
<b>Health &amp; Physical Education</b> .....	1 unit
<b>Computer Application</b> .....	1 unit
<b>Fine Arts</b> .....	1 unit
<b>Electives</b> .....	9 units

1. To be considered a sophomore, the student would need 6 credits.
2. To be considered a junior, the student would need 12 credits. In order to attend Junior/Senior Prom you must meet the credit requirement.
3. To be considered a senior, the student would need 19 credits.
4. In order to be considered as candidates for Homecoming, Courtwarming, and Ice Castles, the student must meet the 19-credit requirement.
5. In order to be a candidate for Prom King and Queen, the student must meet graduation requirements.
6. In order to go on the Senior Trip, a student must be in good standing. Good standing is defined as no pending disciplinary actions and no fines or outstanding bills to the school or

to the senior class and meet all graduation requirements. Other issues may be addressed by the building Principal as necessary.

### **CTE INTERNSHIPS/OBSERVATIONS and WORK/COLLEGE CAMPUS RELEASE**

In order to provide opportunities for high school seniors in good standing and who are on track for graduating (they must have 19 or more credits), we are offering work release and college campus release.

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#### **CTE Internships/Observation and Work Release Requirements**

1. Parental permission and liability waiver on file in the office.
2. Students must be in attendance through 4th period.
3. Parents and/or students must provide transportation to the job site and pay for any cost incurred due to the job they are on.
4. 1 hour on the job=1 hour of constructive elective credit.(3 hour limit)
5. Students must provide proof of employment (payroll check, schedule, or sign in/out sheets from the employer) and must have attendance verified by Mr. Chapman, the Principal or through the person appointed by the Principal.
6. Other requirements as assigned by the Careers Teacher.

#### **College Campus Release**

1. Parental Permission and liability waiver on file in the office.
2. Students must be in attendance through 4th period.
3. Parents and/or students must provide transportation to the College Campus and pay for any costs associated with the course they are enrolled.
4. 3 hours of College Credit=1/2 credit for High School
5. Students will provide a copy of their enrollment and paid tuition at the beginning of the semester and a copy of the transcript at the end of the semester as well as verification of attendance in compliance with FTE record keeping.
6. Be in attendance at PHS on “off days” for Monday-Wednesday-Friday classes or Tuesday-Thursday classes based on their enrollment.

#### **KANSAS BOARD OF REGENTS QUALIFIED ADMISSIONS:**

Kansas Qualified Admissions for graduates through class of 2014

Click [HERE](#)

Kansas Qualified Admissions for graduates class of 2015 and after

Click [HERE](#)

Kansas Scholars Curriculum Program

Click [HERE](#)

#### **GRADING SCALE**

Grading scale to be used by ALL instructors:

100-90	A
89-80	B

79-70	C
69-60	D
59 and below	F

**ACADEMIC GUIDELINES:** Students will enroll in a full scheduled school day. No subject may be dropped or changed without approval of the principal, counselor, and the parents, Students receiving an incomplete (“I”) on their SEMESTER report card must complete their work in order to receive credit for the course.

**The following grades are necessary to be on the SEMESTER honor roll:**

**Superintendent’s All “A” Honor Roll 4.0**

**Principal’s Honor Roll-GPA of 3.50 to 3.99**

**Regular Honor Roll-GPA of 3.00 to 3.49**

**RETENTION POLICY JUNIOR HIGH:** The criteria for retention for junior high is:

1. Failing both semesters in Language Arts, Math, Science, or Social Studies
2. Academic warning on State Math or Reading Assessment
3. 1 or more Grade Equivalents below current placement.
4. Student Assistance Team Recommendation

If a student meets 2 of the criteria they may be retained.

**PLAGIARISM:** Using information from a source and submitting it as your own work without properly giving credit to the originator of the article. This is unacceptable and any work submitted by a student at Pleasanton Junior/Senior High School will be given a zero with no opportunity provided for makeup credit. Additional communication, documentation, reporting, and discipline details are located on the attached parent/student form.

**ACADEMIC DISHONESTY:** Any attempt or action to complete an assignment, quiz, test, etc. with an unauthorized source (cheat sheet, personal electronics, web site, etc.) is unacceptable. Students will be given a zero with no opportunity provided for makeup credit. Additional communication, documentation, reporting, and discipline details are located on the attached parent/student form.

**ACADEMIC LETTER:** The purpose of the academic letter is to encourage and reward academic excellence. The attainment of the academic letter is not an easy task and requires considerable planning of class schedules.

**Lettering:** Lettering shall be based on a point system. Points will be awarded each semester beginning with the first semester of the freshmen year. Points will be awarded for grades received in “academic classes” according to the following points.

A.....4 points

B.....3 points

C.....2 points

Bonus Points may be earned based on the following scores from the State Reading and Math Assessment

Exemplary.....3 points

Exceeds the Standard.....2 points

Meets the Standard.....1 point

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Students meeting the following criteria will be awarded a letter at the end of the 3rd semester and a lamp of knowledge at the end of the 5th and 7th semesters:

1. Cumulative Grade Point average of 3.5
2. No grade lower than a “C” in an “academic class”
3. A total of 45 points at the end of the 3rd Semester
4. A total of 77 points at the end of the 5th Semester
5. A total of 109 points at the end of the 7th Semester

**Definition of an “academic class”**

Classes considered to be “academic” are those areas of English, High Level Math, Social Studies, Natural Science, and Foreign Language. Classes offered at Pleasanton High School considered being “academic” for purposes of the academic letter are:

English: English 9, 10, 11, 12

Science: Physical Science, Biology, Chemistry, Physics, Advanced Biology, Anatomy and Physiology, Physical Science, Astronomy, and Meteorology

Foreign Language: Arabic 1, 2, and 3, Spanish 1 and 2

Mathematics: Algebra 1 and 2, Geometry, Advanced Math, Trigonometry, and Calculus

Social Studies: World History, American History, Psychology, and Sociology, and Government

**SCHOLARSHIP BANQUET GUIDELINES**

Eligibility:

1. Students must be enrolled in at least 5 classes of which four must come from Kansas Board of Regents Qualified Admissions Curriculum or be a completer of the Regents Curriculum. .
2. Classes that will not count toward the five required classes are as follows:
  - Math Competency
  - Essential Skills (Plato--Any class being repeated
  - Work Study

3. Any student assigned to the Alternative Learning Center (ALC) or to out-of-school suspension is ineligible for consideration.
4. Eligibility is based on the first  $\frac{3}{4}$  of enrollment in the same classes with the exception of required classes that are  $\frac{1}{2}$  unit in length. (This includes dual credit classes)
5. Band and Choir will be included in eligibility.
6. Physical Education classes will be counted only at the freshman level.
7. Students must be in regular attendance as defined by the Student Handbook. **A student with more than 7 unexcused hours of absence (either by tardy or absence) will not be considered for recognition at the scholarship banquet.** 7 hours or less may be made up prior to the Banquet.

The attendance will be from the beginning of school until the Banquet.

Any student feeling that they have extenuating circumstances involving absences may appeal to the Scholarship Committee within five days of the end of the announcement of the recipients.

8. Incomplete grades make the student ineligible for the current year. All make-up grades must be completed within the nine-week period.
9. Any student receiving a D or below is eliminated from being honored at the banquet.
10. Any documented cheating will disqualify all parties for that school year.
11. All students must be in good standing in all classes, clubs and activities.

#### **Selection Criteria:**

1. Refer to # 1 at top of Guidelines. Only the top five students, under the Kansas Board of Regents qualified admissions curriculum will be chosen from each class. To be considered, the student must have a minimum of a B grade point average for the three nine weeks.
2. In the event of ties, both students will be selected.

**Note:** Students attempting to calculate their own score should remember that scores are to be averaged based upon three quarters, not four quarters.

For the prospective 4-year Booster Club Scholarship recipients, please contact the Booster Club for Guidelines.

**CORRESPONDENCE/EXTENSION/COLLEGE CREDIT:** No credit for coursework completed through a correspondence course or an extension class will be accepted toward your graduation requirements unless the work has been approved by the administration, before you start the class or program.

**SEMESTER TEST AND FINAL EXAMS EXEMPTION POLICY:** In order to encourage excellence in both grades and attendance, the following policy has been adopted.

**\*ALL students will take a First Semester Final for each individual class.**

**\*Students would be exempt from the Second Semester Final if meeting the following criteria:**

1. An "A" grade in the class with no more than four (4) excused absences during that class for the school year with no unexcused absences. Absences according to the perfect attendance policy does not count toward the (3) absences.
2. A "B" grade in the class with no more than three (3) excused absences during that class for the school year with no unexcused absences. Absences according to the perfect attendance policy do not count toward the three (3) absences.

Each class will be separate and students must meet the criteria for each class to be exempt from the test in that class. Students who qualify for the exemption may choose to take the test if it could raise their grade in the class.

Students who have perfect attendance for the entire school year may be exempt from the second semester test. Perfect attendance is not a qualified exemption for first semester test.

**PERFECT ATTENDANCE:** Perfect Attendance means attendance with no absences from any class. An absence from any class, in any given day, in excess of 20 minutes, shall be considered as an absence. There is an exception for the funeral of immediate family members of one day per family member, (i.e. mother, father, grandfather, grandmother, brother, sister, step-mother, step-father, step-sister, step-brother, step-grandparent). A student who is on an approved college day is also exempt from the perfect attendance policy for that day.

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### **ABSENCES AND EXCUSES:**

The purpose of this policy is to aid in meeting the district educational goals and comply with state law and district attendance requirements. The habit of good attendance is beneficial to a student's development and an asset in the adult world of work; therefore, consistent regular attendance is desirable behavior that students should learn. Poor attendance disrupts the educational activities planned by the faculty and is thus, unfair to students who attend regularly.

If the student expects to gain the maximum benefit from the instructional program, regular attendance is necessary. Learning with others assists students in communicating, working together, gaining perspective, and in accepting responsibility. Educational research indicates that poor attendance is related to poor achievement, low grades, and failure. Most students of high school age are mature, young adults who recognize and fulfill their responsibilities to themselves and their fellow students. Recognizing that some students have not yet reached this level of maturity, parents often find it necessary to play a dominant role. Regular attendance requires cooperative effort and effective communication between students, parents, teachers, and school administrators.

### **REQUIREMENTS**

1. All students enrolled in USD #344 school are required to attend all classes promptly and regularly, beginning with the official first day of school.
2. Credit toward graduation is awarded on the basis of one unit of credit for the successful completion of a course of instruction that meets daily for the year. Semester courses provide proportionate fractions of credit.
3. Law requires regular attendance for students under the age of 18. Any student under 18 years of age who is absent more than three consecutive days, or five days in any semester, or 7 days during the school year without a valid excuse acceptable to the principal, is considered truant in the legal sense of the term.
4. Regular attendance is required by district policy for all students regardless of age. Students absent from school without the expressed permission of their parent(s), guardian(s) and approval of the high school principal, are not excused.
5. Absences from class for school sponsored activities are not considered as being absent from school, but all work missed must be made up.
6. The attendance standards will also apply to special education students unless otherwise stipulated in an I.E.P. or as modified at the discretion of the Multi-Disciplinary Team.

**RESPONSIBILITIES:** Students and Parents: The primary responsibility for regular attendance rests with students and parents/guardians. Parents/guardians are responsible for notifying school attendance personnel **PRIOR** to planned absences, or on the **FIRST DAY** of an unplanned absence. Planned absences must be in the best interest of the student (when being absent is more important than being in school). Written notes will be accepted from parents/ guardians, who do not have phones, if the note accompanies the student **ON THE FIRST DAY OF RETURN, OR PRIOR TO PLANNED ABSENCES**. Missing class without such notice is considered to be an absence without parental/guardian and school approval. **FAKED PHONE CALLS OR NOTES WILL RESULT IN SUSPENSION.**

**PHONE NUMBERS:**

JH/HS Office.....352-8701

Elementary Office.....352-85315

The Administrators are authorized to consider unusual circumstances, and resolve absences in the best interest of the students.

Students returning to school after an absence must report directly to the office. Students must coordinate make-up work for all excused absences with their teachers. Students leaving school must check out through the office. Students who check out without permission will be subject to disciplinary action.

**EXCUSED ABSENCES BY PARENT/GUARDIAN:** Students will be allowed up to four days of PARENT/GUARDIAN EXCUSED ABSENCES per semester, for each class, and make-up work will be allowed to be completed for credit. We request that Parents/guardians phone or visit the school by 8:30 a.m. in order for the student absence to be excused.

Absences other than the FOUR Excused Absences by PARENT/GUARDIAN will be determined, EXCUSED OR UNEXCUSED, by the building administrator according to policy.

Class work assigned during an UNEXCUSED ABSENCE should be made up; credit will be given if done under teacher supervision outside of school day. We have a “closed” campus, and students may not leave during the noon hour unless picked up by a parent/guardian.

**EXCUSED ABSENCES**, which do not require notification of the building administrator by the parent/guardian, include:

1. School sponsored activities
2. In-School Suspension

**All necessary medical and dental appointments should be verified with a doctor’s statement on their official stationery.**

**UNEXCUSED ABSENCES:** Absences, which have NOT been cleared by a parent/guardian notification, a verified doctor’s statement, or reasons acceptable to the building administrator, according to school policy, will be considered UNEXCUSED.

An unexcused absence may place a student in a position of “not in good standing”. Practice or participation in any school activity may be prohibited until the student attends a full day of class and makes up all work. Work can be made up for credit if arrangements are made within 2 school days of the first day back. Time frame for completion of work will be at teacher’s discretion.

**EXCESSIVE ABSENTEEISM:** The school principal has discretionary authority to consider each case individually. Extended illness, serious accident, or serious family problems, for example, may be excluded from this policy. Absences due to illness, which are documented by a doctor’s statement, are



also excluded from the policy. Visits to a dentist, ophthalmologist, etc., which are documented by a doctor's statement are also excluded from this policy. Attendance at court procedure, which is documented by a statement from the court, is excluded also.

**RETURNING TO SCHOOL & MAKE-UP WORK:** Students must sign in when returning to school. It is the responsibility of each student to make up all work missed due to excused absences. An authorized school activity or an excused absence allows the student the privilege of making up the work missed, and receiving a grade and credit, when the make-up work is completed within a reasonable amount of time. A reasonable amount of time for doing make-up work would be interpreted as the same number of days absent plus one day.

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The school principal will exercise discretionary authority to consider each case individually. Extended illness, serious accident, or serious family problems for example, may be excluded from this policy. The administration reserves the right to judge the sufficiency of any claimed emergency. **All other excused absences shall have the prior approval of the administration. This prior approval should be obtained well in advance of the date when the student will be absent.**

Checkouts during the noon period are strongly discouraged and are allowed only with the permission and discretion of the Principal.

Students 18 years of age and living at home will still be required to have parents/guardians call for absences and permission to leave the building. If the student is married and is living at home they are still under all of the policies of PHS. If the student is married or living on their own, and providing all of their own financial support, then he/she is entitled to write and sign their own absence excuses.

In order to attend or participate in a school activity or a practice, the student must attend school from 8:05 a.m. to 3:30 p.m. A student being tardy 20 minutes or more will be counted absent. Three unexcused tardies in one class in a 9-week period will result in an unexcused absence for that hour.

**JUNIOR-SENIOR COLLEGE DAY:** Juniors may set aside one full day to visit the campus of a college or vocational school of their choice during the 2nd semester. Seniors may set aside two full days to visit the campus or college or vocational school of their choice. **All college days need to be taken before April 15.** Other arrangements may be made at the discretion of the principal. This day is not counted as an absence if:

1. The office is presented with the completed Request to be Absent form in advance.
2. The student returns verification-of-attendance form signed by an official of the visited school.

**TARDINESS: Students are expected to be in the classroom, in their seats, and ready for class at the sound of the tardy bell. Tardiness will not be an acceptable form of student behavior by Pleasanton students.**

1st and 2nd Tardy=teacher discretion up to and including 30 minute post school.

3rd and subsequent tardies will be dealt with by the Office and will include the following:

3rd Tardy-30 minute Post School-failure to serve will result in 1 day ALC to be served on Friday.

4th Tardy-45 minute Post School-failure to serve will result in 1 day ALC to be served on Friday.

5th Tardy-60 minute Post School –Failure to serve will result in 2 days of ALC to be served on Friday and Monday.

6th and subsequent Tardy-ALC number of days to be determined by Principal

**HALL TRAFFIC:** Four minutes is scheduled for passing from one class to another. This is sufficient time for all students to get from one class to another, regardless of where the classes are located. Students should keep moving and be courteous to other students as they move through the hallways.

Students will sign in and out of class each time they leave. Teachers must provide a pass for students leaving their classroom.

**TELEPHONE USAGE:** If a student is ill, they will be able to use a phone in the office. Incoming messages will be delivered to students at the end of 7th hour unless it is an emergency.

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**CELL PHONE USAGE—Allowed during passing periods and lunch only during the school day.**

Consequences if used during class:

**1st and 2nd offense—**Teacher takes phone to office for the student to pick up at the end of the day.

**3rd offense—**Teacher takes phone to office and parent picks up after end of day. (Students may be required to turn their phones into the office for a period of days to be determined by the Principal)

**4th Offense—**Student will lose their cell phone privileges for the remainder of the semester.

Failure to comply with any of these requests may result in ALC.

**Electronic Device Acceptable Use Policy** (Includes but not limited to IPODS, Laptops, MP3 Players, and any other electronic device)

This policy applies to any electronic device that may access USD 344 internet networks.

1. Students will follow the Pleasanton USD 344 Acceptable Use policy when accessing the internet on any electronic device.
2. Use of a laptop in class is not a right and may be restricted by the classroom teacher at any time. (Laptops may be carried from class to class in a bag primarily designed to carry laptops)
3. Electronic devices are not to be used for any purpose deemed inappropriate by the classroom teacher and /or the administration. (Each teacher may prohibit the use of electronic devices in class)
4. Internet access and e-mail and other media that are accessed or created, or stored, from our internet connection are the property of the school.
5. Inappropriate access to the internet regardless of the device may result in a suspension of internet access and/or assignment to ALC.
6. Students violating this policy may have their laptop use restricted and may be prohibited from bringing their personal computer or electronic device with them to school.

**IPod Usage (NON-PHONE)**—At Teacher's discretion. If an individual teacher doesn't want them used in his or her classroom, then the student will not use them.

**DAMAGE, THEFT, OR DESTRUCTION OF PRIVATE PROPERTY:** A student shall not intentionally cause or attempt to cause damage to private property, steal, or attempt to steal private property, either on school grounds, during a school activity, or an event off the school grounds.

Damage or theft involving private property may be a basis for suspension or expulsion from school. Parents and students are responsible for the care and possession of all personal property. USD #344 is not responsible for damage, theft, or destruction of personal property. Law enforcement may be notified.

**LOCKERS:** Each student is assigned a locker and lock combination. These are to be used only by the person to whom they are assigned. Lock combinations are NOT to be given to others. DO NOT trade combinations. Unauthorized use or damage to lockers as a result of kicking or hitting could result in the loss of locker privileges and/or financial assessment.

**STUDENT CONDUCT:** It is important that all students have the opportunity to learn at school. However, this is not always possible if we do not respect this opportunity for everyone. Good student conduct is a very important part of ensuring that this opportunity exists.

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It is the students' responsibility to follow all rules set forth by teachers and administration. Teachers are in charge of making sure that their classes run smoothly and they will not allow students to take learning time away from other students. Students, teachers, administrators, and parents must cooperate in this endeavor.

Inappropriate behavior in classes will not be tolerated, as it interferes with the normal educational process of all students in the classroom. The classroom teacher will handle most cases of inappropriate behavior. Teachers may choose to use conferences, detentions, etc. in an effort to correct the problem. Misbehavior of a serious nature or repeated misbehavior of a less severe nature may result in the student being sent to the office. Students who are sent to the office are to report directly to the office.

Disciplinary action could include any one or more of the following: Alternative Learning Center, Out-of-School Suspension, Parent/Teacher Conference, or other action deemed appropriate by the administration.

**SCHOOL AUTHORITY:** Students of USD 344 are under the authority of any teacher, counselor, administrator, custodian, food service employee, bus driver and secretary anytime they are on the school grounds or at any school function or field trip regardless of the location. Students are expected to give respectful attention to the requests and directives of all staff members, not just the instructors they know or are taking classes from during the school year.

## **Pleasanton USD344**

### **K-12 Discipline Policy**

#### **DEFINITION OF DISCIPLINE:**

A process to teach, model and reinforce the responsible behaviors that are necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable and respectful behavior.

#### **BELIEF STATEMENTS:**

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student...
  - a. Will not be allowed to interfere with the learning opportunities of another student.
  - b. Will not be allowed to interfere with the teacher's responsibility to teach all students.

- c. Will not excuse the misbehaving student from successfully completing the learning objectives.
  2. Changing behavior takes time.
  3. Discipline is a part of the daily routine-not a disruption of the daily routine.
  4. Self-discipline is the expected outcome.
  5. Every discipline situation is an opportunity to teach expected behavior.
  6. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
  7. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the year.
  8. Punishment by itself cannot change behaviors.
  9. In the handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not judging the student.
  10. Staff members will not respond to misbehaviors as if it were a personal attack on them.
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11. Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.
  12. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and positive learning environment for others.
  13. Staff will handle all discipline situations in a professional manner.

## **EXPECTATIONS**

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with the support from parents or guardians.
6. Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

## **LEVELS OF UNACCEPTABLE BEHAVIORS**

**Level 4: Safe environment** – Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. Examples are:

1. Weapons (possession or use of)
2. Theft
3. Fighting – assault or battery of any kind (SEE NON-NEGOTIABLE DISTRICT RULES)
4. Intimidation / extortion / threats
5. Gross disrespect toward an adult (cursing, name calling)
6. Defiance
7. Alcohol/drugs (possession, sale or use of)
8. Sexual harassment of any kind

9. Arson
10. Explosive devices (possession or use of)
11. Destruction or defacement of property
12. Tobacco (possession or use of)
13. Gambling
14. Filing false emergency reports

**Minimum Consequence:**

Alternative Learning Center

**Maximum consequence:**

Expulsion for 186 school days

**LEVEL 3: Orderly Environment** – Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment.

Examples are:

1. Disruptive behaviors in the hallway, cafeteria, or at school activities
2. Disruptive behaviors before or after school
3. Absence / skipping / tardiness / truancy
4. Being in the hallway without permission
5. Inappropriate use of a motor vehicle 20
6. Solicitation (selling unauthorized items at school)
7. Inappropriate literature
8. Inappropriate display of affection
9. Dress code violations
10. Back talk
11. No touch policy (pushing and shoving or any physical acts of horseplay)

**Minimum Consequence:**

Looking in the vicinity of the misbehavior

**Maximum Consequence:**

Out of School suspension

**LEVEL 2: Productive Classroom Environment** – Behaviors that occur in the classroom and interfere with the learning of others. Examples are:

1. Failing to follow reasonable request of the teacher
2. Talking out (interrupting the learning environment)
3. Horseplay
4. Disturbing another student in any way (Bullying)
5. Being out of seat without permission
6. Showing disrespect / defiance
7. Improper use of equipment
8. Cheating

**Minimum Consequence:**

Looking in the vicinity of the misbehavior

**Maximum Consequence:**

Alternative Learning Center

**LEVEL 1: Productive Personal Environment** – Behaviors that occur in the classroom but affect only the misbehaving student. Examples are:

1. Not having appropriate equipment and materials
2. Sleeping
3. Being off task, but not disrupting others
4. Failing to turn in homework / failing to complete assignments
5. Failing to dress out for Physical Education class

**Minimum Consequence:**

**Maximum Consequence:**



which might cause physical harm.

**Consequences:** Out-of-school suspension for at least one (1) day with the possibility of five (5) days suspension with a due process hearing for possible expulsion and possible notification of the police.

**D. Assault or Intimidation of an Individual (s)**

**Definition:** Any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.

**Consequences:** Out-of-school suspension for at least one (1) day with the possibility of a five (5) day suspension with a due process hearing for possible expulsion and possible notification of the police.

**NON-NEGOTIABLE CLASSROOM RULES**

**ACADEMICALLY PRODUCTIVE CLASSROOM POLICY:** To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of other students or the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others:

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1. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
2. If the student stops the behavior, the teacher will continue with the learning activity.
3. If the student does not immediately respond to the teacher's request, he/she will be asked to leave the classroom. The student will be expected to go to the Time Out Area.
4. If the student refuses to immediately leave the room, the teacher will call the office for someone to escort the student out of the classroom. The student will be brought to the principal's office.

**Minimum Consequence:**

Principal-parent-teacher-student conference

**Maximum Consequence:**

Out-of-school suspension for one to three days

**ALTERNATIVE LEARNING CENTER POLICY (ALC):** The Alternative Learning Center is an extremely structured environment where students who are being disciplined may get their assignments completed. It will be supervised, and set up in a way in which there is no social interaction. Only the principal or his designee may assign students to ALC.

Students who continue to disrupt the educational environment and/or show lack of intent in pursuing their education in a positive manner could be assigned to the Alternative Learning Center for their education. Teachers are responsible in getting assignments to the person in charge of this program.

On the date(s) that a student is serving in ALC, the student will not be allowed to participate or practice for any school activity.

Following are rules and consequences placed on the student:

1. The designated area from 8:05 a.m. to 3:35 p.m. on all assigned days. The student will be expected to follow all rules and procedures.
2. The student will be expected to be on task at all times.
3. Cell phones, Ipods, and headphones are a privilege that is suspended while in ALC.

Failure to comply with the above expectations will result in the following consequences:

**Minimum Consequence:** The student at any time will be asked to leave and will be assigned an extra day to the Alternative Learning Center.

**Maximum Consequence:** Out-of-School Suspension

**TIME OUT ROOM:** Students sent out of a class to the Time Out Room (also the ALC room) will only be there for the remainder of that class period. Excessive referrals to the Time Out Room may result in disciplinary action to include ALC.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Extreme cases of discipline may require out-of-school suspension. Any student who is suspended may not be at school or at school activities for the period of time that he/she is suspended. All absences during this time are unexcused, and all schoolwork is expected to be made up. Students who receive an unexcused absence and/or OSS must arrange with the classroom teacher and administration to spend time before and/or after school in order to receive credit for missed work. Only the Principal(s) or Superintendent may assign OSS.

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**DRESS CODE:** The primary objective of PHS is to create an atmosphere in which each student can develop to the best of his/her individual potential. Students should appear at school in a manner, which will allow them to function at the best level possible, without interfering with the learning situation. This dress code applies not only to the school day, but to all after school activities and events.

The following is a minimum, which is expected.

1. Students are required to wear footwear.
2. Students who desire to wear shorts, dresses, or skirts will maintain a length of not more than six (6) inches above the knee (have the student kneel on the floor and measure 6" from floor). **They may not be jogging or biking shorts.**
3. **Students may not wear jeans or pants with massive or multiple holes.**
4. Students will not be allowed to wear clothing which shall have lettering, patches, or drawings which are offensive or against our schools standards of excellence.
5. Students will not be allowed to wear clothing that leaves the midriff exposed, see-through or mesh shirts, or off-shoulder tops.
6. Students will not be allowed to wear clothing that reveals underwear or cleavage of any kind.
7. Students will not be allowed to wear clothing that is designed primarily to be worn as undergarments. This includes tank tops, muscle shirts or any shirt that has large armholes, which expose the chest or stomach of the student.
8. Students will not be allowed to wear hats and/or head coverings of any kind in the school building during regular school hours.
9. All organizations reserve the right to regulate the appearance of their members provided this meets the administrative approval.
10. Students will not be allowed to wear gang-related apparel. No chains shall be allowed. This does not include appropriate necklaces.
11. Students are prohibited from wearing sunglasses in school unless for medical reasons verified by a physician's note. Prescription eyewear with tinted lenses that adjust to the light level of the room is acceptable.

**PUBLIC DISPLAYS OF AFFECTION (PDA):** In keeping with our school philosophy, which is to



educate academically, socially, morally, emotionally, and physically, it is felt that young men and women should learn that PDA in school, at any school activities, or on the school grounds is in poor taste. The school will inform parents of students who are involved in this type of activity and disciplinary action may be taken. Any PDA other than holding hands is not acceptable.

**SEXUAL HARASSMENT:** The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board member, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- (3) Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may

initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

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To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in a student, parent and employee handbook as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

**DRUGS, ALCOHOL, AND ILLEGAL ITEMS POLICY:** It is the policy of Pleasanton USD #344 that students shall not possess, use or transmit objects such as firearms, explosives, beverages containing alcohol, flammable material, dangerous weapons, narcotics or other matter prohibited by law, or any other item which may be disruptive, harmful to health or considered of no reasonable educational use to the student at school. In order to comply with state statutes, in certain directed circumstances where medication is necessary in order that the student remain in school, the school will cooperate if the family physician will send a written order to the school personnel who are to administer the medication or treatment.

If a school employee observes what appears to be illegal items possessed or being transferred from student to another, they shall immediately take the student or students and material to the principal or the person designated to handle such matters.

Any student who attends Pleasanton USD # 344, while on school grounds, or in attendance at school activities held off of the school grounds, who exhibits obvious symptoms of having consumed alcohol, or are apparently under the influence of other drugs, will face suspension and/or expulsion. While suspended or expelled, the student will be prohibited from participating in or attending school

activities. Appropriate law enforcement officials will be notified of every drug/alcohol-related incident.

The 1989 Drug Free Schools and Communities Act, P.L. 102-226 require this policy. This policy, and curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the Southeast Kansas Regional Service Center, Superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

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

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

A student placed on suspension under this policy may be readmitted on a probationary status if the student agrees to a drug and alcohol rehabilitation-counseling program. Southeast Kansas Alcohol and Drug Abuse Resource acceptable programs are on file.

A student who is expelled from school under the terms of this policy may be re-admitted during the term of the expulsion if the student has completed an approved drug and alcohol education and rehabilitation program. 26

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes. KSA 72-8901, et.seq.

Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against a student in accordance with other policies governing student discipline. In the event a student agrees to enter into, and complete a drug education or rehabilitation programs, the cost of such program will be borne by the student and his or her parents. A list of available programs along with names and addresses of contact persons for the programs is on file. Parents or students should contact the directors of the programs to determine the cost and length of the program.

**WEAPONS:** 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 destructive device, or any facsimile of a weapon.

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 as described in board policy JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency (ies).

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, mine or other device similar to any of these devices.

Expands definition of weapons (adds bludgeon, sand club, metal knuckles, throwing star, or knife that opens automatically). Removes exemption for hunting rifles, school superintendent may modify such expulsion on a case-by-case situation.

Students over 13 years of age (long term suspended or expelled for weapons, drugs or behavior that could injure others) will have their driver license suspended for one year. **KSA 72-89c02**

**IMMUNIZATION POLICY:** Any pupil entering school shall be required to present to the school authorities certification from a licensed physician that he has received or is in the process of receiving immunizations against poliomyelitis, diphtheria, measles, rubella, pertussis, mumps, and tetanus, by such means of immunization as are approved by the Kansas State Board of Health.

In the way of an alternative to this requirement, a pupil may present: a). certification from a licensed physician stating the physical condition of the child to be such the test and immunization would seriously endanger his life or health, or b). a written statement by one parent or guardian that is an adherent of a religious denomination whose religious teachings are opposed to such test and immunization, or c). a written statement signed by one parent or guardian that such tests or immunizations are in the process of being received and will be completed within 90 days after admission to school.

Prior to the commencement of each school year, the school shall give to all known pupils who are enrolled or who will be enrolling in the school a copy of the act and any policy regarding the implementation of the provisions of the act adopted by the school board. Students who are not completely immunized within 90 calendar days after admission will be excluded from school until such time that they complete the series or provide a medically approved exemption or postponement.

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**GRADUATE PANEL:** The Senior Panel will be developed by the Senior Class in accordance with the following guidelines: Students will submit a Senior Picture that follows the Dress Code for Pleasanton USD 344. Additionally no hats or visible tattoos will be allowed for presentation on the Panel. All pictures must be vertical in nature and must be waist up or closer and may not include any other individuals.

The Senior Class Sponsor and the Administration must approve props that are included in the Panel Photo. The deadlines for submission will be the first day after Christmas Break (an exception to this deadline is a student wishing to have a cap and gown photo for the panel) failing to meet the deadline may result in the Veterans Day picture being used for the Panel. The Senior Class Sponsors and Administration must approve all submissions for the panel. If a Picture fails to meet the approval of the Administration and Sponsor, the student will be given one more opportunity to turn in a photo; failing to do so will result in the use of the Veterans Day photo on the Senior panel.

**SENIOR PHOTOS FOR PUBLIC ADS:** All Senior pictures to be included in public announcements (newspaper, posters, ads) regarding senior activities, graduation, etc. needs to meet the same guidelines as the Senior Panel requirements.

**SENIOR CLASS:** There will be no Senior Will and Prophecy

- a) Graduate Panel will contain class officers, Pleasanton High School and the year date. It will not have motto, class flowers, colors, etc.
- b) Any student that has not met graduation requirements will not be allowed to participate in the graduation exercises.
- c) The first ranked student in each graduating class that has completed Kansas Board of Regents Qualified Admissions Curriculum after the successful completion of 8 semesters will be the valedictorian for that class. The second ranked student that has completed the Kansas Board of Regents Qualified Admissions Curriculum will be the salutatorian.
- d) The rank will be determined by using the 4.0 grade point average.

\*All GPA's are figured to the thousandth and rounded to the nearest hundredth, for example:  
3.987=3.99

## **COMPUTER AND DEVICE ACCEPTABLE USE**

Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

Approved: KASB Recommendation – 1/04; 6/12

Approved by USD 344 BOE 8/13/12

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**INTERNET DISCIPLINE PLAN:** With Internet being available to every classroom in USD 344 it is necessary to have rules and a discipline plan in place. The rules for Internet use are on the Internet use form that every student and parent sign at the beginning of the year. Any use of the Internet that administration deems inappropriate will also fall under the discipline plan.

### **1st offense**

Student's Internet use will be suspended for nine weeks and the student may receive 1 day of ALC.

### **2nd offense**

Student's Internet use will be suspended for the remainder of the year and the student may receive 3 days of ALC.

The technology committee realizes that students need Internet access for special classroom assignments. Therefore after the first offense the student may use the Internet under direct supervision. After the second offense, the student will have to find other means to use the Internet.

**E-MAIL:** In order to provide e-mail access to the students who have educational need for that service, the following policy has been developed. It is primarily to be used for students who are preparing to attend college or other post-secondary vocational institutions, grant providers, and scholarship providers. It is also necessary for classroom access for classroom projects. It is only available to juniors and seniors.

1. It must be set up through the counselor and under the counselor's supervision.
2. The only computers that will be accessible for use by individual students will be in the library.
3. If it is a classroom project, then it will be handled within the classroom and by the teacher.

## **APPROVED CAMERA USE**

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be

used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

Approved: KASB Approved – 6/12

Approved USD 344 BOE 8/13/12

**SCHOOL VIOLENCE:** There is now a statewide safety hotline staffed by Kansas Highway Patrol. The purpose of this hotline is to give students an opportunity to report “impending school violence.” The toll free number is 1-877-626-8203

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**NOTICE ON PRIVACY RIGHTS –  
ANNUAL NOTIFICATION \***

**Parent(s), Guardian, and/or \*Eligible Student**

This notice informs parents and eligible students (those 18 and older) of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of education records, the 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 education 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 contents of the student’s education 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 educational record. This agency will assume that the student is dependent on their parent(s) (claim as 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 should not be released without prior written consent.
  - Information will be given to military recruiters. If you as a parent do not want your student’s information given out you must document that request with a letter to the school.

**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 Name
  8. Weight, Height, Participation in and Eligibility for Officially Recognized Activities and Sports
  9. Date of Attendance
  10. Degrees
  11. Awards Received
3. Policy Available: Copies of district policy and implementation procedures are upon request from the superintendent.

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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 appeal channels have not proved satisfactory. Complaints should be addressed to:

R.E.R.P.A., HEW  
 Room 514 E  
 200 Independence Ave., SW  
 Washington, D.C. 20201

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

**TITLE IX NOTICE: The following is the adopted policy of the Pleasanton Unified School District No. 344.**

Students, their parents, and employees of USD 344 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 practices. Any person having inquiries concerning USD 344's Compliance with Title IX is directed to contact: Superintendent, USD 344 has been designated by USD 344 to coordinate the school districts efforts to comply with Title IX.

The Pleasanton Board of Education has adopted the following grievance procedures:

Parents, Students, Certified and Classified Employees: All grievances should first be directed to the building principal responsible for the student, activity, etc. If the grievance is not resolved, a written grievance should be filed with the district coordinator for Title IX. The statement must contain the nature of the grievance. If the district coordinator does not resolve the grievance, the grievance shall then be filed with the Board of Education for resolution. The district coordinator for Title IX will make the necessary arrangements for the complainant's appearance before the Board of Education, if such is needed or desired.

**ANNUAL NOTICE OF NONDISCRIMINATION:** In accordance with federal and state law, it is the policy of USD #344 that no student, applicant, employee, or other person will be discriminated

against or harassed on the basis of race, color, religion, sex, national origin, ancestry, age, or disability. This policy covers all aspects of admission, access, treatment, and employment in all school district programs and activities. USD #344 has procedures regarding the referral, evaluation, and placement of individuals with disabilities who are eligible for services under federal law.

The person responsible for coordinating school compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act Education Amendments of 1973, Title 6 of the Civil Rights Act Of 1964, and Title 9 of the Education Amendments of 1972 is: Superintendent, P.O. Box 480, Pleasanton, KS 66075 (913) 352-8534. Contact this person if you have questions about equal opportunity and nondiscrimination, or contact the Kansas State Board of Education, 120 SE 10th Ave., Topeka, KS 66612 (785)-296-3202, or Region 7 Office of Civil Rights, 10220 N. Executive Hills Dr., 8th Floor, Kansas City, MO 64153-1367 (816)-891-8026: TDD: (816)-374-6461. Persons with impaired hearing or speech may also contact the above parties through the Kansas Relay Center at 800-766-3777.

### **2013-2014 CLASS TIME SCHEDULE**

1st hour	8:05 - 8:56
*	
2nd hour	9:00 - 9:51
*	
3rd hour	9:55- 10:46
*	
Jr. High Lunch	10:46- 11:10
*	
4th hour	11:14- 12:06 Jr. High
4th hour	10:50- 11:41 High School
*	
HS Lunch	11:41- 12:06
*	
5th hour	12:10 – 1:00
*	
6th hr.	1:04- 1:54
*	
7th hour	1:56- 2:46
*	
Seminar	2:50- 3:30



