

PHS STUDENT AND FAMILY HANDBOOK

2024-2025

**THE MISSION OF PLEASANTON JUNIOR/ SENIOR HIGH SCHOOL IS TO PROVIDE A
SAFE AND POSITIVE LEARNING ENVIRONMENT FOR THE DEVELOPMENT OF
LIFELONG LEARNING SKILLS THAT ENABLE STUDENTS TO BECOME
PRODUCTIVE CITIZENS IN OUR CHANGING SOCIETY.**

PORTRAIT OF A PHS GRADUATE

01	Intellectual Development	To develop skills of perception, memory, reasoning, problem-solving, creativity, and communication in such a way that the student may reach his/her potential.
02	Social Development	To develop a healthy interaction with others, including those of different races, religions, or cultures, by encouraging a positive team spirit and cooperation.
03	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.
04	Moral & 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
2023-2024

PHS JH/HS Students and Families,

As principal of Pleasanton High School, I am pleased to welcome you back to school for the 2024-2025 school year. I am so excited to help, support, and encourage you along this journey to graduation! Our goal as a school is to support our students with high-quality instruction, regular feedback, and a positive environment that helps you all grow into happy, healthy, successful adults. In addition to our regular school day, I encourage you to become involved in our various extracurricular activities to provide a well-rounded school experience. It is often in the extracurricular activities that we build close relationships and find our passions, these activities are critical to your development and have proven to keep students engaged in school long term. Enclosed in this handbook you will find the information you need to help your students to have a great school year!

This year we will focus on four core areas of development:

- Developing students with strong habits of mind
- Providing students with the relevance needed to connect content with real-world skills
- Growing students' social skills to provide them with the soft skills needed for success in life.
- Leading our students to focus on the future, and create and execute future plans to drive them toward success as adults

Sincerely,
Sara Conley
Principal, Pleasanton Junior, and Senior High School
sara.conley@usd344.org

CONTACT INFORMATION

PHONE	ADDRESS	FACEBOOK	TWITTER
913-352-8701	1001 Ash St Pleasanton, KS 66075	@pleasantonschoolsusd344 or Pleasanton Schools (group page on Facebook)	@344_usd

GENERAL INFORMATION

SCHOOL DAY: School is in session from 8:00 a.m. to 3:30 p.m. Students should not arrive before 7:30 a.m. and should leave the building by 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 Phone/Text Notifications and Facebook.

OFFICE STAFF - CONTACT INFORMATION

Name	Position	Email
Sara Conley	PHS Principal	sara.conley@usd344.org
Robert Nolan	District Counselor	robert.nolan@usd344.org
Jules Gray	School Resource Officer	deputygray@linncountyso.com
Tara Carpenter	Power School Admin/Athletic Director	tara.carpenter@usd344.org
Jennifer Sabine	High School Secretary	jennifer.sabine@usd344.org
Kendra Marshall	High School Secretary	kendra.marshall@usd344.org

PHS SCHOOL-WIDE BEHAVIOR EXPECTATIONS

TAKE CARE OF YOURSELF	TAKE CARE OF EACH OTHER	TAKE CARE OF THIS PLACE
Show up and try your best each day.	Use kind and appropriate language.	Show pride in PHS - show up, support, and share pride
Be where you are supposed to be - on time.	Support each other, compliment over criticism.	Respect common space, keep hallways and aisles clear, and lockers tidy.
Ask for help, and accept feedback and advice graciously.	Listen to the opinions of others and if needed disagree respectfully.	Clean up after yourself and others if needed.
Communicate early and often if there is a problem.	Win well and lose well.	Keep your belongings in your locker.
Reduce your distractions, by following the PHS Learning Modes.	Watch out for each other - if you see something, say something.	Seek ways to make our school a better place.
Use school support to stay engaged in your learning, even when the work is hard.	Forgive yourself and others.	Take care of your Chromebook and use it properly.
Make amends and then fix the problem.	Give grace, remember everyone is dealing with it. something.	Use supplies/equipment wisely and return them when finished.
Engage with your teachers and the curriculum, and be an active learner instead of a passive learner.	Remember that conflict is inevitable but should be handled with grace, forgiveness, and understanding.	If you see something, say something. Don't ignore an issue that can be fixed.
Manage yourself and take responsibility for your actions.	Use your manners, and say please/thank you. Greet adults and other students.	Respect privacy in locker rooms and bathrooms.
PHS SCHOOL-WIDE EXPECTATIONS EXTEND TO ALL ASPECTS OF THE SCHOOL DAY INCLUDING AFTER-SCHOOL ACTIVITIES.		

ACADEMIC REQUIREMENTS

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. A grade is given for each credited class. Student progress can be monitored at any time through PowerSchool.

GOOD STANDING

There are several events, activities, and privileges that students in good standing can receive at Pleasanton High School. For clarity when referenced in this handbook “good standing” is defined as:

- A “D” average or better in all classes
- Attend school regularly, and meet attendance requirements for events.
- No pending disciplinary action
- Achieved the credit status required for the event, if the event is for a specific grade level.

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

Class of 2025, 2026, and 2027	
Language Arts: English 9, 10, 11, and 12	4 units
Social Science: Including American History (1.0), Government (0.5), World Geography (0.5), and one credit of a social science elective (1.0)	3 units
Mathematics	3 units
Science	3 units
Health and Physical Education: Health (0.5) and P.E. (0.5)	1 unit
Consumer Finance	1 unit
Fine Arts	1 unit
Electives	9 units

Class of 2028 and beyond (LINK) (tentative plan from KSDE)	
English Language Arts (reading, writing, literature, grammar, and at least one-half unit of communications)	4 units

Social Sciences (topics in world history, United States history, government, economics, and geography)	3 units
Science (topics in physical, biological, and earth/space science)	3 units
Mathematics (topics include algebraic and geometric concepts)	3 units
Health and Physical Education: Health (0.5) and P.E. (0.5)	1 unit
Fine Arts	1 unit
Personal Finance (state requirement is 0.5)	1 unit
Advanced STEM Course (advanced science, technology, engineering or advanced math)	1 unit
Electives	8 units
Post Secondary Assets Two or more accomplishments approved by the state board that demonstrate a pupil will be a successful Kansas high school graduate. • Youth apprenticeships • 40 or more community service hours • Client-centered Projects • Workplace learning experience directly related to a student's IPS • Industry-recognized certifications • Seal of Biliteracy • ACT Composite (score of 21 or higher) • WorkKeys Level (Silver or higher) • 9+ college hours • State assessment scores of 3 or 4 for math, ELA, and science (demonstrating College Readiness) • ASVAB per the requirements of the military branch selected • SAT score (1200 or higher) • Completing the Board of Regents Curriculum • International Baccalaureate Exam (4+) • Advanced Placement Exam (3+) • CTE Scholar • Eagle Scout or Gold Scout	

- 4-H Kansas Key Award
- Two or more high school athletics/activities
- JROTC
- 90% attendance in high school
- Senior exit interview/senior projects
- CTSO officers

FAFSA - CLASS OF 2028 and beyond

The intent of the new graduation requirements, beginning with the Class of 2028 (current eighth graders), is for each student to complete the FAFSA® before graduation. Any student, family, or school can opt a student out of completing the FAFSA®.

CHOOSING GRADUATION PLANS

Students will begin planning for graduation during their 8th-grade and freshman years. During high school, students will select from three plans for graduation. These plans can and should be adjusted over time, the plan is created to support students in meeting their goals. Additional information can be found in our [PHS Course Catalog](#).

Blue Plan (College Prep): Students selecting the Blue Plan, will be on a path to prepare for continuing their education at a 2-year junior college, technical school, or a 4-year college or university. These students have the intention of getting a minimum of an associate's degree after graduation.

Students following the Blue Plan would be eligible for district honors such as scholarship banquet, valedictorian, salutatorian, and PHS Honors Banquet. Additional requirements may need to be met to be eligible for these honors.

Black Plan (CTE + College Prep): We have many students at PHS who would like to have an industry certification, and further their education by attending a post-secondary institution after graduation. For example, a student may select to attend the STARS Center for Criminal Justice, and then after graduation attend a junior college or university to pursue a degree path. These students will combine the credits available through the STARS center with the Blue Plan.

Students following the Black Plan would be eligible for district honors such as scholarship banquet, valedictorian, salutatorian, and PHS Honors Banquet. Additional requirements may need to be met to be eligible for these honors. Students following the Black Plan would also be eligible for district CTE honors and honors through the STARS Center.

White Plan (Alternate Path to Graduation): Students selecting the White Plan are on a path to work after graduation, these students do not intend to attend a post-secondary institution. Students on the White Plan are seeking an industry certification through our STARS center during their junior and senior year, and using their work experience to

supplement graduation credits. Evidence of their progress is collected through their scores on the ACT Work Keys Assessment and their certification tests through the STARS center.

Students following the White Plan would be eligible for district CTE honors and other honors through the STARS center. Students would not be eligible for honors such as scholarship banquet, valedictorian, salutatorian, and PHS Honors Banquet.

GRADE LEVEL CREDIT REQUIREMENTS

Sophomore	To be considered a sophomore, the student would need 6 credits.
Junior	To be considered a junior, the student would need 12 credits.
Senior	To be considered a senior, the student would need 19 credits.

ACADEMIC GUIDELINES

Courses may not be dropped or changed without the approval of the principal, counselor, and parents. Students receiving an incomplete (“I”) on their SEMESTER report card must complete their work 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

SEMINAR GUIDELINES

Seminar is worth ¼ credit each semester towards graduation requirements. Seminar credit will not affect overall student GPA, but it will appear on student transcripts. The seminar class is worth 3 points per meeting. Seminar offers a time in the day for students to receive additional support, experience enrichment opportunities, and participate in school clubs and activities

W.I.N TIME

W.I.N. Time stands for “What I Need” and serves an additional time in the day to provide students with the additional instructional time needed to be successful in the classroom. If a student is struggling to understand a concept or needs to make up or redo an assignment the student will be assigned to attend that teacher's class during seminar for extra support. Students who are not needed by their teachers during this time may participate in an enrichment class offered during seminar time. W.I.N Time takes place four days a week during seminar and is intended to provide an intervention for students who are in need of a little extra support.

EDGENUITY/CREDIT RECOVERY

The Edgenuity Program offered by PHS provides students with the opportunity to take classes that are needed for graduation but unavailable to be taught by a classroom teacher. These courses are available in an online format that is completely self-directed. Students are expected to make regular, timely progress in their courses and be graded accordingly. The Edgenuity program is intended to be used as a supplement for courses not to replace a face-to-face course. We will not enroll students into a course in Edgenuity that can be taught by one of our classroom teachers unless there is a scheduling issue. If students are not making adequate progress in their

Edgenuity course then students will be enrolled in a more directed course or in a comparable course taught by a classroom teacher. In some instances, we will use Edgenuity to help students recover credits needed for graduation, this will be done under the direction of the district counselor, Student Assistance Team, or a Special Education IEP Team.

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. 1 or more Grade Equivalents below current placement.
3. Student Assistance Team Recommendation
4. If a student meets 2 of the criteria they may be retained.

S.T.A.R.S. CENTER

The STARS Center is a technical program offered to all juniors and seniors through a partnership with local community colleges to offer career and technical certifications to high school students. Taking courses through this program means students receive college and high school credit for their coursework. Once enrolled at the STARS center course completion is very important, since students are receiving dual credit, if a student were to unenroll from the STARS program in the middle of a semester credit recovery may be required to catch up on coursework at PHS.

CTE INTERNSHIPS/OBSERVATIONS

To provide opportunities for high school seniors who are in good standing and who are on track for graduation (they must have 19 or more credits), we are offering CTE Internships/Observations. CTE Internships/Observations must be connected to an established CTE Pathway, STARS/Community College Pathway, or as part of an IEP transition plan service.

CTE Internships/Observation Requirements

1. Parental permission and liability waiver are on file in the office.
2. Students may enroll in a CTE Internship during any available consecutive blocks during the school day. Students may not enroll in multiple nonconsecutive hours due to a loss of time due to travel.
3. Parents and/or students must provide transportation to the job site and pay for any costs incurred due to the job they are on.
4. 1 hour on the job=1 hour of 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 an assigned teacher or administrator.
6. Students must provide proof of employment (payroll check, schedule, or sign-in/out sheets from the employer) and must have attendance verified by an assigned teacher or administrator. If the student is related to the employer of the internship then the student must be supervised by an administrator or school counselor.
7. Other requirements as assigned by the Careers Teacher.

College Campus Release

In order to provide opportunities for high school juniors and seniors who are in good standing and who are on track for graduation (they must have 19 or more credits), we are offering the opportunity for students to enroll in college courses.

1. Parental Permission and liability waiver is 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 in.
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: As of the 2022-2023 school year, the Kansas Board of Regents Qualified Admissions has changed to reflect the following requirements.

ESU, PSU, FHSU, & WSU: Cumulative High School GPA 2.25+ or ACT 21+ (SAT 1060)*

K-State: Cumulative High School GPA 3.25+ or ACT 21+ (SAT 1060)*

KU: Cumulative High School GPA 3.25+ OR Cumulative GPA 2.0+ and ACT 21+ (SAT 1060)*

ALL Institutions Require: Cumulative GPA 2.0+ for College Credits earned in High School

KANSAS SCHOLARS CURRICULUM [\(Link\)](#)

The Kansas Scholars Curriculum is recommended but not required for qualified admissions. This curriculum is intended to provide students with the rigor of college-level courses.

- English: 4 approved units
- Math: 4 approved units (Algebra 1, Geometry, Algebra II, and an Advanced Math course)
- Social Science: 3 approved units (U.S History, U.S. Gov, World History, Social Science Elective)
- Natural Science: 3 approved units (Biology, Chemistry, and Physics)
- Foreign Language: 2 units of the same language
- Additional credits for electives

GRADING SCALE

Used by ALL instructors:

A	B	C	D	F
100-90	89-80	79-70	69-60	59 and below

SEMESTER TEST AND FINAL EXAMS EXEMPTION POLICY

To encourage excellence in both grades and attendance, the following policy has been adopted.

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

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

1. An "A" grade in the class and meet the 95% attendance goal during that class for the school year with no unexcused absences.
2. A "B" grade in the class and meet the 97% attendance goal during that class for the school year with no unexcused absences.

Each class will be separate and students must meet the criteria for each class to be exempt from the test in that class. Absences counted for final exam exemptions are listed in the attendance code chart. Students who qualify for the exemption may choose to take the test if it could raise their grades in the class. Two FNS assignments or any OSS days will nullify the exemption. Good citizenship is an equal part of this incentive program.

SCHOLARSHIP BANQUET GUIDELINES

The scholarship banquet committee reviews guidelines and invites the top five students in each class who meet the requirements below to an annual banquet. Each recipient will receive pins for their accomplishments. Four-year recipients will receive a plaster Blu-jay. Furthermore, the Booster Club, which is outside the purview of the school, invites students to apply for the booster club scholarship.

Criteria to be considered for the scholarship banquet are as follows:

1. Students must be enrolled in at least five classes of which four must come from the following college preparatory curriculum or be on track to complete this curriculum by the end of their senior year. The following curriculum requirements will go into effect with the class of 2024 and beyond:
 - 4 English credits
 - 4 Math credits
 - 3 science and MUST include one: physics, chemistry, or anatomy and physiology
 - 3 history, government, and social studies
 - Courses taken through the STARS Program or an approved dual credit college course may also count toward these requirements.
2. Classes that will not count toward the five required classes are as follows:
 - Math Competency
 - Essential Skills (Any class being repeated)
 - Work-Study
3. Any student assigned to the Friday Night School (FNS) or Out-of-School Suspension is ineligible for consideration.
4. Eligibility is based on the first $\frac{3}{4}$ of enrollment in the same classes except required classes that are $\frac{1}{2}$ units in length. (This includes dual credit classes)
5. Students must be in regular attendance as defined by the Student Handbook.
 - Students must meet the criteria for regular school attendance (greater than 90%) and have no more than one school day or the equivalent of an unexcused

absence.

- 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.

6. Incomplete grades make the student ineligible for the current year. All makeup grades must be completed within the nine week grading period.

7. Any student receiving a D or below is eliminated from being honored at the banquet.

8. Students must carry a 3.0 (B or better) grade point average for the first three nine weeks.

8. Any documented cheating will disqualify all parties for that school year.

9. All students must be in good standing in all classes, clubs, and activities.

10. The top five students in each grade meeting the requirements above will be selected.

11. In the event of ties, multiple students will be selected.

Note: Students attempting to calculate their score should remember that scores are to be averaged based on three quarters, not four quarters. The first two nine weeks are given full credit when calculating GPA while the third nine weeks is given half credit in GPA calculations.

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

INFORMATION FOR SENIORS

SENIOR 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; 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 picture size for the panel should be 3.25 inches x 2.25 inches. The senior picture deadline for the yearbook and Senior panel is March 1st. Failing to meet the deadline may result in using the school day photo or the Veteran's Day photo.

The Senior Class Sponsor and the Administration must approve props that are included in the Panel Photo. 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 school day photo or the Veteran's Day photo.

The Graduate Panel will contain class officers, Pleasanton High School, and the year date. It will not have a motto, class flowers, colors, etc

SENIOR PHOTOS FOR PUBLIC ADS

All Senior pictures to be included in public announcements (newspaper, posters, ads) regarding senior activities, graduation, etc. need to meet the same guidelines as the Senior Panel requirements.

GRADUATION

The senior class with the supervision of their sponsors and the approval of the principal will plan their graduation ceremony. Any student who has not met graduation requirements will not be allowed to participate in the graduation exercises.

Valedictorian	Salutatorian
The first ranked student(s) in each graduating class that has completed the curriculum pathway listed below, after the successful completion of 8 semesters, will be the Valedictorian for that class.	The second-ranked student(s), that have completed the curriculum pathway listed below, after the successful completion of 8 semesters, will be the Salutatorian for that class.
- English: 4 approved units, ½ unit may be Speech - Math: Must complete either: Option A - 3 approved units and meet the ACT college readiness math benchmark of 22. Option B - 4 approved units, one of which must be taken in the graduating year - Social Science: 3 approved units - Natural Science: 3 approved units, one of which must be a full unit of Chemistry or Physics, Anatomy & Physiology - Electives: 3 approved units	
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	
Students on the Blue Plan or Black Plan for graduation can qualify to be Valedictorian or Salutatorian. Students on the White Plan for graduation are not eligible for Valedictorian or Salutatorian.	

SENIOR TRIP

In order to go on the Senior Trip, a student must be in good standing with the school. Additional requirements to attend senior trip:

- no OSS during their senior year
- no more than 1 FNS during their senior year
- no fines or outstanding bills to the school or to the senior class
- Met the requirements set forth by the senior sponsors for eligibility

Students must be in attendance the day before the Senior trip. Other issues may be addressed by the building Principal as necessary.

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 school year. 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 May 1. A college day may not be taken the day before prom or Senior trip.** 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 a verification-of-attendance form signed by an official of the

visited school.

ATTENDANCE

The USD 4344 attendance policy applies to all students enrolled in school. This policy is intended to encourage regular school attendance. It is the responsibility of parents/guardians to ensure that their students attend school. Students are not able to learn if they are not regularly attending school. Compulsory school attendance requires regular attendance in compliance with state laws.

(Kansas Statute No. 72-1111). All students enrolled in USD #344 schools are required to attend all classes promptly and regularly, beginning with the official first day of school. The attendance standards will also apply to all students unless otherwise stipulated in an I.E.P. or as modified at the discretion of the Student Assistance Team.

ATTENDANCE AS A SCHOOL SAFETY MEASURE

While school attendance is compulsory by law, an important component of student safety is the process of checking and reporting accurate attendance daily. Teachers are to check attendance daily (within the first 10 minutes of each class period) and report their absences in Power School. It is up to the front office to monitor this data and make contact with the parents of any student who is reported absent unless the parent has already called the student absent for the day. The school and the parent must communicate regarding the absence to ensure that the student is safe and accounted for.

PROCEDURE FOR REPORTING A STUDENT ABSENCE

PJH/PHS Office.....913-352-8701 PES Office.....913-352-8531

1. Parents/guardians should contact the office by 8:30 a.m. on the day of absence.
2. Parents/guardians who cannot reach the school by phone should send a note with the student when he/she returns to school. The note should state the full name of the student, days absent, reason, and parent's/guardian's signature.
3. When possible, parents/guardians should notify the school before an absence.
4. If documentation is required for the absence then the documentation must be provided within 48 hours of the last day of the absence.

EXCUSED AND UNEXCUSED ABSENCES - JBD

State law and BOE policy require the school to designate absences as either excused or unexcused from school. Each school year, the USD 344 BOE allots students up to four excused absences, that do not require any type of documentation as long as the parents communicate with the school secretaries - these are deemed "parent excusals". According to Pleasanton's USD 344 Board Policy, the school principal has discretionary authority to consider additional absences individually and may provide additional

“principal excusals”, provided that they meet the excused absence criteria. An absence from any class, on any given day, of 10 minutes or more (as we have a traditional class schedule) shall be considered an absence

Excused Absences	Unexcused Absences
• Personal illness; • Health-related treatment, examination, or recuperation • Serious illness or death of a member of the family; • Obligatory religious observances • Participation in a district-approved or school-sponsored activity or course • Absences prearranged by parents and approved by the principal • Funeral • Legal Appointment(s) or Court • Students of active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.	• Absences that are unverified by a parent or guardian within 48 hours of the last day of an absence. Possible examples of additional unexcused absences: • Shopping trips • Babysitting • Hair appointments • Private lessons and non-school related activity absences • Family vacations that are not prearranged by parents and approved by the principal

CODES USED IN POWERSCHOOL FOR ATTENDANCE

Power School Attend. Codes	Meaning	Clarification	Does this count toward truancy?	Does this count toward the final exam exemption? (9-12 only)
Teacher Codes				
A	Absent	This is the code teachers use to mark a student absent from the classroom or late more than 10 minutes.	Yes - if not excused	Yes
UT	Unexcused Tardy	The student is late to school or class without the expressed permission of a teacher (from the previous class) or parent (upon entering the building).	Yes - if it is a chronic issue	Yes, 3 UT means the student must take finals.

ET	Excused Tardy	The student is late to school or class with permission of a teacher (from the previous class) or parent (upon entering the building).	No	No
Office Codes				
PE	Parent Excusal	Parents have contacted the school office to excuse the absence. (4 per year require no documentation)	No	Yes
OE	Office Excusal	Additional absences, beyond the 4 parent excusals granted through the building principal, attendance clerk, and/or SAT.	No	Yes
UA	Unexcused Absence	Absences that do not meet the criteria for excusal or students with unverified absences.	Yes	Yes
M	Medical	Requires a note from a medical professional indicating the date(s) of the absence or date/time of the office visit.	No	No
V	School Activity	The student must be listed on the roster of the specified trip.	No	No
C	College Visit	Requires a college visit form to be completed by the visiting college and submitted to the office.	No	No
L	Legal	Requires a note from a court officer indicating the date(s) of the absence.	No	No
W	Weather	Requires confirmation from the building administration.	No	No
I	Office	Requires confirmation from the building administration.	No	No
B	Counselor	Requires confirmation from the school counselor.	No	No
N	Nurse	Requires confirmation from the school nurse.	No	No
OS	OSS	Assigned by a school administrator	No	No
MHV	Mental Health Visit	Assigned when the student has an in-school mental health	No	No

		appointment.		
F	Funeral	Requires documentation	No	No
FE	Finals Exemption	Assigned by PHS office during final exams.	No	n/a

TRUANCY - JBE

Truancy is defined as any three consecutive unexcused absences, any 5 unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Students who are absent without a valid excuse for a significant part of the school day shall be considered truant.

- 3 consecutive days — first letter to parent
- 5 days in school semester — second letter to parent and SAT meeting to create a plan to ensure student regularly attends a school
- 7 days in a school year — third letter to parent
- 10 unexcused absences — truancy report is submitted

USD 344 BOE policy required that for students under the age of 13 truancy is reported to the Department of Children and Family Services (DCFS) and for students 13 or older, but less than 18 truancy is reported to the county attorney.

CHRONIC ABSENTEEISM

Being in regular school attendance would mean being at school more than 90% of the school year. Chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high-school dropout. The attendance clerk, building principal, and Student Assistance Team monitor attendance to provide timely intervention for students who qualify as “chronically absent”. Students who are chronically absent from school may benefit from Tier 2 and Tier 3 interventions to support their attendance at school. This may include, but is not limited to: check-in/check-out, parent conferences, peer mentoring, referral for counseling, and/or a health plan through the school nurse.

ADULT STUDENTS

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.

ATTENDANCE AND SCHOOL-SPONSORED ACTIVITIES

Absences from class for school-sponsored activities are marked in PowerSchool with a “V”, and are not considered as being absent from school, but all work missed must be made up. To attend or participate in an after-school activity or a practice, the student must attend school from 8:00 a.m. to 3:30 p.m. Students who have a doctor's appointment and return to school, with a doctor's note, during the school day may attend practice or activities. Students who have doctor's appointments, but do not attend school that day, may not participate in school activities or practices. Students

who have unexcused absences from school for the day will not be allowed to participate in or attend after-school activities or events. 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.

ATTENDANCE INCENTIVES

95% CLUB - EXCEPTIONAL ATTENDANCE

Exceptional attendance means being at school 95% of the school days for that month. The 95% Club is calculated and rewarded each month, based on the student's attendance status for the month. All absences (excused or unexcused) count toward the calculation of the 95% Club status. The only exception would be a student who is on an approved college day or school activity. Each month the names of all students who have achieved perfect attendance status are recognized in a special celebration with the district administration.

SPRING SEMESTER EXAM EXEMPTIONS

To encourage excellence in both grades and attendance, the following policy has been adopted.

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

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

1. An “A” grade in the class and meet the 95% attendance goal during that class for the school year with no unexcused absences.
2. A “B” grade in the class and meet the 97% attendance goal during that class for the school year with no unexcused absences.

Each class will be separate and students must meet the criteria for each class to be exempt from the test in that class. Absences counted for final exam exemptions are listed in the attendance code chart. Students who qualify for the exemption may choose to take the test if it could raise their grades in the class. Two FNS assignments or any OSS days will nullify the exemption. Good citizenship is an equal part of this incentive program.

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. Tardies are calculated per class period.

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

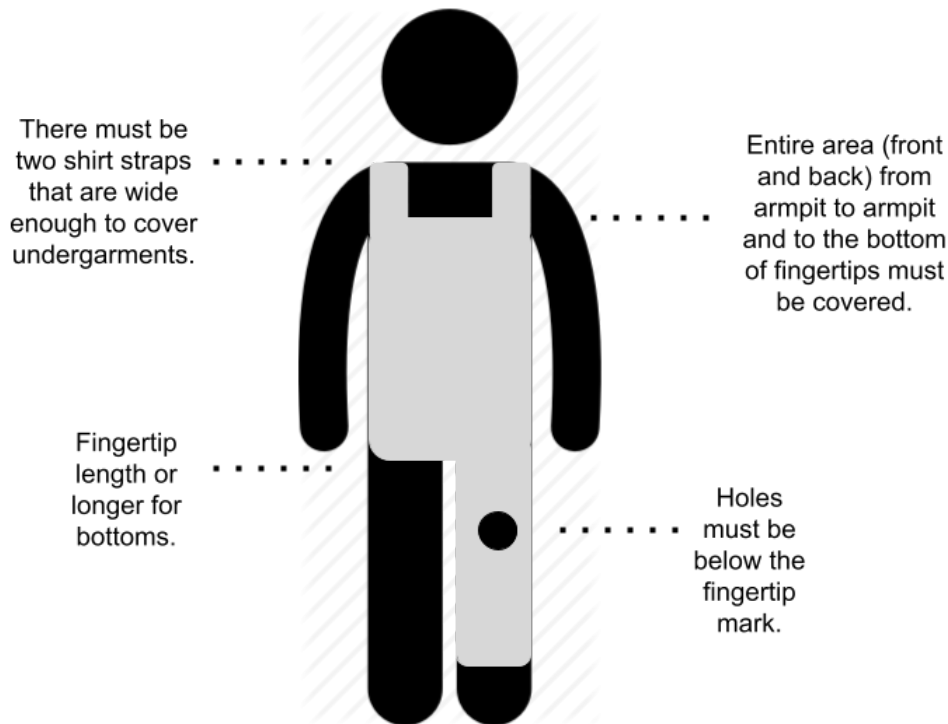
- 3rd Unexcused Tardy equals an unexcused absence for that class period = students must take the final exam in that class period.
- 3rd Unexcused Tardy - Lunch Detention - failure to serve will result in 30-minute Post School
- 4th Unexcused Tardy - 30-minute post-school-failure to serve will result in

1 hour detention.

- 5th Unexcused Tardy - 30-minute Post School –Failure to serve will result in 1 day of FNS to be served on Friday and Monday.
- 6th and subsequent Unexcused Tardy - FNS, Parent call

DRESS CODE

The primary objective of PHS is to create an atmosphere in which each student can develop to the best of his/her potential. Students should appear at school in a manner that 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. All clothing must cover from armpit to armpit and from mid-thigh to mid-thigh at a fingertip length (front and back of clothing). Leggings may also be worn under clothing that does not meet the fingertip length rule.
3. Students may wear jeans and pants that are distressed, but all exposed skin (holes) must be below the fingertip line.
4. All shirts must have two straps and cover undergarments. Students will not be allowed to wear clothing that reveals undergarments of any kind.
5. 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.
6. Students will not be allowed to wear hats and/or head coverings of any kind in the school building during regular school hours. The exception is on Hat Day, once a month.
7. All organizations reserve the right to regulate the appearance of their members provided this meets the administrative approval.
8. 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.

9. No shirts or apparel expressing sexual innuendos, rude statements, or promoting the usage of drugs, tobacco, or alcohol are to be worn to school or at school-related events. Additionally, clothing cannot be adorned with lettering, patches, or drawings that are offensive or are against the student's standards of excellence.
10. No blankets or pillows are allowed in the classrooms.

FOODSERVICE AND NUTRITION

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 for before or after school in the high school office. Office hours are 7:30 am to 4:00 pm. 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. *Please note, that meal prices are subject to change slightly.**

BREAKFAST: Breakfast is available to students at a cost of \$2.00. The breakfast period is from 7:40 a.m. to 7:55 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 \$3.50 per meal. The price of meals for adults is \$4.50. 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 7-12 is 11:40 a.m. to 12:11 p.m. Students in grades 9-12 will have the option of a hot lunch or an alternative offering, lunch selections will be made during first-hour classes.

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

For detailed Food Service Facts and Regulations visit this site:

<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 reapply 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 breakfast will be based on the following single rates:

Regular Student Lunch	\$3.50	Reduced Student Lunch	\$0.40
Additional Student Lunch	\$3.90	Guest Lunch (Adult or Child)	\$4.50
Regular Breakfast	\$2.00	Reduced Breakfast	\$0.30
Extra Milk (per half pint)	\$0.60	Guest Breakfast (Adult or Child)	\$2.50

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. No money will be collected in the cafeteria. Students are asked to be courteous and mannerly at all times during lunch. Do not go to the Commons Area until ten minutes after the lunch period starts and please leave your area in the cafeteria and Commons Area clean. Food/Drinks are not to be taken from the cafeteria. Food/Drink are not allowed in classrooms, with the exception of water in a container with a screw-on cap. The only exception to this rule would be drinks/snacks provided by the classroom teacher or a school-wide reward system. Classroom teachers may require that drinks (that are not water with a screw-on cap) or snacks be kept in lockers as opposed to the classroom.

UNPAID MEAL POLICY:

1. All children can eat a school-prepared nutritious meal, regardless of their ability to pay. No child will be asked for money nor will they know or be held responsible for their lunch account balance. Their family lunch account will still be charged for all meals eaten and the parent will still be responsible for payment. All meals served to the child are of Child Nutrition Standards and are considered reimbursable by the Kansas State Department of Education.
2. The Authorized Representative will send out Lunch statements at the end of each month showing the current balance and the amount needed for the next month's meals. Information about signing up for online account viewing only is also sent to each family at the beginning of the year. We do not accept online payments at this time. A PIN is given along with instructions on how to set up their account. This will give families a way to monitor their lunch account balance.

3. If there has been no response to the statements being sent and there has been no payment for at least 90 days, a letter is sent to the family asking again for payment. It states in the letter that a payment or other payment arrangements must be made within 15 days. The letter lets them know if there is still no response, the next step would likely be to turn their account over to the Setoff Program which takes funds from their eligible Kansas tax return.
4. If still no response after 15 days, a final warning letter will be sent to the family, giving them an additional 10 days to make a payment, or their account will be placed in the Setoff Program.
5. If still no response within 10 days, the family lunch account is placed into the State Setoff Program, where monies owed to them will be sent to us by the State of Kansas to pay for meals.

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 tray
3. Tell the lunchroom clerk your lunch ID number

SCHOOL HEALTH AND WELLNESS SERVICES

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 who is an adherent of a religious denomination whose religious teachings are opposed to such tests 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 the school.

Before 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.

WELLNESS POLICY:

Medications: Students may self-administer over-the-counter medicines, provided they can do so responsibly. The school does not dispense over-the-counter medication. This includes cough syrup, Tylenol, aspirin, antacid, etc. If prescription medication is necessary during school hours, it must be kept in the school nurse's health office. The school nurse may dispense the prescribed medication per the physician's instructions. The medication must be in the original container, labeled by the pharmacy or physician. A Request for Medication Administration form must be completed by the attending physician and the parent/guardian.

Temperature/Illnesses: The American Academy of Family Physicians defines a low-grade temperature as 100 degrees at the lowest. Any child who presents to the nurse's office with a temperature of 100 or higher will be sent home. No exceptions. The 24-hour policy will also be enforced. A child who has either been sent home with a fever or developed a fever at home will have to be fever-free for 24 hours without the use of Tylenol or Ibuprofen. If a child is sent to school and they were sent home the day before with a fever, they will be sent home again.

Head Lice: If head lice are identified on a student, they will be sent home for treatment. A headlice letter will be sent home with each incident. The classroom that the identified student attends will also be checked. Before the child is allowed back in the classroom, they will need to be checked for live lice by the nurse. If the head is clear of live lice, the child may return to the classroom. If not, they will be sent home for further treatment. The nurse will again have to check the student before school re-entry. If funds are an issue to treat children, there are resources in the community that will assist families with treatment. Please ask the school nurse for help in identifying these. If a child is identified to have three instances of infestation in nine weeks, USD 344 will be reported to the Department of Children and Families.

One instance is defined as:

- *Initial identification by the school nurse.

- *First treatment

- *Second inspection, pass the inspection they may advance to class. If not, the child will be sent home again for a second treatment.

SCHOOL SAFETY

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.

CELL PHONE USAGE: The primary focus of the school is to be an institution of learning to prepare for life as a healthy, productive adult. Cell phones have become common for use in the workplace and in the lives of most adults. A cell phone comes with a high level of student responsibility to use the phone appropriately, understand the appropriate time and place for cell phone use, and understand the implications of having a device in an educational and/or workplace setting. In each teacher's classroom, there will be a poster titled "PHS Learning Mode", this poster will indicate the level at which a cell phone can be present in the teacher's classroom. It is the student's responsibility to abide by the teacher's expectations for student cell phone use. If a student is not adhering to the guidelines for cell phone use then the teacher will call the student's attention to the PHS Learning Mode one time as a reminder. If the student continues to not abide by the teacher's expectation, then the following consequences will be documented and followed.

1st and 2nd Offense—The teacher will send the student to the office to turn in their phone. The student may pick it up at the end of the day. 30-minute detention will be assigned on the 2nd offense.

3rd Offense—The teacher will send the student to the office and the parent will be called to pick up the phone at the end of the day. A 30-minute detention will be assigned.

4th Offense—The teacher will send the student to the office and the parent, student, and administrator will have a conference to develop a plan for the student's use of their cell phone at school. The student may lose their cell phone privileges for the remainder of the semester. Failure to comply with any of these requests may result in FNS or OSS.

The primary responsibility of a teacher is to teach class, not to manage cell phones. The teacher will not be responsible for collecting a student's cell phone or "holding" a student's cell phone. Collected cell phones will be stored in the office vault for safekeeping.

BACKPACKS/BAGS: Backpacks and bags are not permitted in classrooms. All bags and backpacks must be stored in lockers.

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.

SCHOOL VISITATION/PARENT CONFERENCE: Students may not bring other student visitors to the 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.

EMERGENCY PROCEDURES

FIRE DRILL 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/Band room - Exit from the west door

Shop, 188, 189 - Exit from the north door

150, 145A, 143A, 149, 156A, Library, Office - Exit from the east door

159, 160A, 163A, 166 - Exit from the north door

168A, 168B, 169, 173, Flex - Exit from the northwest door

132A, 133A, 134A, 135A - Exit from the north door

HS Gym, Commons Area, 111, 111A - Exit from the east door

Elementary Gym - Exit from the northeast hall

Cafeteria - Exit from the west door.

TORNADO DRILL PROCEDURES

The tornado signal will be short rings of the regular bell system. In case of a power failure, we will use the All Call phone system or Bullhorn.

All PHS students and teachers will report to the high school locker rooms to take cover.

CRISIS DRILL PROCEDURES

A crisis planning guide will be followed.

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 are 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. Students who drive, and who are participating in an event at the school, are expected to park on the west side of the building. Student-athletes and band members should park in the back lot on basketball home game nights.

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 regarding 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 your seat while the bus is in motion
8. Keep head, hands, and feet inside the bus
9. Bus drivers are 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 of bus transportation. Regarding any school-sponsored activity, **students are required to ride the school transportation to the event, unless prior administration approval is given.**

Students may ride home from the event with their parents or guardians unless prior arrangements are made with the administration. Parents/Guardians must sign a release form each time their student does not return home on school transportation.

EXTRACURRICULAR OPPORTUNITIES

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.

ATHLETICS/KSHSAA ACTIVITIES: Because all extracurricular activities are a privilege, some standards 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 before, 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 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.
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 competed 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 no later than Monday of the fourth week of the semester in which they participate.
15. Junior high academic eligibility is determined every quarter.

BEHAVIOR AT EVENTS: Rule 52 will be enforced. 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.

KSHSAA RULE 52

Section 1 - General Regulations (applies to grades 7-12)

Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all (participants, coaches, officials, staff, and fans).
- b. Know the rules, abide by and respect the official's decisions.

- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, your team, and your school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Art. 2: Enforcement Procedure:

- a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.
- b. The Executive Board of the Kansas State High School Activities Association shall be responsible for the interpretation of these regulations, including “desirable and unacceptable behavior” and shall publish them in the Association’s Sportsmanship/Citizenship Manual.

PARENT/COACH COMMUNICATIONS

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a great benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child’s program which would include: expectations the coach has for your child, locations/times of practices, team requirements for lettering, procedures to follow should your child be injured during participation, any special team policies or discipline that may result in the denial of your child’s participation.

The coaching staff and sponsors of the Pleasanton School District believe that parent-coach/sponsor conferences can be helpful. However, no conferences will be conducted immediately following an event so please do not attempt to confront a coach after an athletic contest. Meetings of this nature do not promote resolution. Moreover, there will be no conferences conducted over the phone or at the coach’s home. The coaching staff, sponsors, and administration believe that the best way to discuss situations is to schedule a meeting at least 24 hours after the event with the coach/sponsor. If the meeting does not provide a satisfactory resolution then you should call to set up an appointment with the athletic director to discuss the situation. If a parent/guardian chooses to confront a coach immediately following an athletic contest or without first allowing the 24-hour rule to expire he/she will not be allowed to attend any activities for two weeks (14 days) following such confrontation. A subsequent offense will result in loss of privileges to attend any and all activities.

As your child becomes involved in the programs of the Pleasanton School District, they will experience some of the most rewarding moments of their lives. It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best

for all students involved. It is important to understand that there may be times when things do not go the way you or your child wish. Please review the lists below to familiarize yourself with items that are appropriate for you to discuss with a coach or sponsor.

The following are appropriate concerns to discuss with coaches:

- treatment of your child both mental and physical
- ways to help your child improve
- scheduling concerns or conflicts
- issues at home or school

The following are not appropriate items to discuss with the coach:

- Playing time
- Team strategy
- Playcalling
- Other student-athletes

Violation of the 24 Hour Rule - Parent/Communication Rule

Violation of the 24-hour rule will result in the parent/guardian/person in violation of the rule being disallowed to attend any extra-curricular contests or events.

- 1st Offense: 14-day suspension from all district activities home or away.
- Subsequent Offense: At a minimum a suspension from all district activities for the remainder of the school year or another assigned suspension determined by the administration

Parent/Adult/Spectator Expectations at Events: To ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted concerning the conduct of adult visitors:

1. Access to extracurricular locker rooms, meeting rooms, school transportation, and the like is strictly limited to students involved in extracurricular activities, sponsors/coaches, and administrators. Access by all others is prohibited by the Board of Education. Failure to comply with this policy will result in a suspension of the individual from extracurricular activities and/or school premises.
2. Verbally aggressive behavior, which would include, but not be limited to, threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one (1) year. The length of the restriction will be determined by the administration.
3. Physical or violent behavior will result in a ban by the Board of Education from school premises and activities and will be referred to law enforcement.
4. Failures to comply with the restricted access provided in these regulations will

result in the filing of civil and/or criminal charges.

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. No megaphones are permitted at athletic competitions.
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. Students may take corrective measures and become eligible for participation upon teacher/administrative approval once they comply with the USD 344 standards. PJH/HS office will pull a grade report for each student on Wednesdays at 10:00 am, students in danger of failing a class or failing a class will be placed into a WIN time with the teacher who can provide them the highest level of support. If a student has a failing grade, the student is placed on Academic Watch status, if that grade continues to stay in the failing range for 3 or more weeks, then the student will be moved to Academic Probation status. A student is not eligible for school extra-curricular activities and is considered not in “good standing”. Academic probation plans will be determined by a team of the student's teachers, parents, principal/counselor, and coaches/sponsors (if needed).

DRIVER EDUCATION:

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

1. Students may enroll in a Driver Education course when they are at least 14 years old. - <http://www.dmv.org/ks-kansas/drivers-ed.php>
2. Students must fill out an application form and pay a fee of \$4.00 (set annually by the State of Kansas) for their permit and material and supplies fee (non-refundable) of \$75.00. 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 homeschooled students) Students must fill out an application form and pay a fee of \$4.00 (set annually by the State of Kansas) and must pay a materials and supplies fee (non-refundable) of \$100.00. These students will only be accepted if the class size does not become excessive.

Note: Board policy mandates that students enrolled in this district must be regularly enrolled as full-time students. 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 and/or 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 before, during, and after dances. The students must be in good citizenship standing. Appropriate attire is expected.

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 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 midnight.
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. *Principal discretion.

JR HIGH DANCES: All rules apply to junior high same as high school except for 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. The administration has the right to approve or

disapprove of any guests. Junior-Senior Prom will close at 12:00 a.m. **Students are to be in attendance at school the day before prom to attend.**

1. To attend the Junior/Senior Prom, you must meet credit requirements for your given class.
2. To be considered as King/Queen candidates for Homecoming, Courtwarming, Ice Castles, and Prom, the student must meet the 19-credit requirement.

TECHNOLOGY ELECTRONIC DEVICE ACCEPTABLE USE POLICY

(Includes but is not limited to Laptops or 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. Electronic devices are not to be used in class unless deemed appropriate by the classroom teacher and /or the administration. (Each teacher may prohibit the use of electronic devices in class) Teachers will display their expectations through the PHS Learning Mode sign within the classroom.
3. Internet access, email, and other media that are accessed, created, or stored from our internet connection are the property of the school.
4. Inappropriate access to the internet regardless of the device may result in a suspension of internet access.
5. Students violating this policy may have their laptop use restricted and may be prohibited from bringing their electronic devices with them to school.

COMPUTER AND DEVICE ACCEPTABLE USE

Students shall have no expectation of privacy when using district email, 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 email 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 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

CHROMEBOOK AND INTERNET DISCIPLINE PLAN: With the internet being available to every classroom for 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 signs at the beginning of the year. Any use of the internet that the administration deems inappropriate will also fall under the discipline plan. Students must always be logged into their school account when using their Chromebook or school computer.

Logging into a private account will count toward an offense on the discipline plan listed below.

1st offense

Students' internet use will be placed into the "Penalty Box" for two weeks.

2nd offense

Students' internet use will be placed into the "Penalty Box" for six weeks. Additionally, the student will receive an additional disciplinary consequence from a Post-School Detention to Friday Night School.

3rd offense

Students' internet use will be suspended for the remainder of the year and the student may receive up to 3 days of OSS.

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 if needed beyond what the Penalty Box allows. After the third offense, the student will have to find other means to use the internet.

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 materials, tests, or grade book entries.

For 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

USD 344 PLEASANTON BEHAVIOR EXPECTATIONS AND POLICIES 7-12

DEFINITION OF DISCIPLINE:

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

BELIEF STATEMENTS

Teaching and learning 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.
1. Changing behavior takes time.
 2. Discipline is a part of the daily routine-not a disruption of the daily routine.
 3. Self-discipline is the expected outcome.

4. Every discipline situation is an opportunity to teach expected behavior.
5. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
6. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the year.
7. Punishment by itself cannot change behaviors.
8. In the handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not judging the student.

ACADEMICALLY PRODUCTIVE CLASSROOM POLICY

All students must 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. We believe in rewarding student conduct that meets the expectations of our school-wide behavior expectations, we also believe in providing corrective feedback and support for students who fail to meet these expectations.

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. All office visits by students will be documented and parents will be notified.

Role of the Student	Role of the Teacher	Role of the Parent
Work to learn the appropriate behavior, emotional control, and self-control needed to become a happy, healthy, and productive adult. Use self-regulation skills to manage personal behavior and emotions. Accept feedback from teachers and adjust behavior according to such feedback. Help to maintain a	The role of all adults is to model appropriate behavior, emotional control, and self-control for students. Use effective classroom management strategies to keep students engaged and prevent student misbehavior. Respond to inappropriate student behavior professionally. Use encouraging language and redirection when possible.	The role of all adults is to model appropriate behavior, emotional control, and self-control for students. Provide the boundaries and home environment needed for students to get adequate sleep, ensure safety, and have their basic needs met. Inform the school and teachers if there are issues outside of the school environment that may

classroom environment where all students can learn. Take responsibility for their actions. Show respect to all students, parents, and teachers in all circumstances. Actively participate in finding solutions for managing the behavior of yourself or other students.	Inform parents and administration when student behavior is becoming disruptive to the classroom environment. Actively seek solutions for managing student behavior. Show respect to all students and parents in all circumstances. Remember that student behavior is not a personal attack on the teacher. Provide additional learning opportunities for students who may have missed instruction due to misbehavior.	impact a student's behavior. Support teachers and school administration in providing feedback and corrective action to inappropriate behavior. Provide support to the school and take responsibility when their child's behavior is impacting the learning of others. Show respect to all students and other parents in all circumstances.
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NON-NEGOTIABLE DISTRICT RULES

VIOLENCE-FREE POLICY: It is everyone's responsibility to keep our schools free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following:

A. The Possession of a Weapon

Definition: Weapon means a firearm, loaded or unloaded, a replica firearm, knuckles, knives, chains, clubs, throwing star, incendiary or exploding device, or any other article that is commonly used, or is designed, to inflict bodily harm.

Consequences: Suspension with the possibility of five (5) days suspension with a due process hearing for possible expulsion and **notification of the police**. Possession of a firearm of any kind will result in a ten (10) day suspension with a due process hearing with a recommendation for expulsion and possible **notification of the police**.

B. The Use of a Weapon or Other Objects Used as a Weapon

Definition: The use of a weapon or other objects that are not weapons but are used to inflict bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, and bats.

Consequences: Ten (10) days out-of-school suspension with a due process hearing for possible expulsion and **possible notification of the police**.

C. Involvement in a Fight

Definition: Two or more individuals engaged in any physical contact that

expresses anger and 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.

LEVELS OF UNACCEPTABLE BEHAVIORS

LEVEL 1: Productive Personal Environment – Behaviors that occur in the classroom but affect only the misbehaving student and are managed by the classroom teacher.

Examples are

1. Not having the 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:

Looking in the vicinity of the misbehavior

Maximum Consequence:

Principal – teacher-parent conference

LEVEL 2: Productive Classroom Environment – Behaviors that occur in the classroom and interfere with the learning of others. These behaviors are typically managed by the classroom teacher unless the behavior is recurring. If the behavior is recurring, it may be addressed through an office referral to the school administrator.

Examples are

1. Failing to follow a reasonable request of the teacher
2. Talking out (interrupting the learning environment)
3. Horseplay
4. Disturbing another student in any way
5. Being out of their seat without permission
6. Showing disrespect/defiance
7. Improper use of equipment
8. Cheating
9. Inappropriate Language
10. Disruptive behaviors in the hallway, cafeteria, or at school activities
11. Disruptive behaviors before or after school
12. Misuse of their Chromebook

Minimum Consequence:

Warning

Maximum Consequence:

Friday Night School

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. The behaviors are typically addressed by the school administrator, through an office referral.

Examples are

1. Absence/skipping / tardiness/truancy
2. Being in the hallway without permission
3. Inappropriate use of a motor vehicle
4. Solicitation (selling unauthorized items at school)
5. Inappropriate literature
6. Inappropriate display of affection
7. Dress code violations
8. Backtalk
9. Inappropriate Language
10. 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 4: Safe environment – Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. These behaviors are addressed through an office referral and addressed by an administrator.

Examples are:

1. Weapons (possession or use of) (SEE NON-NEGOTIABLE DISTRICT RULES)
2. Fighting – assault or battery of any kind (SEE NON-NEGOTIABLE DISTRICT RULES)
3. Theft
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:

Friday Night School (FNS)

Maximum consequence:

Expulsion for 186 school days

Consequences: The following are the common consequences used in this district, in order of severity from minimum to maximum.

Least severe to most severe

1. Looking in the vicinity of the misbehavior
2. Walking toward the area of misbehavior
3. Verbal reprimand
4. Informal talk
5. Isolation
6. Teacher-parent conference
7. Behavior contract
8. Detention - Lunch
9. Detention - Teacher Assigned
10. Referral to Principal

11. Detention - After School
12. Principal-teacher-parent conference
13. Restitution
14. Friday Night School or Saturday School
15. Removal from school bus
16. Suspension from school-related activities
17. Out-of-school suspension
18. Referral to local agencies
19. Long-term suspension
20. Expulsion for the remainder of the school year
21. Expulsion for 186 school days

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 with during the school year.

PLAGIARISM: This is defined as 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 plagiarized work submitted by a student at Pleasanton Junior/Senior High School will be given a zero with no opportunity provided for makeup credit. Plagiarism includes the act of copying an answer to a question from an internet source to answer a question. All information from a source must be properly cited and not represented as original thinking.

CHEATING: Any attempt or action to complete an assignment, quiz, test, etc. with an unauthorized source (cheat sheet, personal electronics, website, etc.) is unacceptable. Students will be given a zero with no opportunity provided for makeup credit. Cheating includes the act of taking pictures of assignments or quizzes for yourself or for the purpose of sharing with others. The sharing of work is only acceptable when a teacher has given explicit permission and a structure for collaborative work.

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.

FRIDAY NIGHT SCHOOL (FNS): Friday Night School 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 an Administrator may assign students to FNS. Teachers are responsible for getting assignments to the principal. On the date(s) that a student is serving in FNS, the student will not be allowed to participate or practice for any school activity.

Following are rules and consequences placed on the student:

1. Students will be in the designated area from 3:30 pm to 6:30 pm on all assigned Fridays. The student will be expected to follow all rules and procedures.
2. The student will be expected to be on the task at all times.
3. Cell phones, and headphones/airpods are a privilege that is suspended while in FNS.

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

Consequence: The student at any time will be asked to leave and will be assigned 1 day of OSS.

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.

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 activity, 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.

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 individuals.

(3) Such conduct has the purpose of unreasonably 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 extracurricular 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, pervasiveness 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 DCF authorities. (See GAAD)

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.

PLEASANTON JR./SR. HIGH SCHOOL BULLYING PREVENTION POLICY:

Bullying Prevention Plan

Pleasanton School District believes that each of our students has the right to learn in an environment in which they feel safe and free from bullying behavior.

KSA 72-8256 Definition of Bullying -

Any intentional gesture or an intentional written, verbal, electronic or physical act or threat wither by a 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 bully by use of any electronic communication device through means including by 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 344 in policies concerning bullying.

Responsibilities Reporting Bullying Incidents:

- Students - Students should report behaviors to their parents, teachers, counselor, principal, or other school personnel.
- Parents - Parents should pass on student concerns to classroom teachers, counselors, or principals.
- School Personnel - School Personnel are responsible for documenting each report of bullying. Report the bullying incident to the principal or counselor.

Disciplinary consequences

Disciplinary consequences will be applied as appropriate and could include loss of privileges, parent conference, detention, school suspension, involvement from law enforcement, etc.

School District Anti-Bullying Commitment

Pleasanton School district provides annual training to staff on bullying. Students are involved in anti-bullying awareness through school activities, counselor activities, and school assemblies.

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, vaping, 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 remains 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 one 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 exhibit 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 requires 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 on effective techniques for resisting peer pressure to use illicit drugs, alcohol, tobacco or vaping. 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 readmitted during the term of expulsion if the student has completed an approved drug and alcohol education and rehabilitation 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 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 program, the cost of such a program will be borne by the student and his or her parents. A list of available programs along with the names and addresses of the contact persons for the programs is on file. Parents or students should contact the director 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) that 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 another device similar to any of these devices.

Expands the 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's license suspended for one year.

KSA 72-89c02

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

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 content 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, collectively, 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.

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 the superintendent, USD 344 has been designated by USD 344 to coordinate the school district's 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.

El distrito es un empleador que ofrece igualdad de oportunidades y no discriminará en sus prácticas laborales con respecto a contratación, compensación, términos, condiciones o privilegios de empleo debido a la raza, color, religión, sexo, edad, discapacidad u origen nacional de un individuo. Las consultas sobre el cumplimiento pueden dirigirse a la Comisión de Derechos Humanos de Kansas, [900 SW Jackson](#), Suite 568-S, Topeka, KS 66612-1258. teléfono: 785-296-3206