

PIPER HIGH SCHOOL

Home of the Pirates

“Building the Future One Child at a Time.”
STUDENT HANDBOOK 2020-2021

This agenda belongs to:

Daily Schedule

Mondays, Tuesdays, and Wednesdays

Time	Mondays *	Tuesdays/ Thursdays	Wednesdays
7:30 – 8:58	W1 / P1	W1	P1
9:03 – 10:31	W2 / P2	W2	P2
10:36 – 11:05	Seminar	Seminar	Seminar
11:10 – 1:07 Lunch A 11:18 – 11:43 Lunch B 11:46 – 12:11 Lunch C 12:14 – 12:39 Lunch D 12:42 – 1:07	W3 / P3	W3	P3
1:12 – 2:40	W4 / P4	W4	P4

*Mondays will alternate PURPLE / WHITE.

Fridays --- Late Start

8:10 – 9:34	P1
9:39 – 11:05	P2
11:10 – 1:07 Lunch A 11:18 – 11:43 Lunch B 11:46 – 12:11 Lunch C 12:14 – 12:39 Lunch D 12:42 – 1:07	P3
1:12 – 2:40	P4

Students arriving to school between **7:15 a.m. and 8:00 a.m.** on late-start days shall report to the cafeteria. Students will not be permitted to leave the cafeteria until 8:00 a.m. All doors are locked until 8:00 a.m. on late start days with the exception of the south doors.

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ABOUT THIS HANDBOOK

This handbook/planner has been provided to help you stay organized in all aspects of your school day. Use this handbook/planner to familiarize yourself with school guidelines as well as keeping track of your assignments, future events, and obligations. Students are required to bring their planner to each class. Hopefully you will find that it simplifies your life and helps you organize your days. Do not lose your handbook, as there is a replacement charge of \$5.

All new additions or modifications are highlighted in gray. *Policies and procedures may be revised at any time to accommodate changes in state law or Piper USD 203 policy.* All policies are in written to be in compliance with Piper USD 203 Board Policy. The entirety of USD 203 Board Policies can be accessed at the district website: www.piperschools.com. A digital copy of this handbook can be downloaded from the PHS website: www.piperschools.com/phs.

NOTICE OF NONDISCRIMINATION

USD #203 prohibits discrimination on the basis of race, color, national origin, sex, sexual preference, gender identity, age, religion, marital status, disability, or need for special education services in its programs, activities and employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Individuals with Disabilities Education Act, and other relevant state and federal laws.

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Kansas City, KS 66109

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For further information on notice of non-discrimination, please feel free to visit <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or call 1-800-421-3481 for the address and phone number of the office that serves your area.

NOTICE OF INFORMATION

Piper High School has designated the following information about students as "directory information" under the Family Educational Rights and Privacy Act: name, address, telephone numbers, electronic mail address, photographs, date and place of birth, participation in Piper sponsored activities and sports, weight and height of members of athletic teams, and honors and awards received. Typically, such information is disclosed in student directories, performing arts and athletic programs, marketing and informational materials, the school website, and similar publications. PHS may disclose any of this designated directory information without the consent of the parents or of eligible students (students 18 years of age or older) unless PHS is notified in writing by the parents of a student or by an eligible student that they do not wish disclosure of any or all of the designated directory information. Any such written notification must be given to the Principal by September 1 each year.

ABOUT PIPER HIGH SCHOOL

BUILDING HOURS

The school office will be open to students from 7:00 a.m. to 3:30 p.m. daily. Teachers are in the building from 7:15 a.m. to 3:00 p.m. and are available for student or parent conferencing with instructional or guidance staff. Pre-conference contact should be made by the student or parent to establish conference purpose, participants, time and place. **When students come to school in the morning, they are expected to enter the building immediately. When school is dismissed, students are expected to leave school property unless they are under the direct supervision of an approved staff member. Students waiting for after-school transportation need to wait in the front lobby.**

CAFETERIA PROCEDURES

The Piper USD#203 District is on an offer vs. serve system. A student can select a minimum of three items to a maximum of five items to receive a lunch at the set price. If a student does not select the proper items, items will be charged at the a la Carte prices. All students have a lunch account. They are encouraged to apply funds to their accounts so cashiers can process students through the line efficiently. Students are reminded of their balance when it is below \$20. We do have a "No Charging" policy. Students can pay with cash for their purchases.

Parents may bring food to school for students and leave it in the office; the student may pick up their food during their assigned lunch period.

Outside food deliveries will not be accepted by the office.

Students are to remain in the cafeteria during lunch. Students wishing to go to the library during lunch must secure a pass from the library prior to lunch. No students will be outside the building during lunch period or at any time without permission from the office. Parents are discouraged from calling students out to leave the building and get lunch during their assigned lunch period; such requests may not be considered as excused absences.

DANCE GUIDELINES

1. Club sponsors and other staff members will supervise dances.
2. Anyone leaving a dance may not return.
3. Non-formal dances at Piper High School: only students who attend Piper High School will be admitted to these dances.
4. Prom is limited to Juniors, Seniors and pre-approved guests. See #6.
5. Homecoming and Courtwarming Dances are for current PHS students and pre-approved guests. See #6.
6. Outside guests will be required to fill out a request form at least one week prior to the dance. All requests will be screened by the PHS administration and must be approved before the guest will be admitted to the dance. All guests need to be under 21 years of age. No request will be approved for a guest who is not at least in the ninth grade.
7. Guests will not be allowed to attend an event without the Piper High School student being in attendance at that event. Piper High School students are responsible for their guest's behavior. Guests are governed by the policies set forth in this handbook.

8. Anyone known to be drinking or using illegal substances (including tobacco) prior to arrival will not be admitted to the dance. Parents will be notified. Regular school consequences will be imposed.
9. Piper High School students must show their student ID. Any guests must have appropriate ID with a picture.
10. Students who are in ISS or suspended may not attend dances during that period of time.
11. Students are required to enter the dance within one hour of the start time.
12. All school policies will be in effect at all dances.

LIBRARY POLICIES

The PHS Library is open from 7:15 a.m. to 3:00 p.m. daily. All students are expected to work productively at all times while in the library. Students must follow the district's Acceptable Use Policy for technology. Books may be checked out for three weeks and may be renewed as long as there is not a hold on the item. In order to allow for equitable use of materials by all students, overdue items will accrue a fine of five cents per day. To use the library during seminar, all students must get a seminar pass before the seminar period.

Failure to follow library guidelines may result in the student being returned to class, a detention assigned, or an office referral being issued.

LOCKERS

Students are issued lockers in the building to secure personal belongings. Each student should use their assigned locker. Since lockers are school property, school officials reserve the right to inspect all lockers. To further help protect student property, we offer the following suggestions:

1. Mark all personal property with your name.
2. **Do not** bring large amounts of money or other valuable items to school.
3. Keep your locker closed all times other than when you are present.
4. Report to the office any lockers or locks which do not function properly.
5. Report any lost or stolen items to the office as soon as possible and check the "found" items in the office periodically.
6. Students will be held responsible for damage/vandalism to lockers.
7. Lockers are to be cleaned out by students at the end of the school year.

PARKING LOT REGULATIONS

Students who drive and park on campus are required to abide by the following regulations:

- All students who wish to drive and park on campus must purchase a parking permit from the front office; the cost of the permit is \$5.
- Parking permits must be displayed in the front windshield of the vehicle and be visible at all times.
- Parking permits are non-transferable between students.
- Parking lot speed shall not exceed 10 miles per hour.
- Students must operate their vehicles with due caution to protect safety and property.
- All vehicles must be parked within marked lines, one vehicle per space.

- All vehicles on campus are subject to search by the administration if there is reasonable suspicion that the vehicle could contain prohibited items or materials.
- Vehicles cannot display any offensive images or words [Examples: Confederate flags (see Board Policy JGECA), obscenities, etc.]
- The playing of loud or offensive music is prohibited.
- The loud revving of engines and "peeling out" are prohibited.
- Students may not loiter on campus. Upon arrival at school, students are to park their vehicles and enter the building. Upon dismissal, students are to leave the campus.
- All school policies extend to the parking lot and will be enforced accordingly.

Violation of any of the above stated regulations could result in the following consequences:

First Offense:	Fine of \$10, driving privileges revoked for one week, Parent/guardian contacted
Second Offense:	Fine of \$25, driving privileges revoked for one month, Parent/guardian contacted
Third Offense Or Severe Infraction:	Driving privileges permanently revoked, Parent/ guardian contacted, conference with parent/guardian and student, referral to proper authorities, Out of School Suspension, or Long Term Suspension.

*** Severe Infractions can result in the highest level of consequences stated above on a first offense.**

SCHOOL RESOURCE OFFICER

The primary purpose of the School Resource Officer (SRO) is to provide a program of educational leadership to address tobacco, alcohol, and other drug-related issues, as well as to address safety issues in the school community.

STUDENT HEALTH SERVICES

The following regulations and guidelines are established to help maintain a safe and healthy environment for all students. Health services will be provided by the school nurse or qualified designee. These services primarily include assessments, screenings, administration of medications, and first aid to sick or injured students.

Nurse's Office

- Students who become ill at school must report to the nurse's office with a pass from the current teacher.
- Students must check out from the nurse's office if leaving school early due to illness. Parent/guardian will be notified by the school nurse or school secretary.
- The use of cell phones to contact parents during the school day regarding illness is discouraged.

- Parent/guardian will be contacted and students will be excused from school when displaying one or more of these symptoms: temperature of 100 degrees or greater, undiagnosed rash, vomiting, persistent diarrhea, or nurse judgment based upon physical assessment.
- Parent will be notified of all significant injuries at school and appropriate actions will be taken.

Returning to School After Illness

- Student should be fever-free without the use of fever reducing medication for 24 hours before returning to school.
- Student should be free of continuous coughing.
- A period of 24 hours should exist after the cessation of vomiting or diarrhea before returning to school.
- Students infested with head lice shall be excluded from school until treatment is initiated at home. When returning to school, students will not be allowed to ride the bus. They must be accompanied by parent/guardian and checked by school nurse before returning to class.
- A doctor's note stating that the student may return to school should be presented after any infectious illness or after three consecutive days unless otherwise advised by administration. The doctor's note should include a release or activity restrictions, and it will be filed in the student's health record. Activity restrictions or recommendations should include the physician's contact information and an end date.

Medications

The school cooperates with parents in giving students needed medications with the following guidelines enforced:

- Students are **not** permitted to carry and self-administer medications (non-prescription or prescription) during the school day unless proper authorization is granted.
- The appropriate medication form (prescription, non-prescription, self-administration) should be completed and signed by parent/guardian and healthcare provider (if required). All medication forms are available in the school office or can be downloaded from the district's website.
- All non-prescription medications should be in the original container, and should be clearly marked as to the medication contained therein with directions.
- Prescription medicines should be marked with the name of medication, amount of a single dosage, name of physician, and times to be given.

Chronic Health Conditions/Allergies

Parents/guardians should notify the school of any chronic health conditions and specific allergies by completing the Medical Information/Consent to Treat form. This information is required to be provided each year during enrollment by new and returning students. Notification is given to individual teachers and appropriate staff for students with known allergies and chronic health conditions.

Immunizations

It is the responsibility of the parent /guardian of every student enrolling in the district to furnish satisfactory evidence of up-to-date immunizations as

mandated by Kansas Law on or before the first day of school each year. A list of required and recommended immunizations will be updated on the district's website annually. An acceptable statement of medical or religious exemption must be on file for unvaccinated students; these students will be excluded from school in times of disease outbreaks.

Physicals

All students must have a Kansas physical on file in their health record.

STUDENT IDs

Students are provided with a photo identification card. Students should have their identification on their person or able to display upon request.

TELEPHONE SERVICES

A public telephone is available in the office for student use. Telephone messages to students will be limited. Only in an emergency situation will office personnel interrupt class to deliver messages. Students will not be called out of class to accept telephone calls. Students are allowed to utilize their cell phones in school so long as usage is in compliance with the Electronic Devices Policy.

VISITORS

State law prohibits non-students from loitering in or around any public school. Only in special circumstances will a student be allowed to have a visitor during the school day.

ATTENDANCE

ABSENCES

Students are expected to attend school. Each day of non-attendance is a day of lost learning. The building administration is granted the authority to determine if absences are excused or unexcused.

Excused Absences:

The following are recognized as excusable reasons for absences:

- Personal illness (a physician's note will be required for 3 or more consecutive days of absenteeism)
- Health-related treatment, examination, or recuperation
- Serious illness or death of a family member
- Participation in a school-approved student activity
- Obligatory religious observances
- Absences prearranged by parents and approved by the administration
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

Parents are expected to notify the school office in advance or the morning of their child's absence from school. The school will contact parents of absent students if notification is not received. Any absence of which the school is not notified within 24 hours could remain as an unexcused absence.

Unexcused Absences:

If a student has an unexcused absence, he/she will not receive credit for any assignments, quizzes, tests, projects, or any activity worth a grade that was either due and/or assigned during that time.

Unexcused Absence Consequences:

Each Unexcused Block of Class: After school detention
Upon 4th Unexcused Block of Class: Friday Night School

Additional Unexcused Absences will result in progressive discipline that could include Friday Night Schools, ISS, OSS, possible long-term suspension, or expulsion.

Absence Intervention:

To promote daily attendance, the following interventions will be initiated by the school when students are absent from school for any reason:

Upon the 8th day of absence in a semester, a letter will be sent to the student's parent/guardian as notification of lost learning time.

Upon the 12th day of absence in a semester, the administration will require a conference with the parent/guardian to discuss the student's chronic absenteeism. No further absences will be excused beyond this point and no credit will be given for assignments missed without appropriate documentation or prior approval by the administration.

Upon the 15th day of absence in a semester, the administration will require a conference with the parent/guardian and student to develop an alternative learning plan in order to maintain the possibility of earning credits for the semester. Any additional absences will require appropriate documentation or prior approval by the administration.

Students are considered absent from the class if they have not been present for at least $\frac{3}{4}$ of the class.

Truancy and Unexcused Absences:

The state of Kansas requires mandatory school attendance. Students absent from school for a reason other than those outlined above shall be considered unexcused. Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year. A truant student under the age of 13 shall be reported to the Department for Children and Families. A truant student 13 years of age but less than 18 years of age shall be reported to the Wyandotte County District Attorney. The building administrator will refer students with excessive unexcused absences to the truancy officer. The truancy officer shall make the report to the appropriate agency on behalf of the school.

TARDINESS

Punctuality is a priority for the Piper School district. Students will be counted tardy if they are not in the classroom after the bell rings. While calling in for a student who will be late is helpful, it does not excuse the student from being tardy. The

student is still responsible for their academic work. Students who are late should report to the office so they can check-in and get a tardy pass. In order to develop student responsibility and ownership, Piper High School will implement the following disciplinary action sequence for tardies:

Tardy to school, class or seminar consequences:

Tardy 2-3:	Warning
Tardies 4-6:	After-school detention for each
Tardies 7-9:	Friday Night School for each
Tardies 10 and Beyond:	1 Day of ISS for each

* Note: Students may have up to three excused tardies per semester; additional tardies may be excused with approval of the administration.

SENIOR/JUNIOR COLLEGE DAYS

Seniors planning to visit a post-secondary school campus for the purposes of investigating future enrollment at that school may do so as an excused absence two (2) times during their senior year. Juniors may do so as an excused absence one (1) time during their junior year. Please follow the procedure described below:

1. Obtain a college visitation permit from the counselor's office
2. Obtain the necessary signatures of approval.
3. Return the completed forms to the office.
4. The activities director must approve recruiting visitations on the high school campus.

The number of visit days may be increased with the prior approval from the principal.

ACADEMICS

ACADEMIC ENRICHMENT

Academic Enrichment is a student resource program for students who are in danger of failing a class. This class may be used as an academic intervention as part of a student's improvement plan upon recommendations from the STAR team.

ASSIGNMENTS/LATE WORK

In our attempt to assist with the learning and the ongoing development of student organizational skills, all assignments will be due on the announced due date(s). Any work submitted after the announced due date will be classified as late, and the maximum credit awarded will not exceed 50%. All work must be turned in during the time frame of the specific unit taught or the student will not receive credit. Submitting assignments after the unit of instruction has been completed will not be allowed for credit. It is strongly recommended that students utilize their planner to assist with deadlines and due dates.

Additional exceptions or modifications to the late work policy may be adopted by departments. These will be communicated to students and parents via the course guidelines. Special circumstances will be considered on a case by case basis by administration.

DUAL CREDIT CLASSES

Dual credit classes are available to students in grades 11 and 12 for those who qualify based on their ACT performance or successful completion of the Accuplacer exam. Students are responsible for payment of their tuition directly to KCKCC and for the purchase of required textbooks prior to the start of the class. Upon successful completion, the student will receive dual credit from Piper High School and KCKCC.

FIELD TRIPS

Students must turn in field trip forms to the appropriate sponsor one day prior to the field trip in order to attend. They will not be permitted to attend the field trip if this is not done on time. Students are responsible for turning in assignments due that day in their classes.

GRADUATION/CLASS REQUIREMENTS

General Diploma Requirements:

28 Total Credits

4.5 Credits of Language Arts
4 Credits of Mathematics
4 Credits of Social Studies
3 Credits of Science
1.5 Credits of Physical Education
.5 Credit of Computer Science
1 Credit of Fine Arts
1 Credit of Technical Education

***Scholar Diploma Requirements:**

31 Total Credits

5 Credits of Language Arts
4 Credits of Mathematics
4 Credits of Social Studies
4 Credits of Science
1.5 Credits of Physical Education
.5 Credit Computer Science
1 Credit of Fine Arts
1 Credit of Technical Education
2 Credits of same Foreign Language

*The Scholar Diploma will no longer be offered starting with the Class of 2023. For more information, please refer to the 2020-21 Enrollment Guide available on the school website.

HONOR ROLL

Student performance is recognized by being named to the honor roll. The following criteria applies:

Principals Honor Roll
First Honors
Second Honors

All A's
GPA 3.5 to 3.99
GPA 3.0 to 3.49

Students receiving a grade below C will not qualify for the honor roll.

Students who have attained at least a 3.75 grade point average for a semester are recognized as a Scholars Letter recipient.

NATIONAL HONOR SOCIETY

The following has been established by Piper High School as the basic criteria for membership in the Piper Chapter of the National Honor Society:

Senior Requirements:

1. Candidates must maintain an overall GPA of at least 3.50.

2. Forty (40) hours of community service must be completed and reported by Friday, January 8, 2021, 3:00 P.M.
3. The student must maintain the standards of scholarship, leadership, character, and service that enabled them to be selected for N.H.S.

Junior Requirements:

1. Candidates must maintain an overall GPA of at least 3.50.
2. Forty (40) hours of community service must be completed and reported by Friday, January 8, 2021, 3:00 P.M.
3. If selected the junior year, GPA must remain at least 3.50;
4. If selected the junior year, the student must maintain the standards of scholarship, leadership, character and service that enabled them to be selected for N.H.S.

The Staff Advisory Committee and the NHS sponsor will determine the appropriateness of community service hours. Among approved volunteer activities would be hospitals, nursing homes, library, Dream Factory, Special Olympics, food kitchens, Crosslines, MD telethon activities, MS fundraisers, peer tutoring, church activities, and Community Education activities. Please note:

1. Not more than 20 hours of community service can come from any one source. Significant blocks of time from a single source will require longer reflection.
2. Community service hours for NHS should be performed for an organization, not an individual.
3. Community service hours must be from at least three different activities.
4. Community service hours should not directly benefit the students or be part of a course requirement (Senior Project, Project Graduation, etc.)
5. For additional information regarding community service, please contact Ms. Beashore (tbeashore@piperschools.com).

Members will be selected and induction will occur during the month of March. Membership is based on scholarship, leadership, character and service, as established by the national organization. A selection committee that is composed of five staff members, as set by the national organization will determine membership. Members selected their junior year will have their membership revoked if they fail to continue to meet required standards.

PROGRESS REPORTS

Semester/end of course grades are issued on report cards and are recorded on the student's transcript. Letter grades are reported for a course unless otherwise specified. Student grades are available to parents/guardians and students on Skyward. Please contact the counseling department if you do not have a password.

QUALIFIED ADMISSIONS TO KANSAS REGENTS INSTITUTIONS

Students must meet one of the following requirements to be eligible for admission to Kansas Regents institutions:

For admission to **Emporia State University, Fort Hays State University, Pittsburg State University, and Wichita State University:**

- ACT Composite score of at least 21 or a cumulative GPA of 2.25.

For admission to **Kansas State University**:

- ACT Composite score of at least 21 or a cumulative GPA of 3.25.

For admission to **The University of Kansas**:

- ACT Composite score of at least 24 **AND** a cumulative GPA of 3.0. **OR**
- ACT Composite score of 21 **AND** a cumulative GPA of 3.25.

SCHEDULE CHANGES

Teaching assignments, class offerings and the master class schedule are all developed from the pre-enrollment requests that students make in the spring. Therefore, it is important that students do a great deal of serious planning in the spring when they request their courses for the next year. After students' schedules have been completed, changes will be made only if the request for a change conforms to one of the following reasons:

1. The change is required to meet graduation requirements.
2. The change is necessary because the student is academically misplaced. This change must be recommended by the teacher, a counselor, and a parent/guardian, and also be approved by the administration.
3. The change is necessary because of extenuating circumstances. The change must also be approved by the administration, and viewed to be in the best interest of the student.
4. The change is necessary to finish an incomplete schedule.

SEMESTER EXAM POLICY

As a College & Career Ready institution, it is the responsibility of Piper High School to provide experiences that will maintain academic rigor and mimic the high stakes scenarios that our students will experience after graduation. To this end, the staff believes it is necessary to provide a comprehensive final experience for each student, in each class, at the end of every semester.

Guidelines for semester exams:

1. At the end of each semester, a comprehensive, culminating assessment will occur in the form of a written exam, a performance, or a project. In whatever form, it should allow the student to reflect on their learning for the semester.
2. This final assessment may count for no less than 10% and no more than 20% of a student's semester grade. If this culminating assessment occurs in several parts, the total weight still needs to fall within that percentage.
3. All grade 9-12 students may be exempt from taking a second semester final in any Advanced Placement class for which that student has taken the AP exam.
4. For all IEP or 504 students, decisions about final assessments must follow their current IEPs or 504 plans.
5. Any exceptions to these guidelines for individual students must be approved by the principal.
6. All students are expected to be in attendance on final exam days for all assigned periods, whether they are taking the final exam or not.

SEMESTER EXAM SCHEDULE MODIFICATIONS

Piper High School believes that final exams are important to the high school experience. Students are shown the value of the course work they complete in a semester, and they learn to study for major tests, a skill they will need in post-high school endeavors. Final examination schedules are determined prior to the beginning of the school year. Allowing students to take exams early is problematic, and experience has shown that students do not perform as well on exams when they take them late. For these reasons, permission to take final examinations on any date other than the assigned date may only be granted by the principal.

SEMINAR

A 29 minute block of time has been reserved Monday through Thursday for students to either have mandatory read time, study time, class meetings, or group meetings. Students will report to an assigned seminar home room and have the opportunity to visit teachers with prior approval. Seminar home rooms will be rotated throughout the year. Students are required and expected to utilize their seminar time in a productive manner. Any misuse of this time may result in detentions or Friday Night School.

SENIOR PROJECT

All students will participate in the four year Self Quest program culminating with the senior project presentation in May of their senior year. Students will assimilate various projects, research, and reflection papers during their four year career at Piper High School to develop a presentation, which is a graduation requirement. These projects are based on their experiences, career goals, or main interests.

TESTING

Piper High School will participate in National Testing Day on **October 14, 2020**. All students in grades 9-11 will participate in one of the following exams:

Measures of Academic Progress (MAP) – Given to all freshmen. This test will also be given in the winter for progress monitoring and in the spring for a summative test.

PSAT/NMSQT – Sophomores and Juniors may take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test. It is recommended that college-bound juniors take this test. When the test is taken during the junior year, it allows students to be eligible for the National Merit Scholarship program.

Practice ACT – A practice ACT will be given to sophomores and juniors who elect to take it. This test can also be given in December and April for progress monitoring.

Kansas Assessment Tests – Piper High School will participate in KSDE mandated testing as determined by the state for each grade level. An assessment calendar will be published in the fall and updated as needed.

ACT and SAT – It is highly recommended that college-bound students take the American College Test (ACT) or the Admission Testing Program of the College Board (SAT 1). Colleges and universities award scholarships based on student

performance on these exams. Simply put, the better you do, the more scholarships you receive! Most colleges and universities require one or the other of these exams in order to fulfill their admissions requirements. Students should find out which exam(s) will be required and register to take the appropriate exam at the appropriate times. It is also recommended that students re-take the exams in an attempt to improve their score. Online test prep and practice questions are available at: www.actstudent.org. The exams should be taken in the spring of the junior year or early in the senior year. This is especially important for students who are applying to an out-of-state institution or applying for financial aid. The ACT Testing Schedule for 2020-2021 is:

Test Date	Registration Deadline	
September 12, 2020	August 14, 2020	Late fee requirement for registration after deadline.
October 24, 2020	September 18, 2020	
December 12, 2020	November 6, 2020	
February 6, 2021	January 8, 2021	
April 17, 2021	March 12, 2021	
June 12, 2021	May 7, 2021	
July 17, 2021	June 18, 2021	

TEXTBOOKS

Textbooks are issued to each student. All books should be treated as borrowed school property and given the appropriate respect. In case of loss or damage to textbooks, students must pay for the lost or damaged book. All textbooks are checked in and out directly through the instructors.

VIRTUAL SCHOOL

Piper High School has a Virtual Education Program that counselors and administrators will utilize to supplement the traditional courses offered at the high school building. Counselors, administrators, parents, and students will use board policy to guide enrollment in these courses. Special consideration will need to be given to any student participating in KSHSAA activities.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ELIGIBILITY

A student shall have passed at least five new subjects of unit weight the previous semester to meet the eligibility requirements of the Kansas State High School Activities Association. Students must have on file in the office a current physical form, Activity Care Plan, and a notarized Emergency Medical Authorization Form. No student may participate or receive athletic equipment until all necessary paperwork is in.

Piper High School has adopted a weekly eligibility check for all athletes in season. Student eligibility is determined based on the weekly grade report. If a student is failing, they will be ineligible for one week. Eligibility reports will begin on the 4th week of each semester. At any time a student can forfeit their opportunity to participate based on whether or not they are in good standing with the school and/or team.

Extracurricular participants must attend all scheduled classes in order to participate in an extra-curricular activity (contest or practice) that same day unless the athletic director excuses the absence. Students who are in ISS or suspended from school may not participate in practices or events during that period of time. All students must be in attendance within the 1st 20 minutes of their first block in order to play, participate, or be a spectator. Students and student athletes who arrive late or must leave during the school day due to medical appointments must bring proof of attendance from the doctor's office (date and time seen). Coaches/sponsors may have team rules that are stricter than these school rules. These expectations will be given to participants and parents.

Students who are ineligible are not allowed to attend games or school functions for a minimum of one week.

NCAA ELIGIBILITY REQUIREMENTS

All students participating in athletics should check with their coach to review the NCAA Guidelines. If you want to practice and play your freshman year at a NCAA Division I or II college, you must satisfy the requirements of NCAA Bylaw 5-(j). See your counselor for details.

EXPECTATIONS & DISCIPLINE

DISCIPLINARY ACTION SEQUENCE

In order for any organization to function efficiently, it is necessary to abide by a codified set of rules. Piper High School is no different. The rules at PHS are set up so that you, the student, may pursue your educational objectives in a safe and orderly climate. As developing adults, all students are expected to honor and follow the rules. The Disciplinary Action Sequence explains the consequences for students who choose not to do so. A copy of the Disciplinary Action Sequence is included in this handbook.

The authority for school boards to suspend or expel students is provided in the following statute:

K.S.A. 72-6114. Grounds for suspension or expulsion; who may suspend or expel.

The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) Conduct which substantially disrupts, impedes, or interferes with the operation of any public school;
- (c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a

misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

- (f) Disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Suspensions may initially be short term (not to exceed ten days), with written notice of the short term suspension and reason given to (A) the student involved, (B) to the student's parent or guardian and (C) to the superintendent within 24 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place that the student will be afforded a hearing, and such date shall not be later than the last day of the short term suspension of such pupil or students. A copy of the K.S.A. 72-6114 shall accompany the notice of the proposal to suspend for an extended term or to expel. The administration reserves the right to determine consequences. In addition, the faculty members will discuss the suspension policy during the first two weeks of class.

DISCIPLINE GUIDE

Warning	Teacher Detention	Office Referral
<ul style="list-style-type: none"> • Dress Code • Talking in class • Sleeping in class • Inappropriate PDA (Public Displays of Affection) • Lack of materials • Not following class rules • Food/Drink Violation 	<ul style="list-style-type: none"> • Repeated violation from previous column • Profanity • Disrespect for person/property • Disrespect for property • Hallpass violation • Minor disruptive behavior • Inappropriate behavior 	<ul style="list-style-type: none"> • Repeated violation from previous column • Profanity directed at someone • Insubordination • Disrespect to staff • Academic dishonesty • Major disruptive behavior • Graffiti • Skipping class/truancy • Verbal assault or threat • Parking lot violation • Missed detention • Failure to check in/out • Food/drink violation

CONSEQUENCES

Teacher Detention: Staff member assigns detention for infraction and notifies parent/guardian. Students are given at least a 24 hour notice before the detention is to be served. Students are not allowed to reschedule detentions due to practice or extra-curricular activities. Excuses for appointments must be verified by a doctor's note. After parent/guardian notification, the rescheduling of detentions will only be done in extenuating circumstances.

Office Referral: Staff member writes an office referral for a student who repeatedly violates school rules or breaks a rule that requires an office referral according to the student handbook.

After School Detention: Detention begins at 2:45 p.m. and ends at 3:20 p.m. Students who arrive late or who do not bring something to work on will not be allowed in the detention room. Students who talk or are disruptive will be asked to leave. Use of cell phones, iPods or other electronic devices is not permitted. Failure to follow above rules will result in doubling of detention.

Friday Night School: Friday Night School will be implemented as a means to deter tardies, excessive absences and minor disruptive behavior. Friday Night School will be assigned and served by the student on a selected Friday afternoon from 2:50 P.M. until 6:00 P.M. Students who are assigned a Friday Night School must provide their own transportation after it is completed. Missing a Friday Night School will result in ISS/OSS and a rescheduling of the Friday Night School.

In School Suspension (ISS): Students assigned ISS are to report to the designated classroom with their books no later than 7:30 a.m. Failure to report could result in OSS as well as being reassigned to ISS upon returning. Students are given their assignments and expected to work during their time in ISS. Lunch will be eaten in the ISS room. Students who do not follow ISS rules will be suspended out of school and will be reassigned to ISS upon returning.

In School Suspension Rules

Students in ISS are expected to:

- report to the ISS room at 7:30 in the morning. Students who are late may be assigned additional disciplinary consequences.
- come prepared to do academic work. They should bring with them all academic materials and other necessary items.
- use the restroom before reporting to the ISS room. Restroom breaks are taken in the morning, at lunch and the afternoon.
- make up time missed in the ISS room.
- leave their book bags with the ISS supervisor; all books and materials must be placed under the student's desk.
- complete any assignments previously given by teachers as well as any additional work that is sent to the ISS room.
- remain seated, stay awake, work quietly, and avoid disruptive or disrespectful behaviors at all times
- eat lunch in the ISS room; no lunch may be brought in (ex. McDonald's) for any reason.
- turn in all personal electronic devices to the ISS supervisor upon reporting to the room.
- remain in the ISS room at all times; leaving the ISS room may only occur with the permission of the ISS supervisor or administration.

Students are ineligible to attend practices, games or school activities until the first day back to classes.

Out of School Suspension (OSS): Students who are suspended are not permitted on school property for any reason for the duration of their suspension. They are not allowed to attend any school sponsored activities, such as dances or away games. Assignments may be requested for the missed days. All assignments

provided during an out-of-school suspension must be completed upon return. Suspensions can be from one to ten days out of school.

Long Term Suspension/Expulsion: Any suspension of ten days or more will be accompanied by a formal due process hearing. Long-term suspension is up to 90 days, while expulsion from school can be up to 186 school days. In the event of a long-term suspension or expulsion, work will not be provided to the student.

[Board Policy: JDD (Suspension and Expulsion Procedures)]

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

Academic dishonesty, cheating, and plagiarism, in any form, are not permitted and are subject to disciplinary action, including, but not limited to: rewriting of the assignment, loss of credit for the work in question, loss of course credit or removal from class for repeated offenses. Plagiarism is knowingly taking ideas or writings from another person and presenting them as one's own work or failing to give credit to the sources used in writing an essay or research assignment. Materials taken from electronic sources are covered by this policy.

Other examples include, but are not limited to: giving or receiving unauthorized assistance on a test, copying another student's homework or allowing homework to be copied (including computer generated homework or assignments), falsifying laboratory data, submitting work that has been copied (wholly or partially) from a book, magazine, etc. without crediting the author, stealing tests or using tests stolen by another student, witnessing academic dishonesty without reporting it.

Each Offense:	Parent/guardian contacted by teacher, no credit for test or assignment, After School Detention, ISS, OSS, or Long Term Suspension/Expulsion.
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Each subsequent offense will be considered a repeated violation of school policies and subject the student to progressive disciplinary actions.

[Board Policy: JFAD (Plagiarism, Cheating, and Academic Dishonesty)]

BULLYING/CYBER-BULLYING/HARASSMENT

In accordance with the Kansas Anti-Bullying, Cyberbullying & Character Development initiatives, the Piper School District has adopted the following definition of Bullying and Cyberbullying:

Definition:

1. **"Bullying"** means:
 - A. Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- i. Harming a student or staff member, whether physically or mentally;
 - ii. Damaging a student's or staff member's property;
 - iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- B. Cyberbullying, or
- C. any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of KSA 72-8205, and amendments thereto.

2. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, social media, and text messages.

Piper School District has adopted the following practices and procedures to prevent and address bullying and cyberbullying that has the effect of substantially disrupting the orderly operation of the school.

Current Practices Include:

- 1. Continual student education
- 2. Student-led anti-bullying presentations
- 3. Building-wide Anti-Bullying week
- 1. Anonymous online reporting tool
- 2. Staff training

Proposed Practices/Procedures:

- 1. Mandatory Staff Training at the beginning of the school year
- 2. Anti-Bullying pledge/contract for all students and parents/guardians to sign in the enrollment packet
- 3. Printed anti-bullying policy in all student handbooks
- 4. Anonymous online reporting tool for all grade levels
- 5. Administrative decision on disciplinary procedures
- 6. Adopt a Complaint Investigation Form for documentation

Each Offense: Parent contacted, After School Detention, Friday Night School, ISS, OSS, or Long Term Suspension/Expulsion.

Students, parents, and community members may anonymously report incidents of racial harassment through the high school's web page under Bullying/Incident Report.

[Board Policies: JDDC (Bullying, Cheating, and Academic Dishonesty); JGEC (Sexual Harassment); JGECA (Racial and Disability Harassment); JCDA (Student Conduct)]

Racial and Disability Harassment:

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Prohibited under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities, or programs of the school;
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive, or persistent as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

Violations of this policy shall result in disciplinary action by PHS administration.

Any student who believes that they have been subjected to racial or disability harassment should discuss and report the situation to a certified staff member, the administration, or the school resource officer. All reports are to be investigated.

Each Offense: Parent/guardian contacted, After School Detention, Friday Night School, ISS, OSS, or Long Term Suspension/Expulsion.

Each subsequent offense will be considered a repeated violation of school policies and subject the student to additional out of school suspension.

[Board Policies: JGECA (Racial and Disability Harassment); JCDA (Student Conduct)]

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 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 of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Sexual harassment includes, but is not limited to: unwelcome sexual advances; requests for sexual favors; inappropriate oral, written, or physical conduct of a sexual nature; verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement; derogatory comments, jokes, slurs, remarks or questions of a sexual nature; derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

Any student who believes that they have been subjected to sexual harassment should discuss and report the situation to the principal, assistant principal, SRO, teacher, counselor, or other certified staff member. All reports will be investigated. If the matter is not resolved to the satisfaction of the student, they may initiate a complaint under the district discrimination complaint procedure. Students involved in sexual harassment against other students or adults may be suspended or expelled.

Each Offense:	Parent contacted, After School Detention, ISS, OSS, or Long Term Suspension/Expulsion.
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Each subsequent offense will be considered a repeated violation of school policies and subject the student to additional out of school suspension.

Students, parents/guardians, and community members may anonymously report dangerous activity through the high school's web page under Bullying Report.

[Board Policies: JGEC (Sexual Harassment); JCDA (Student Conduct)]

DISRUPTION AT ASSEMBLIES

If a student(s) makes inappropriate comments or exhibits poor behavior at any type of school assembly it will be considered as a major infraction of school rules. The student(s) could be subject to out of school suspension.

[Board Policy: JCDA (Student Conduct)]

DISRUPTIVE BEHAVIOR

Disruptive behavior is considered anything that impedes the school learning process, which includes but is not limited to disrespect, defiance of school personnel, class/hallway disturbance, verbal assault or threat to another person, or inappropriate behavior.

First Offense:	Parent/guardian contacted by teacher, After School Detention, Parent Conference, Friday Night School, ISS or OSS.
Second Offense:	Parent/guardian contacted by administration, After School Detention, Parent Conference, Friday Night School, ISS, or OSS.
Third/Severe Offense:	Parent/guardian contacted by administration, Parent Conference, Friday Night School, ISS, OSS, or Long Term Suspension/Expulsion.

[Board Policy: JCDA (Student Conduct)]

DRESS CODE

Personal appearance should not disrupt the educational process, violate federal, state, or local health or obscenity laws, or affect the welfare and safety of the student or his/her classmates. Prohibited dress code items include:

- Sexually suggestive clothing, including images and/or inappropriate wording.
- Clothing that insinuates inappropriate material through words or images.
- Clothing advertising drugs, alcohol, tobacco, or with profanity.
- Sleeveless shirts that are excessively revealing
- Shirts which bare midriffs (stomach); tops should be below the belt line at all times and be worn in good taste.
- Hats, caps, bandanas or headgear; all headwear, including sweatbands, need to be removed from entry to exit. These items are to be put away in lockers. If they are not they will be confiscated and will not be returned until end of school year. Sunglasses are not permitted. Hair picks or combs and brushes are to be put away and not worn in hair. Exceptions to this rule may be made for religious observance.
- Shorts and skirts that are excessively revealing; spandex shorts alone are not permitted.
- Sagging pants; all pants, shorts must be worn around waist.
- Chains, bracelets, necklaces or any article of clothing which have spikes on them
- Blankets

Students are to follow the school dress code at all school-sponsored activities. If there is a question as to whether an article of clothing is appropriate, don't wear it.

Students who violate the school dress code will be asked to change and given an After-School Detention. Continued violation of the dress code will result in further disciplinary action and parent contact.

[Board Policies: JCDB (Dress Code); JCDA (Student Conduct)]

ELECTRONIC DEVICES

USD 203 has adopted a "Bring Your Own Device" policy. All guidelines associated with the signed Acceptable Use Policy will be enforced at all times while on school premises. Use of electronic devices in the classroom is at the sole discretion of the classroom instructor. Violations of the teacher guidelines will result in the following:

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| First offense: | Student sent to office to turn in phone/listening device, After School Detention, and notification of parent. |
| Second offense: | Student sent to office to turn in phone/listening device. After School Detention, parent must come in to pick up phone/listening device. |
| Third offense: | Student sent to office to turn in phone/listening device, After School Detention, Friday Night School, or ISS, Parent must come in to pick up phone/listening device. |

Each subsequent offense will be considered a repeated violation of school policies and subject the student to progressive disciplinary actions.

All electronic devices are the responsibility of the student and the school will not take responsibility for lost, stolen or damaged items.

[Board Policy: JCDA (Student Conduct)]

EXTORTION/INTIMIDATION

Extortion includes but is not limited to threatening, intimidating, or harassing any person with the intent of obtaining money or anything of value. Intimidation includes but is not limited to demeaning comments and threats to personal safety.

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|-----------------|---|
| First Offense: | Parent/guardian contacted, Parent Conference, After School Detention, Friday Night School, ISS, OSS, or Long Term Suspension/Expulsion. |
| Second Offense: | Parent/guardian contacted, Parent Conference, ISS, OSS, or Long Term Suspension/Expulsion. |

[Board Policies: JCDA (Student Conduct); JDDC (Bullying, Cheating and Academic Dishonesty)]

FALSE ALARM

This includes but is not limited to the reporting of false fires, bombs, or other actions that endanger the safety of people.

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|---------------------------------------|---|
| First and each
Subsequent Offense: | Parent contacted, referral to proper authorities, OSS, or Long Term Suspension/Expulsion. |
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[Board Policy: JCDA (Student Conduct)]

FIGHTING/ASSAULT

Fighting is defined as a threat or attempt to inflict offensive physical contact or bodily harm on a person that puts a person in immediate danger of or in apprehension of such harm or contact.

First Offense:	Parent/guardian contacted, five days OSS, or Long Term Suspension/Expulsion, referral to proper authorities.
Second Offense:	Parent/guardian contacted, seven days OSS, or Long Term Suspension/Expulsion, referral to proper authorities.
Third Offense:	Parent/guardian contacted, ten days OSS, or Long Term Suspension/Expulsion, referral to proper authorities.

Any event resulting in the injury of a bystander (staff, student, etc.) will result in 10 days out of school suspension with possibility of Long Term Suspension/Expulsion.

[Board Policies: JCDA (Student Conduct); JDDC (Bullying, Cheating, and Academic Dishonesty)]

GANG-RELATED ACTIVITIES

No student on school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that are evidence of membership or affiliation in any gang. No student shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang. No student shall solicit others for membership in any gang, request any person to pay for protection or otherwise intimidate or threaten any person, or incite other students to act with physical violence upon any other person. Students will face disciplinary consequences if they are involved in any gang-related activity.

Each Offense:	OSS or Long Term Suspension/Expulsion; referral to proper authorities
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[Board Policies: JCDA (Student Conduct); JHCAA (Gang Activity)]

INSUBORDINATION

Insubordination is defined as actions and/or words that convey disrespect or an unwillingness to cooperate with a person of authority, including dishonesty toward school personnel. Students are expected to honor any reasonable request by an adult in the building.

First Offense:	Parent/guardian contacted, After-School Detention, Friday Night School, ISS, or OSS.
Second Offense:	Parent/guardian contacted, Friday Night School, ISS, or OSS.

Third Offense: Parent/guardian conference, ISS or OSS.

Fourth Offense: Parent/guardian conference, OSS, or Long Term Suspension/Expulsion.

[Board Policy: JCDA (Student Conduct)]

MISCELLANEOUS OFFENSES

Disciplinary action may be taken for actions included in, but not limited to the following list:

Failure to make academic progress, gambling, hazing, possession or brandishing of a chemical repellent, indecent exposure, possession of pornographic material, refusal to clean up food or trays in the cafeteria, refusal to clean up trash, hallway loitering/wandering, conducting secretive audio or video recordings, or other actions that create a disruption to the learning environment of PHS. Action could be parent contact, Parent Conference, After-school detention, Friday Night School, ISS, OSS, or Long Term Suspension/Expulsion.

[Board Policy: JCDA (Student Conduct)]

OBSCENE DRAWINGS, GESTURES, LANGUAGE AND/OR WRITING

Each Offense: Parent/guardian contacted, After School Detention, Friday Night School, ISS, OSS, or Long Term Suspension/Expulsion.

Each subsequent offense will be considered a repeated violation of school policies and subject the student to additional disciplinary action.

[Board Policies: JGEC (Sexual Harassment); JCDA (Student Conduct)]

POSSESSION AND/OR USE OF ILLEGAL SUBSTANCES AND/OR DRUG PARAPHERNALIA

No PHS student shall possess, sell, use, be under the influence of, or distribute any illegal drug or alcohol on school campus or during any school-sponsored event. Drugs include all illegal drugs (as defined by state law), prescription drugs not prescribed to the student, or alcohol.

Each Offense: Parent/guardian contacted, referral to proper authorities, ten days OSS, Long-Term Suspension, or Expulsion, and subject to professional drug intervention.

Students who are under the influence, appear to be under the influence or have self-reported fall under this category.

[Board Policies: JDDA (Drug-Free Schools); JCDA (Student Conduct)]

POSSESSION AND/OR USE OF TOBACCO PRODUCTS

The use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in all district facilities, on district grounds, in school vehicles,

and at all school-sponsored functions. Parents who accompany their children on school trips need to abide by this rule.

Tobacco products include, but are not limited to: chewing tobacco, cigarettes, smokeless tobacco, and snuff. A "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device and shall include, but not be limited to: an electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer. Also, included in this policy are products that can be logically determined to be associated with tobacco (e.g. coffee chew or anything used in the same manner as chewing tobacco).

First Offense:	Parent/guardian contacted, five days OSS, or Long Term Suspension/Expulsion, and referral to proper authorities
Second Offense:	Parent/guardian conference , seven days OSS, or Long Term Suspension/Expulsion, and referral to proper authorities
Third Offense:	Parent/guardian conference , ten days OSS, or Long Term Suspension/Expulsion, and referral to proper authorities

[Board Policies: JCDA (Tobacco and Nicotine Delivery Devices); JCDA (Student Conduct)]

POSSESSION OF WEAPONS/EXPLOSIVES

Any item that could inflict injury to self or others including, but not limited to: a blade, chain, explosive, gun, facsimile of weapon, knife, or switchblade.

Each offense:	Parent/guardian contacted, ten days OSS, Long-Term Suspension, or Expulsion, referral to proper authorities.
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[Board Policies: JCDBB (Weapons); JCDA (Student Conduct)]

PUBLIC DISPLAYS OF AFFECTION

P.D.A. is limited to hand holding. Continued infractions after warnings will be treated as insubordination.

[Board Policy: JCDA (Student Conduct)]

SOCIAL MEDIA

Facebook, Twitter, Instagram, Snapchat, etc. are frequently used by students as a way of networking and communicating with others. The information that students post is a direct reflection of them and could be detrimental to their future employment, scholarships, recognition. In regards to social media use, PHS has developed the following guidelines:

- Students will be held accountable for information, photographs, etc. that appear on their profile that are offensive and/or create disturbances at school.
- Any information that is deemed to be harmful to others or the school environment may be subject to disciplinary and/or legal consequences.

THEFT

Theft is the taking of private or school property belonging to another party without permission. This includes theft of food from the cafeteria.

Each Offense:	Parent/guardian contacted, up to 10 days OSS, or Long Term Suspension/Expulsion, referral to proper authorities, and full restitution of value of stolen property.
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[Board Policy: JCDA (Student Conduct)]

UNSERVED DETENTIONS

First Offense:	Double After-School Detention
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Second Offense:	Friday Night School
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Third Offense	One Day of ISS
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[Board Policy: JDB (Detention)]

WILLFUL DAMAGE OR VANDALISM TO PROPERTY

Each Offense:	Parent/guardian contacted, up to 10 days OSS, or Long Term Suspension/Expulsion, referral to proper authorities, and full restitution of value of the damaged property.
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[Board Policy: JCDA (Student Conduct)]

TRANSPORTATION

Piper USD 203 transports all students to and from school, on school sponsored activity trips, and to special education classes of the Wyandotte Special Education Cooperative.

The information is provided to inform students and parents of school district procedures and state regulations regarding bus transportation of students. The primary concern of the district and the bus drivers is the safety of every student.

Instructions for Students and Bus Drivers

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully.
2. The driver may assign a seat to each student. Each student must be provided with a seat. Students must not stand while the bus in motion.
3. Students must be on time. The bus cannot wait for those who are tardy. Students must walk on the far left side of the road facing traffic when going to the bus stop.

4. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Student must not talk loudly or disrupt the driver's attention.
6. Classroom conduct is to be observed.
7. Students must not throw waste paper or other rubbish on the floor of the bus. The bus should be kept clean and sanitary at all times.
8. Students must not extend arms or head out of the bus windows.
9. Students must not try to get on or off the bus or move about within the bus while it is in motion.
10. Students must observe all directions of the driver when leaving the bus. If crossing the road, students must do so in front of the bus after making sure the road is clear.
11. Any damage to the bus is to be reported at once to the driver.
12. During a stormy season, students who are to ride a bus are advised to listen to the radio for emergency school closings or late starts.
13. No food or drinks are allowed on the bus.
- 14. Remember – student safety is in the driver's hands.**

Transportation discipline procedures will be followed by bus drivers and Piper USD 203 school administration.

The bus driver will outline expectations for students on the first day. Acceptable and unacceptable behavior will be explained.

First Offense:	The driver will complete a disciplinary report form and send it home with the student for the parent/guardian. A copy will be sent to the building principal. The driver will call the parent/guardian about the discipline problem. A plan of action will be developed to prevent future problems.
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Second Offense:	The driver will complete a disciplinary report and send a copy home with the student for the parent/guardian and will send a copy to the building principal.
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Upon receipt of the disciplinary report issued to a student by a bus driver, the building principal shall decide whether to talk to the driver only, talk to the student only, talk to the driver and the student separately, hold a driver/student conference, or hold a driver/student/parent conference.

First Report:	The principal will have a conference with the student regarding the inappropriate behavior. Consequences of similar behavior in the future will be explained to the student.
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Second Report:

A conference will be held with the student to discuss the inappropriate behavior. The parents/guardians will be contacted and notified of the principal's disciplinary decision. With the second disciplinary referral, a student may be suspended from riding the bus for a period of three to five days.

Additional bus disciplinary referrals may result in the student being placed on probation and being refused transportation privileges for the remainder of the current semester or current school year. The parents/guardians will be notified of this by letter.

In case of expulsion from the bus for the remainder of a semester, the student may, within five days of the date of expulsion, request a conference with the superintendent. If the issue is not resolved to the student's satisfaction, the student may, within five days of the time of the conference with the superintendent, request by letter a hearing before the Board of Education at the Board's next regularly scheduled meeting.

Emergency Exceptions: Exceptions to the above guidelines may be made in case of an emergency. The bus driver may refer the student directly to the principal on the first offense. If the situation warrants, the principal may suspend a student from riding for three to five days or suspend a student for the remainder of the school year upon the issuance of the first referral.

Only the superintendent, principal, or assistant principal may suspend a student from riding the bus. If an emergency does occur, the bus driver will contact the assistant principal, principal, or superintendent for further direction.

DS Bus Services provides the buses for our transportation fleet and is responsible for maintaining the buses and for hiring all bus personnel, including the drivers and the transportation director.

Questions or concerns about bus transportation, routes or discipline should be directed to Transportation at 913-721-9019.

[Board Policies: JCDA (Student Conduct)]

Appendix: PHS Behavior Matrix

	Classroom	Hallway	Cafeteria	Restroom/ Locker Room
Be Safe	<p>Show self - control</p> <p>Use classroom materials and equipment appropriately</p> <p>Follow safety instructions immediately</p>	<p>Show self - control</p> <p>Keep hands, feet, property to self</p> <p>Walk following traffic pattern</p> <p>Walk on colored tiles, stand on grey tiles</p>	<p>Show self – control</p> <p>Keep hands, feet, property to self</p>	<p>Show self - control</p> <p>Exercise good personal hygiene</p>
Be Respectful	<p>Appropriate voice level for activity (0-2 as defined by teacher)</p> <p>Have empathy and show compassion</p> <p>Respond promptly to adult directions</p> <p>Respect school property</p>	<p>Voice level: 0-1 during instructional time</p> <p>Voice level 0-2 during passing period</p> <p>Use respectful language with peers</p> <p>Use formal register with adults</p> <p>Have empathy and show compassion</p>	<p>Voice level: 0-2</p> <p>Be inclusive of others at lunch</p>	<p>Voice level: 0-1</p> <p>Respect each other's privacy</p> <p>Keep area clean, pick up trash</p>
Be Responsible	<p>Be an active learner and ask for help when needed</p> <p>Complete quality work on time</p> <p>Arrive to class prepared and on time</p> <p>Report all bullying and unsafe behavior</p>	<p>Follow staff directions</p> <p>Walk with a purpose</p> <p>Handle computers and chromebooks with care</p> <p>Report all bullying and unsafe behavior</p>	<p>Follow cafeteria procedure during lunch</p> <p>Report all bullying and unsafe behavior</p> <p>Clean up after yourself</p>	<p>Use the restroom quickly and return to class quietly</p> <p>Report any problems to staff</p> <p>Report all bullying and unsafe behavior</p> <p>Secure belongings in locker</p> <p>Clean up after yourself</p>

Voice Level Guide:

0-Silence

1-Whisper

2 -Partner Voice

3-Presenter Voice

PHS Behavior Matrix (continued)

	Activities	Digital Citizenship	Parking Lot (Arrival/Dismissal)	Bus
Be Safe	<p>Show self - control</p> <p>Follow instructions immediately</p> <p>Maintain clear aisles</p> <p>Dismiss in a calm manner</p>	<p>Demonstrate online safety</p> <p>Demonstrate cyber security</p> <p>Keep personal information confidential</p>	<p>Demonstrate safe driving</p> <p>Use crosswalks appropriately</p> <p>Abide by parking lot speed limit (10 mph)</p>	<p>Show self - control</p> <p>Remain Seated</p> <p>Keep hands, feet, and property to self</p> <p>Follow safety procedures and adult directions</p>
Be Respectful	<p>Use active listening skills</p> <p>Have empathy and show compassion</p> <p>Respond promptly to adult directions</p> <p>Respect school property</p> <p>Respect guests in the building</p>	<p>Use proper online etiquette.</p> <p>Use formal registry</p>	<p>Utilize proper driving etiquette</p> <p>Use appropriate language</p>	<p>Use respectful language with peers</p> <p>Respect personal boundaries</p> <p>Use formal registry with adults</p> <p>Have empathy and show compassion</p>
Be Responsible	<p>Sit in assigned location</p> <p>Clean up after yourself</p> <p>Report all bullying and unsafe behavior</p>	<p>Demonstrate appropriate care and use of materials and equipment</p> <p>Report all cyber bullying and unsafe behavior</p> <p>Follow Acceptable Use Policy</p>	<p>Report unsafe actions and behavior</p>	<p>Follow directions and procedures</p> <p>Clean up after yourself</p> <p>Report all bullying and unsafe behavior</p>