

Pike Valley High School

Panthers

2010 - 2011

Student

Handbook

“Opening Doors to Success”



*Pike Valley High School
2010-2011 Student Handbook*

Introduction:

The policies and procedures outlined in this handbook are a result of a concerted effort on the part of the high school faculty, administration and the board of education. This information has been carefully prepared and is provided to aid in your adjustment to our school and to assist you in becoming an integral part of it.

The ultimate purpose of education is to provide the best opportunity possible for each student to become an effective and contributing member of society. Through the acceptance of responsibilities related to good citizenship, you will have a greater opportunity for being successful in the world of tomorrow. It is sincerely hoped that you will participate in the various activities offered at Pike Valley, and thus take advantage of the opportunities within the school that will prepare you for a more satisfying life. Remember that your success at Pike Valley High School, as in life, will be directly proportional to your efforts and the choices you make.

Pike Valley High School
Mission Statement

**Empower students to meet the challenges of the 21st Century
in a positive environment where students can learn, develop and mature**

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Pike Valley High School

2010 – 2011 Faculty

Ms. Gail Anne Aurand Science / Mathematics
Mrs. Margie Chatfield Family and Consumer Science
Mr. Richard Cox..... Social Science / Coach
Mrs. Kathy Dixon..... English / Principal
Mrs. Sandy Duey Language Arts
Mrs. Stephanie JensenSpecial Education
Mrs. Serenity Johnson.....Instrumental and Vocal Music
Mrs. Darla Joy.....Mathematics
Mr. Gary LoringPhysical Education/ Social Science / Coach
Mr. Don Melby Industrial Education / Drivers' Education / Coach
Mrs. Kelly Melton.....Business / Computers
Dr. John Neal.....Technology Coordinator / Coach
Mr. Mark Russell Vocational Agriculture
Mrs. Lynda Scrivner..... Guidance Counselor
Mr. Conan Shinn Spanish
Mr. Joston Wassom Science

Support Staff

Mr. Lonnie Chatfield Special Education Paraprofessional
Mr. Jake Engelbert Head of Maintenance
Mrs. Kelly GardnerAdministrative Assistant
Mrs. Judy Melby..... Cook / Custodian
Mrs. Renee Sederlin..... Special Education Paraprofessional
Mrs. Kandi Wallin Head Cook

Section 1 – Overview

Student Responsibilities to the School

It is human nature for all of us to be resentful of criticism and strict limitations in behavior. It is important to remember that there is a purpose for the rules and regulations established by any institution, even if they are difficult to understand. Pike Valley High School provides its students with many opportunities for privileges. **With every privilege comes responsibility.**

Rules are established to insure that everyone has equal rights and opportunities to benefit from the organization. Always keep in mind that the educational opportunities provided by schools in America involve a tremendous financial investment. The taxpayers of our community – share and share alike, shoulder the burden of the investment – regardless of whether they have families or children in school. As a citizen of the community, you have the responsibility to protect and preserve that investment.

A major component of this responsibility is to help protect the safety and welfare of all in attendance. Your conduct while attending school reflects your own character and background. Rules governing your actions in the hallways and classrooms are made in the interest of safety and the preservation of the dignity of the entire student body and staff. The level at which you display respect for your school, fellow students, faculty and staff will directly affect your level of satisfaction during the high school years.

It is also imperative to remember your duty to yourself and your parents. This educational opportunity comes to you only once. The high school experience can be one of the most rewarding of your lifetime. The degree to which you take advantage of this experience is up to you.

Statement of Non-discrimination

In compliance with Federal, State and Local rules, laws, regulations and policies, Pike Valley High School and its employees shall not discriminate on the basis of sex, race, color, national origin, religion, age, or disability in any of the educational programs or activities that it operates. It is the intent of the Pike Valley High School faculty, staff, and administration to comply with both the letter and spirit of the law to insure that discrimination does not exist in the school policies, regulations, or operations. Specific complaints of alleged discrimination should be referred to:

Mr. Chris Vignery
Superintendent of Schools
100 East School Street
Scandia, KS 66966
(785) 335-2206

Bullying

The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school sponsored activity or event. The administration shall propose, and the Board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Electronic Equipment

Advances in technology related to electronics and communication devices have provided our society with many wonderful tools for communication, research and entertainment. However, along with the availability of these devices comes an added responsibility. As with all other tools at our disposal, the appropriate use of these devices must be learned and observed. The use of laser pointers, cell phones, iPods, and other forms of digital media should never interfere with or disrupt the business place or be used in a manner that is disrespectful of others.

This same basic concept applies in an educational setting. The possession or use of electronic devices shall not interfere with or disrupt the educational process. As a general rule, cell phones and other electronic devices shall be turned off and properly stored during school time. Violators of this policy shall be subject to the following consequences:

- 1st Offense – Device will be confiscated for the remainder of the day. Owner must ask for its return.
- 2nd Offense - Device will be confiscated and only returned to a parent or guardian.
- 3rd and subsequent offenses – May result in detention, in-school suspension, out-of-school suspension or other consequences deemed appropriate by the administration.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the time the Pike Valley High School principal receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record or records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask school officials to amend a record they believe is inaccurate or misleading. They should

write the principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If school officials decide not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure exceptions include:
 - ✧ Disclosure to school officials with a legitimate educational interest. A school official is defined as a person employed by the school; a person serving on the School Board; a person or company with whom the school has contracted for special services (such as attorney, auditor, medical consultant, etc.); or a parent or student serving on an official committee. A school office has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
 - ✧ Disclosure to school officials of another school district in which a student seeks or intends to enroll. Pike Valley High School will make a reasonable attempt to verify the legitimacy of the record request before disclosure is made.
 - ✧ Disclosure of "directory information" can be made without the consent of the parent or eligible student. The parent or eligible student may prevent disclosure of any or all designated directory information through written request. A request to suppress the release of directory information must be on file in the principal's office not later than 15 days after the completion of the enrollment process. Directory information includes name, address, phone number, date of birth, date of last physical exam, photograph, height, weight and grade in school (athletic program information).

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Fire Drills

A fire drill is signaled by a chirping siren and strobe lights on the fire alarm. Everyone will proceed through the proper designated fire exit and assemble well away from the building as directed by the classroom teacher. Exit the building in an orderly manner. Do not run or crowd, go quietly and take nothing with you. An intermittent class buzzer will signal the return to class. Fire exit maps are posted in each room of the building. **Mobility impaired students:** an adult supervisor will be responsible for the evacuation of any student with mobility impairments. They will exit through the main lobby door and wait at the curb until the all clear signal is given.

Guidelines for Student Dress and Appearance

All students are required to maintain a neat, clean and modest appearance at all times while attending school or school sponsored activities. Students shall not dress in a manner that is provocative, lewd, obscene, distracting, indecent, or disruptive to the educational environment.

The following guidelines will be applied when determining the appropriateness of dress in an educational environment:

1. No hats, caps, hoodies, headbands, or any other form of headgear shall be worn in buildings.
2. Students shall maintain a “modest appearance” in their dress. Shirts and blouses shall cover the upper part of the body. Fishnet shirts, tank tops, or any clothing designed to be worn as an undergarment are not allowed. Sleeveless shirts shall not have oversized armholes. Shorts, dresses, or skirts must extend to or below the student’s fingertips when their arms are held to their sides and shall be hemmed with no slits in the side. Under garments must not be visible.
3. Clothing that advertises or promotes the use of alcoholic beverages, tobacco products, or other any other controlled substance is prohibited.
4. Clothing with logos, graphics, or slogans of a sexual, profane, or suggestive nature (Big Johnson, Coed Naked, etc) is not allowed.
5. As a matter of safety and good health, footwear (shoes, boots, sandals) is required at all times.
6. Heavy Chains and/or jewelry or other forms of adornment that pose a potential safety hazard are prohibited.
7. Sunglasses may not be worn in the building. If brought into the building, they must be stored in the student’s locker until the end of the day.
8. Coaches and other activity sponsors may establish stricter guidelines for students while participating in extracurricular activities. They reserve the right to exclude students not adhering to those guidelines.

It must be noted that this is merely a list of basic guidelines for determining the appropriateness of dress. This list should not be considered all-inclusive. If there are doubts, or an article of clothing is questionable, don’t wear it to school.

Students violating the dress code will be required to correct their appearance before continuing to attend classes. As a matter of procedure, violations of the dress code will not be considered a disciplinary matter unless violations become excessive or are willful in nature.

Lost and Found

All articles found by students, custodians, or teachers shall be promptly turned into the office. Lost items should be reported to the office immediately. Please check in the office periodically if items have been lost.

Physical Displays of Affection

It has been said that there is a time and a place for everything. The educational setting is neither the time nor the place for excessive physical displays of affection. Public displays of

affection are often a source of embarrassment, and are distracting and disruptive. In the interest of consistency, excessive displays of affection will be subject to disciplinary action. No physical contact will be allowed in the classrooms.

Reporting to Law Enforcement

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property or at a school supervised activity and/or has been found:

- ❖ In possession of a weapon; or
- ❖ In possession of a controlled substance or illegal drugs; or
- ❖ To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal or superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal or superintendent shall notify law enforcement of the suspension or expulsion within 10 days. The notice shall contain the student's name, address, date of birth, driver's license number if available, a description of the conduct resulting in the suspension or expulsion, and the date the suspension or expulsion was imposed.

Sexual Harassment

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

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district 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:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;

- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone or to do something sexual other than kissing;
- calling someone gay or lesbian;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

School Food Service Program

Cafeteria - USD 426, in cooperation with the State of Kansas and the Federal Government, makes available Class "A" lunches on a daily basis. The dining area will be under adult supervision. Students utilizing the cafeteria are expected to maintain normal classroom behavior. Students can and will be denied cafeteria privileges in cases of extreme or persistent misbehavior or horseplay. **No pop or other carbonated beverages are to be brought into the cafeteria and no foods will be carried out.**

Fees - Lunch fees for the 2010-11 school year are: students - \$2.25, faculty - \$2.95, guests - \$2.95, extra milk - \$0.30. Breakfast fees for the 2010-11 school year are: students - \$1.35, faculty - \$1.85, guests - \$1.85, and extra milk - \$0.30. Payments must be paid in full when due.

Delinquent accounts - Student accounts that have a zero or negative balance will be considered delinquent. The parents or guardians of these students will be notified when balances are down to seven days of meals remaining in their lunch accounts. Students with a zero or negative balance in their meal account will not be allowed to participate in the meal program.

Student losing the privilege of participating in the meal program will be required to bring their lunch and/or breakfast to school and eat in the cafeteria. Families eligible for free or reduced price meals must complete the required application form and be approved. Eligibility for free or reduced price meals is dependent upon having a current approved application on file.

(Eligibility for free or reduced price meals does not cover extra milk fees.)

School Breakfast program – Pike Valley High also provides a formal breakfast program. Breakfast will be served beginning at 8:00 am until the time all students riding the bus have been served. Those students wishing to eat breakfast that do not ride the bus are expected to do so before school begins. Eating breakfast will not be a valid excuse for tardiness to class. Students riding the bus will be allowed a reasonable amount of time to eat breakfast before reporting to class. These students will be under the immediate supervision of a staff member while eating.

Closed lunch period – Pike Valley High School follows a structured closed lunch period in which students are allowed approximately 25 minutes to eat and relax during a mid-day break. Students are expected to conduct themselves in a manner consistent with an educational setting. In addition, the following guidelines will be observed:

1. Students will remain in the cafeteria.
2. Students are not allowed to go to the parking lot.
3. No visitors will be allowed in the building or school grounds without prior arrangements being made through the office.
4. Students bringing their own lunch shall eat in the cafeteria.
5. Students are not allowed to make phone calls seeking permission to order out.

Student Accident Insurance

The USD 426 Board of Education provides limited accident insurance for those students participating in extra-curricular athletic activities. The district provided insurance covers injuries that occur as a result of participating in, practicing to participate, and while traveling to and from school sponsored athletic events while under the supervision of school staff. **The district provided insurance does not cover any injuries that occur outside the realm of participation in extra-curricular athletics.** Injuries that occur during normal class time or while participating in non-athletic activities are NOT covered.

This insurance coverage goes into affect when medical expenses incurred exceed \$3,500 up to \$25,000 and will pay expenses not covered by the families' insurance plan. The Kansas State High School Activities Association provides catastrophic insurance protection that goes into affect when expenses exceed \$25,000. Expense benefits and limitations are specified in the policy which is available upon request.

Student / Athletic Lockers

Each student will be assigned a student locker at the beginning of the school year. Please do not exchange lockers or move to another one. **Do not leave money or personal valuables in your student and / or athletic locker unless you provide your own personal lock for security. If you do otherwise, the school will not assume any responsibility for any articles lost or stolen from your student and / or athletic locker.** Although student and / or athletic lockers

are considered private, inspection can and will be asked for, but only with the consent and supervision of the administration.

Student Planners

All students will be issued a daily planner during enrollment and/or the first day of school. Any requests for student planners made after enrollment will cost \$5.00.

Teachers' Aides

Seniors with a B average or better and with an attendance record reflecting reliability may serve as student aides if their schedule allows. Entry will be made on their transcripts showing units and grades, but no credit toward graduation will be granted and grades received will not be averaged for honor roll or class rank.

The School Day and Office Hours

The formal school day for students begins at 8:06 AM with a warning bell and closes at 3:20 PM. Upon entering the building, students are to remain in the commons until the warning bell rings. At the end of the day, students are to vacate the building by 3:30 PM unless under the direct supervision of a faculty member.

The high school office hours are 7:45 AM to 4:00 PM. The normal teacher work day begins at 8:00 AM and ends at 3:35 PM. Counselor's office hours are Monday, Wednesday, Friday from 8:00 AM and ends at 11:45 AM and Tuesday and Thursday from 11:45 AM to 3:30 PM. Parents or students wishing to contact the office or confer with teachers should make arrangements to do so during the times indicated if at all possible. The high school has voice mail capabilities, so messages may be left at any time.

The main office and the counselor's office are places of business and every effort will be made to maintain the proper dignity and decorum of a formal work place. Students are expected to conduct routine business before or after school rather than during the school day.

Tornado / Civil Defense Drills

As per civil defense regulations, tornado drills will be conducted three times during the school year. The signal for a tornado drill will be one long blast of a siren over the intercom system. Areas for cover have been designated for each section of the building. Tornado drill maps are posted in each room of the building. When the tornado siren sounds, proceed to the designated area in an orderly manner. A class buzzer will be used to signal all clear. **Mobility impaired students:** an adult supervisor will be responsible for the escorting of any student with mobility impairments to cover in the FACS room.

Use of Computers and the Internet

There is no doubt that computers are, and will continue to be an ever-increasing part of our society. USD 426 provides computers and Internet access in recognition of the educational value available in these tools. However, it is important to understand the availability of these tools is a privilege, not a right. As stated earlier, "with every privilege comes responsibility."

Every student and staff member has the responsibility to help maintain the integrity of the equipment available.

The individual computers, the network and Internet access at Pike Valley High School shall be used for educational purposes only. Any abuse, infringement on copyrights, license agreements, or inappropriate use of equipment may result in forfeiture of privileges. Signatures on the “Network User–Responsibility Contract Agreement” are binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the computer and Internet policies established by the USD 426 Board of Education. This agreement must be signed by the student and a parent / guardian, and be on file in the high office before Internet access is allowed

Use of the Telephone

The telephone is for emergency use only.

Vending Machines

In accordance with the district’s Wellness Policy, beverages or other items of non-nutritional value may not be dispensed or sold at the high school prior to 3:00 pm. The vending machines are programmed to allow the purchase nutritional beverages during the school day. The pop machine will be turned off during regular school hours. Drinks and snacks of non-nutritional value will not be allowed in classrooms. No outside drinks or snacks may be brought into the building.

Section 2 – Academic Considerations

Alternative Sources for Credit

It is possible to earn credit toward graduation through enrollment in correspondence courses or other forms of curriculum delivery. Credit for these courses can only be applied toward graduation with prior approval of the principal and guidance counselor.

Class Changes

A student may drop or add a subject during the first three days of each semester. Any schedule change must be initiated through the counselor and must have the recommendation and approval of all involved instructors, the parents, and the principal. A Class Schedule Request form is required for all class changes. Schedule changes requested after the three-day time limit will only be made in case of undue hardship and if the counselor believes the student has been improperly

Commencement Policies

High school graduation is an important milestone, signifying the transition into the next stage of life. This is an event that occurs only one time in an individual’s life. As such, it should be regarded as a solemn occasion and all involved should act to protect and promote the integrity of this ceremony.

In order to promote and protect the integrity of the commencement ceremony, seniors must meet the following guidelines in order to participate:

1. Must meet all state and local graduation requirements. These requirements must be completed by the end of the Monday before commencement. Students and parents will be notified as soon as possible if requirements are not satisfactorily met.
2. Participants shall dress in an appropriate and dignified manner. (Including dresses, dress slacks/shirts and dress shoes).
3. All financial obligations to the district shall be paid in full.

Enrollment in College Courses

With parental and administrative permission, seniors who are on track to complete the graduation requirements prescribed by the USD 426 Board of Education are eligible to enroll in college courses either on or off of the high school campus. The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit. Dual credit courses offered on the high school campus are also available to juniors meeting enrollment prerequisites

Students enrolled in college courses away from the high school campus are expected to be in attendance at the high school during all times they are not attending their college classes. In addition, these students shall be enrolled and attending classes at PVHS for a minimum of one-half the school day.

Students enrolled in college courses shall be responsible for the payment of tuition for enrollment at the postsecondary institution and for payment of the costs of books and equipment and any other costs related to enrollment and attendance at a postsecondary institution. Students participating in KSHSAA sponsored activities must continue to meet eligibility requirements.

Grade Reporting

Student grades will be reported approximately every four and one-half (4 ½) weeks. Grading software will not be set to automatically enter "0's". Teachers who have students with three or more zeros (0's) will make parental/guardian contact; additional zeros requires continued contact with parent/guardian.

Grading Scale

Letter grades will be assigned based on the following percentages:

A+	100	B+	87-89	C+	77-79	D+	67-69
A	94-99	B	83-86	C	73-76	D	63-66
A-	90-93	B-	80-82	C-	70-72	D-	60-63
						F	59 or below

Graduation Requirements

<u>Courses</u>	<u># of Credits</u>
English	4
Speech	.5
Math	3
Science	3
History / Government	3
PE	1
Fine Arts	1
Electives	9.5
Total	25

Honor Roll

Honor Rolls are computed based on the following criteria:

- 'A' Honor Roll4.00 GPA
- High Honors3.76 – 4.00 GPA

Honor rolls will be computed at the end of each grading period. Students not wishing to have their name published on the honor rolls must notify the office.

Incompletes

An incomplete nine weeks or semester grade may be carried for a maximum of one week (five school days). If course work is not completed within this time, a failing grade will be recorded. In case of extenuating circumstances with the principal's approval, arrangements may be made with teachers to extend the amount of time for completing course work.

Laptops (Optional)

Students participating in the 1:1 laptop program must comply and sign the district technology acceptable use policy. A \$50.00 accidental insurance must be paid in order to participate in the 1:1 laptop program. The accident insurance only covers one accident per twelve (12) month period. The student is responsible for uncovered damage, loss or theft.

Care of your laptop is each student's personal responsibility as follows:

- Do not close the laptop with the power on,
- Only transport the laptop in an approved backpack,
- Only clean the screen with special screen cleaning wipes,
- Unplug power cord properly,
- Don't eat or drink near the laptop,
- Do not write or carve on the laptop,
- Don't leave items on the laptop and close it,
- Do not install or download any unauthorized programs software; do not uninstall any existing software installed by the district coordinator.

- Charge the battery when the life is down to 10-15%.

Security

- Students must learn the skills of safe, responsible, and appropriate use of the Internet. The district has several devices and subscriptions to help keep the technology environment safer. A filter is in place for school and home to block access to Internet sites that are not in accordance with the policies of the district. Total Traffic Control is installed to filter, monitor and report all usage at school and home.

Late Work Policy

Homework is assigned only as an important reinforcement to the “learn-practice-apply” knowledge cycle. Students not turning in an assignment on time will be assessed 10% each day for up to five (5) days. Exceptions may only be granted by Administration. The due date for long-term projects or research papers will be due on the assigned date with no exception. Teachers may have stricter Late Work Policies.

Library

The library is available to all students and faculty members and contains an assortment of fiction, reference books, and periodicals. The procedures for checking out library materials are listed below. All materials must be checked out through the librarian or library aide.

1. To check out a book – make your selection and bring it to the counter. The library aide will then stamp the due date in the book.
2. Books may be checked out for a period of one month, with a maximum of one renewal periods of one month..
3. A fine of twenty-five cents (\$.25) PER DAY will be charged for each overdue book. The fine applies to renewals as well as books checked out for the first time. Weekends and holidays are not counted when determining fines.
4. A list of students with overdue materials will be posted on the bulletin board in the hallways.
5. Under normal circumstances, students may not have more than two items checked out from the library at any one time. In cases when a student must conduct extensive research, arrangements may be made with the library aide to check out additional items.
6. Encyclopedias, dictionaries and reference books are to be used in the library only and may not be checked out or removed from the library. Reference books are identified with an R marked above the classification number.
7. To check out current periodicals – Sign it out on the tablet kept there for that purpose.
8. Please leave library items on the counter when returning them. The library aide will check them back in.
9. Under no circumstances are clippings to be taken from any library materials.
10. Students are not to go behind the counter or take anything from the library office. If you need assistance, please ask.
11. Students will be charged fines for abuse, damage or loss of books, periodicals or reference materials.

Plagiarism

“Plagiarism” means submitting work as your own that is someone else’s. For example, copying material from a book, the Internet, or another source without acknowledging that the words or ideas are someone else’s and not your own is plagiarism. If you copy an author’s words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else’s ideas, even if you paraphrase the wording, appropriate credit should be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write. If plagiarism has been committed, the student will receive a zero (0) for the assignment.

Semester Exams

Teachers MAY exempt a student from semester exams for good attendance and high scholastic performance. In order to be eligible for exemption, a student must meet the following criteria: maintain an A average and have no more than two excused absences and two excuse tardies, or no more than three excused tardies. (Any unexcused absence or tardy disqualifies the student for exemption.)

Textbooks

Students may rent textbooks or purchase their own. The rental fee for high school students is \$30.00. Students are expected to return books checked out in their care at the close of the school term. Assessment for lost or damaged books is the responsibility of the building principal and replacement costs will be used as the assessment rate.

Section 3 – Attendance

“80% of success in life is just showing up.” – *Woody Allen*

Attendance Philosophy

Numerous studies have established the existence of a direct relationship between attendance and the degree of success one experiences. Regular attendance at school helps to maximize the students’ opportunities for learning while contributing to the development of sound work habits that will carry over into life beyond high school. Although it is generally possible to make-up missed assignments, it is impossible to “make-up” the missed interactions and hands-on activities that take place in the classroom. No amount of reading or completion of written work can replace these missed learning opportunities.

Attendance Individual Responsibilities

The Kansas State Department of Education now utilizes an online data collection system that requires schools to maintain accurate and up-to-date attendance records for all students enrolled. School officials, parents and students each have certain responsibilities to help ensure that regular attendance and accurate documentation of absences are maintained.

School Administration:

1. Establish the necessity of a student absence and make a determination as to whether the absence is excuse or unexcused.
2. Communicate with parents or legal guardians when attendance becomes a concern as outlined in the attendance policy.
3. Establish appropriate consequences for excessive absenteeism. (Consequences may include, but are not limited to detention before or after school or Saturday morning detention)
4. Make truancy reports to the appropriate authorities as prescribed by current state statutes.
5. Make an annual review of the attendance policy and make recommendations to the Board of Education as revisions become necessary.

School Faculty and Staff:

1. Maintain accurate attendance records for all students during each period of the school day.

Notify the office if the attendance status of a student is in question

Parents/Guardians:

1. Provide school officials with accurate and up-to-date contact information for themselves and emergency contacts.
2. Provide school officials with names of individuals authorized to excuse their children in the event the parents/legal guardians are unavailable.
3. Contact the school by phone, fax or in person when their child will be absent from school. **Contact by 9:00 am the day of an absence is required.**
4. Provide written documentation within 24 hours of the student's return to school outlining the reason and date(s) of the absence. The note must be specific. (A note merely saying "please excuse ..." is not sufficient)
5. Notify the school in writing at least one day in advance for upcoming absences for such things as medical appointments, funerals, and other types of obligations that cannot be fulfilled outside of the school day.
6. Help insure that your child goes to school prepared for the entire day. Student phone calls requesting permission to leave school because of forgotten items are highly discouraged.

Students:

1. Report to the office immediately upon returning from an absence.
2. Present the written documentation pertaining to the absence provided by the parent/guardian.
3. Submit advanced absence requests to the office at least one day prior to an upcoming absence.

Attendance Policy

It is the goal of the Board of Education and the administration to develop and implement a policy that encourages regular attendance by all students. In keeping with its philosophy, the USD 426 Board of Education has adopted the following attendance policy for Pike Valley High School students.

Definitions:

1. Excused absence – the student absence was for acceptable and legitimate reasons and a parent/guardian provided required contact and documentation relating the reason for the absence. Students are allowed to make up missed assignments for credit.
2. Unexcused absence – the student absence was not for a legitimate reason or there was no contact or documentation from a parent/guardian. Students will have the opportunity to receive credit for missed assignments and truancy statutes will apply.
3. Emergency or non-foreseeable absence – an absence due to circumstances that are unforeseeable and beyond the student or parent/guardian’s control. A parent/guardian must contact the school and provide required documentation before the absence can be excused.
4. Advance absence – an absence for purposes that are known in advance, such as medical or legal appointments. A written request for an advanced absence shall be made at least one day prior to the absence.

As a general rule, the following circumstances are considered to be legitimate reasons for being absent from school. The building principal is responsible for the final determination.

Emergency or non-foreseeable absences:

1. Illness or medical condition that prohibits attendance.
2. Serious illness or death of an immediate family member.
3. Other unforeseeable events with principal approval on a case-by-case basis.

Advanced absences:

1. Medical/dental/optometric or legal appointments that cannot be scheduled outside of the school day.
2. Attendance of approved school related activities.
3. Other circumstances with principal approval on a case-by-case basis.

In order to encourage regular attendance and discourage excessive absenteeism, the following guidelines will be observed related to all absences:

1. In the event of an emergency or non-foreseeable absence, a parent/guardian shall contact the school by 9:00 am on the day of the absence and provide the reason for the absence and the anticipated amount of time the student will be gone. A parent/guardian shall also provide the school with a written note within 24 hours of the student’s return to school. The note shall contain (a) the reason for the absence, (b) the date(s) of the absence and (c) a parent/guardian signature. If a parent/guardian is unavailable, the

emergency contact person shall contact the school and/or provide written documentation.

2. For an advanced absence, a parent/guardian shall make a written request at least one day prior to the student's anticipated absence. The request will consist of (a) the reason for the absence, (b) the anticipated time the student will be gone from school, and (c) a parent/guardian signature.
3. Each student will be allotted a maximum of seven (7) days of excused absences per semester. Any absences beyond that limit will be considered unexcused with no credit for missed assignments and truancy statutes will apply. Students absent for two to four class periods will be counted as absent ½ day. Students missing five or more class periods will be counted as absent for a full day.
4. The parent/guardian of a student with more than seven (7) days of absences in a semester may file an appeal with the USD 426 Board of Education. If an appeal is filed, an attendance hearing will be held during the next regularly scheduled Board of Education meeting or during a special meeting if circumstances warrant. Those attending the hearing shall be the members of the USD 426 Board of Education, the Building Principal, the parent/guardian making the appeal, and the student. The hearing will take place in executive session in order to protect the privacy rights of those involved.
5. Aside from receiving no credit for missed assignments and truancy reporting, students with unexcused absences may be subject to the following sanctions; (a) detentions before or after school, (b) Saturday morning detention, (c) exclusion from attending or participating in extra-curricular activities, and/or (d) in-school suspension.
6. Parents/guardians will receive written notification when a student reaches five (5) days of absences for the semester or when their child is in danger of violating applicable truancy statutes.
7. In the case of extreme circumstances involving extended absences, the building principal retains the right to deem absences as excused without an appeal to the Board of Education. In such instances, the parent/guardian shall request a conference with the building principal and counselor to develop a plan to minimize the negative academic impact of the extended absence.

Make-up Work

As a general rule, students that must miss class time due to participation in authorized school activities **do not require extra time to complete assignments** given during their absence. These students should be aware of when they will be gone and are responsible for making inquiries in **advance** of their absence.

Work missed due to other excused absences may be made up. **The student is responsible for making inquiries regarding make-up work and its completion in a reasonable amount of time.** A reasonable amount of time for the completion of make up work is interpreted as the number of days missed plus one. This applies only to assignments made during the absence.

Tardiness

Pike Valley High School students are expected to be on time for class. Being on time means being in the classroom when the tardy bell rings. Students detained by a teacher shall obtain a pass from that teacher to be admitted into their next class. No tardy will be excused without proper documentation.

Consequences for Tardiness

Students tardy to a given class over the course of a **semester** will be assigned the following consequences. The building principal reserves the right to impose other consequences as circumstances warrant.

1. First occurrence – verbal warning
2. Second occurrence – 30 minutes detention
3. Third occurrence – formal conference and one (1) hour detention

Fourth and subsequent occurrences – minimum of one-day in-school suspension and exclusion from activities and/or athletics for the in-school suspension date(s).

Leaving School Grounds

Once a student arrives at school, he/she may not leave the school grounds without reporting to the office and obtaining authorization. Permission can only be granted with a written or oral request from a parent (or an individual authorized by the parents to excuse their child from school) asking that the student be allowed to leave school and for what purpose. The principal reserves the right to determine the necessity of the student leaving the school grounds. If permission to leave is granted, the student must sign out before leaving the building and sign back in upon returning. Students wishing to go home due to illness must contact a parent or guardian to obtain permission to leave for the remainder of the day.

Because USD 426 is legally responsible for its students while in attendance, failure to follow proper checkout procedures will result in an unexcused absence, regardless of the reason. Likewise, students properly checked out of school may only pursue the business for which they were granted permission to leave. Making additional stops or running personal errands is not allowed.

Extreme Weather Conditions

In case of extreme or severe weather conditions, information relative to school cancellation will be broadcast via radio and television. Radio stations KNCK – 1390 AM, Concordia; KR - 92 FM, Belleville and Courtland Cable Channel 6, will be informed of our status. Please listen to one of these stations for information relating to school closures.

Buses are subject to possible early departure from school in cases of inclement weather. There also exists the possibility that bus routes may not run when school is in session

Section 4 – Co-Curricular Activities

Class / Organizational Activities

Various classes, clubs and organizations may hold parties during the course of the school year. All activities and parties must be cleared with the appropriate sponsors and the principal. Conditions for holding parties are as follows:

1. Faculty sponsors for the organization must have the event placed on the activity calendar at least five days prior to the event.
2. Faculty members serving as sponsors must always be present at such events.
3. The organization will appoint members to a committee for clean up of the areas used. Clean up will be completed immediately after the event.
4. Organizations may hold one party or picnic per semester. Participation is limited to members of the organization and faculty.
5. Possession or use of tobacco, alcohol, or other controlled substances is prohibited. Violators will be dealt with swiftly and severely.
6. Any student leaving the activity will not be readmitted.
7. A purchase order must be obtained from the office before purchasing supplies. For last minute purchases, students must pay for items themselves and ask for reimbursement at a later time.
8. Functions held during the week will end by 10:00 PM. Functions held on Friday will terminate by 11:00 PM.

Exclusion from Activities

The superintendent and/or principal have the authority to declare students as ineligible to attend or participate in any co-curricular activity or athletic event. Students must meet the standards and expectations of the administration and the USD 426 Board of Education in the areas of conduct, attitude and scholastic achievement as a prerequisite for participation in activities.

Fund Raising Projects

All classes or organizations desiring to participate in a fund raising project must comply with the following procedures and guidelines:

1. The principal must approve all projects.
2. The student council will receive 5% of the net profits for student government except from yearbook sales and ads.
3. A definite and immediate need must exist for a project to be considered for approval.
4. Commercial projects and sales sponsored by businesses outside of the school district are discouraged.
5. Service projects such as soup suppers, bake sales, car washes, etc. are encouraged.

School Dances

1. Organizations wishing to sponsor a school dance must secure permission a minimum of ten school days prior to the date being requested.

2. Decorating will be take place outside of the regular school day under the supervision of a faculty sponsor.
3. Dances will only be scheduled for the last school day of the week and will conclude by 11:00 PM. **EXCEPTIONS:** Dances held following athletic contests will conclude by 11:30 PM. Prom will conclude by 12:00 AM.
4. Organization officers will secure adequate adult supervision before the dance will be scheduled. Supervision will include the organization sponsor, other faculty sponsors and the building principal.
5. All students planning to attend the dance must sign up in the high school office at least two days in advance. Outside dates will be allowed to attend Pike Valley High School dances only with prior approval from the principal and must be signed up at least two days prior to the dance.
6. Outside dates are subject to the same rules and regulations as Pike Valley students. Any Pike Valley High School student bringing an outside date will be held responsible for the actions and behavior of their guest.
7. Any student or their date leaving the building in which the dance is being held will not be permitted to return.
8. "Grinding" or other forms of dancing not appropriate for the school environment are prohibited. If the principal or any sponsor deems dancing is inappropriate the DJ will be instructed to stop the music immediately.
9. Possession or use of tobacco, alcohol, or other controlled substances is prohibited. Violators will be dealt with swiftly and severely.

Section 5 – KSHSAA Sponsored Activities

Activities Philosophy

The purpose of high school athletic and activity programs is to supplement the education of the young people involved so they have a greater opportunity to become productive citizens in society. Research has shown that organized activities can be very beneficial to the participants. Students that take advantage of activity programs with an educational focus often perform better academically and experience more success later in life.

Cheerleaders

There shall be a squad of six varsity cheerleaders. Members of all four high school grade levels meeting eligibility requirements may be varsity cheerleaders. Selection procedures will incorporate the combined vote of an appointed panel whose members are not part of USD 426 and the student body. Equal weight will be given to the vote from each group.

Varsity cheerleaders are responsible for pep rallies, skits and other special activities as needed to promote school spirit. They are expected to cheer at all varsity volleyball, football, and basketball games unless participating as an athlete. Refer to Cheerleading Handbook for discipline criteria. It is highly recommended that all cheerleaders attend an agreed upon summer cheerleader camp. Cheerleaders are responsible for camp expenses. USD 426 will contribute \$100 per cheerleader toward the purchase of approved cheerleader uniforms.

In addition to the six varsity cheerleaders, there will be one mascot. USD 426 will provide the uniform and head for the mascot.

A letter will be awarded to all varsity cheerleaders fulfilling their responsibilities in good standing. Those who have previously earned a letter will receive a gold bar for each year a letter is earned.

Code of Conduct

It is important for students and parents to remember that participation in extra and co-curricular activities is a privilege rather than a right. Therefore, students participating in these activities are generally held to a higher standard with regard to academic performance, personal conduct and citizenship. As a general rule, students and sponsors alike **must at all times refrain from any behavior that might bring embarrassment or discredit to themselves, their family, their school or their community.**

In order to ensure consistency throughout all activities programs, the administration and USD 426 Board of Education have developed a set of general guidelines that will apply to all extra-curricular and co-curricular programs during the upcoming year. These guidelines have established **minimum** standards for conduct and outline the consequences in the event student conduct becomes detrimental to themselves or the activities program.

As a condition of eligibility for participation in extra-curricular and/or co-curricular activities, students and their parent/guardian must sign the Pike Valley High School Activities Pledge for each activity. The Activities Pledge outlines the **minimum** standards established by the administration and the Board of Education.

In addition to the general guidelines, each coach or sponsor retains the right to develop and enforce rules specific to their activity. Conduct and consequences established by individual coaches/sponsors **may be more rigorous** than those listed in the Activities Pledge. Copies of these specific rules will be filed with the Athletic Director and building principal prior to the beginning of the activity season. The coach or sponsor will communicate specific rules to participants at the beginning of their activity season.

Eligibility

In order to be considered eligible to participate in extracurricular activities / athletics, the student must meet all requirements established by the Kansas State High School Activities Association and the local Board of Education and be a student in good standing at Pike Valley High School. The administration reserves the right to declare a student ineligible if academic performance or personal conduct is deemed unacceptable. **Students under penalty of suspension are not in good standing and are not eligible to participate in extracurricular activities or attend school-sponsored events.**

To meet KSHSAA requirements for academic eligibility, the student must have passed a minimum of five subjects of unit weight the previous semester and be enrolled in five new subjects of unit weight during the current semester. Teachers will update grades on a weekly basis for eligibility purposes.

League Affiliation

Pike Valley High School is a member of the Pike Trail League; Pike Valley High School has also committed to a new league currently know as the Smoky Hills Activities Conference which will be sponsoring 2010/11 league volleyball, choir, Scholars Bowl, band, Speech and Drama and track. The Pike Trail League will currently sponsors activities in football, and basketball. The purpose of these leagues are to provide greater opportunities for student participation in extracurricular activities and to coordinate those activities so as to benefit all member schools. The Pike Trail League membership includes: Glasco, Miltonvale, Pike Valley, Lakeside, Rock Hills, and Beloit - St. John. The Smoky Valley League membership includes Beloit-St. John, Chase, Lakeside-Downs, Lincoln, Logan, Mankato-Rock Hills, Natoma, Northern Valley, Pike Valley, Palco, Southern Cloud, Sylvan-Lucas Unified, Tescott, Thunder Ridge, Tipton and Wilson.

Lettering Requirements for Non-athletic Activities

Vocal Music – In order for a student to receive a letter for participating in vocal music activities at Pike Valley High School the following criteria must be met:

1. The student must be in good standing and meet all vocal music class requirements throughout the entire school year.
2. The student must participate in all concerts and trips that are scheduled during the year with no unexcused absences.
3. The student must take a solo or be a part of a small group that receive no less than a III rating at regional contest.

Band - In order for a student to receive a letter for participating in band activities at Pike Valley High School the following criteria must be met:

1. The student must be in good standing and meet all band class requirements throughout the entire school year.
2. The student must participate in all concerts and trips that are scheduled during the year with no unexcused absences.
3. The student must participate in all pep band activities when not part of the athletic team. Any unexcused absence or excessive tardiness to rehearsals or performances will result in forfeiting of the letter. Disrespect toward Mrs. Johnson at any time during this school year may also result in the forfeiting of the letter.

Forensics - In order for a student to receive a letter for participating in forensic activities at Pike Valley High School the following criteria must be met:

1. The student must complete the forensic season in good standing.
2. Meet one of the following requirements:
 - Receive a I rating at two separate meets; or
 - Qualify for, and participate in the State Forensics Meet.

Scholars' Bowl - In order for a student to receive a letter for participating in scholars' bowl activities at Pike Valley High School the following criteria must be met:

1. Compete in at least three tournaments during the scholars' bowl season OR earn at least 70 points in one scholars' bowl competition.

2. Put forth a genuine effort in competition.
3. Be responsive and cooperative with the coach and other team members.
4. Demonstrate sportsmanlike conduct at all tournaments.
5. Assist with preparations and running of the Pike Valley Freshmen / Sophomore Scholars' Bowl Tournament and any other tournament Pike Valley may host.

Any student that has participated in scholars' bowl for four years and has not previously lettered may be recommended for a letter by the coach. A provisional letter may be awarded to outstanding participants, who have in the judgment of the coach, have demonstrated a commitment to the activity by selected study in a specific subject area in order to improve the chance of correct responses during competition, and who have not previously met the lettering requirements.

A certificate of participation will be given to all team members that take part in scholars' bowl competition. Student's who have previously earned a letter will receive a gold bar for each year thereafter that they qualify for a scholars' bowl letter.

Sportsmanship

Sportsmanship is a general way of thinking and behaving. A school cannot produce true champions unless its students, staff, and fans display their enthusiasm and excitement in a positive manner. Good sportsmanship is contagious and is a top priority at Pike Valley High School. The following sportsmanship guidelines are listed as a means of clarification regarding desirable behavior:

1. Be courteous to all participants at all times. This includes all student participants, coaches, officials, staff and fans.
2. Abide by and respect the official's decisions. Keep in mind that your personal interest and perspective might influence your vision.
3. Make an effort to understand the rules governing the activity.
4. Win with character and lose with dignity.
5. Display appreciation for good performance regardless of the school.
6. Exercise self-control. Reflect positively on yourself, your team, your school and your community.

Weekly Eligibility

Unified School District 426 and Pike Valley High School have established this weekly eligibility policy that shall pertain to all students and effects participation in all extracurricular activities and school sponsored events:

- Beginning with the third week of each grading period, a grade review will be made for all students each Wednesday. Teacher are required to update grades each week for eligibility purposes.
- All "D" and "F" grades will be reported to the office. These grades will be cumulative for the current grading period.
- Teachers shall take into consideration the ability and work ethic of the student involved. If in the opinion of the teacher, the student is achieving to the best of their ability, they may waive the student's grade and provide an opportunity for the student to remain eligible.

- A student may have a maximum of one “F” and remain eligible for extracurricular activities. For purposes of determining eligibility, two “D’s” will be considered equal to one “F.” An incomplete will be considered an “F.”
- Any student that does not meet eligibility requirements will be personally notified by the building principal. Parents will be notified through the mail.
- The period of ineligibility shall be for one week, beginning on the following Monday and run through Saturday.
- Students participating in extracurricular activities that are ineligible may, and are expected to continue to practice with their team or group. At the coach or sponsor’s discretion, the student may be required to attend contests or activities even though they may not participate provided no school time is missed.

Section 6 – Student Conduct and Discipline

Philosophy

School authorities have an obligation to provide a safe and orderly environment that is conducive to the educational process. The environment must afford the best possible opportunity for all students to learn and for teachers to teach. In order to fulfill this obligation, there must be a means to ensure that the conduct of an individual in no way impinges on the rights of others. **All students have the right to learn and all teachers have the right to teach.** Any actions that interfere with these rights are unacceptable.

It naturally follows that discipline (whether it is self-discipline or discipline imposed by another) is a key component in the development of desirable conduct. The vast majority of today’s students possess the self-discipline to display appropriate behavior. In many cases, unacceptable behavior is a result of poor self-discipline. It is the duty of the school faculty and administration to take action when conduct infringes on the rights of others. Imposed discipline serves a dual purpose: to correct inappropriate behavior, and teach self-discipline. While it is important for school authorities to impose sanctions in an attempt to prevent reoccurrence of the behavior, it is important to teach students that there are consequences related to every decision they make. Good decisions lead to desirable consequences, poor decisions lead to negative consequences.

Breathalyzers

Alcohol use by a student is illegal and poses a serious threat not only to the student’s own safety and well-being, but also to the safety and well-being of the entire school community. Therefore, alcohol use by students will not be tolerated during school hours on school property, or at any school-sponsored event or activity during or after school hours. When determining whether or not alcohol has been used or consumed by a student at a school-related function, or whether they are intoxicated, the safety of the student involved and the safety of other students, school staff and members of the general public, is the School District’s primary concern.

An assessment of a student’s possible or suspected alcohol use may be aided by utilizing breath alcohol testing devices, such as breathalyzers, which indicate the presence or absence of alcohol, in a person’s system. The intended purpose of having breath alcohol testing available, is to deter alcohol use by students. Law enforcement officers from the Republic County Sheriff’s Office will administer the

alcohol breathalyzer tests per the manufacturer's instructions. Any student who is determined to be under the influence of alcohol will be dealt with by the Sheriff's Office, according to law. That includes the issuance of a criminal citation, transportation to the Republic County Jail for processing, and later court appearances, as well as other possible consequences.

A student's participation in any extracurricular activity, including but not limited to sports and dances, is a privilege not a right. So, students who wish to take part in extracurricular activities, and their parents, guardians or other responsible persons, will be required to sign a form acknowledging receiving the Student Policy Handbook.

Included in the Student Policy Handbook is the alcohol and drug policy. Students and their guests will be screened by alcohol breathalyzers at school dances, and may be screened at other school activities. The screening process is as follows: if a student draws one blue marble out of a bag of colored marbles, the student is taken with the principal to a designated location where law enforcement will administer the breathalyzer. If the student blows positive, the student will be retested after fifteen (15) minutes. If the student should blow positive a second time, law enforcement procedures will take effect and parents will be contacted. Any student who wishes to bring a guest to a school dance, must first complete and submit a form requesting permission from the High School Principal at least three(3) days prior to the dance and must provide that Principal with an alcohol breathalyzer test submission form, signed by the guest, prior to their attending the dance. As a condition of admission to a school-sponsored date, a signed copy of the Alcohol Screening Acknowledgement must be on file at the school.

In addition, every student attending school or school-related events or activities (whether within or outside of the School District), who is determined by administration to be under the influence of alcohol, shall be suspended from attending school and school-related events or activities, in accordance with the School District's alcohol and drug policy.

Consequences for Violation of the Drug and Narcotics Policy

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Any student violating this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

- 1) First Offense – A first time violator shall be subject to the following sanctions:
 - a) A punishment up to and including short-term suspension.
 - b) Suspension from all student activities for a period of not less than one month.
- 2) Second Offense - A second time violator shall be subject to the following sanctions:
 - a) A punishment up to and including long-term suspension.
 - b) Suspension from all student activities for a period of not less than one semester or four months.
 - c) A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the board clerk. If at any time the student fails to make satisfactory progress in the program, the suspension will be re-imposed
- 3) Third and Subsequent Offenses – A student who violates the terms of the policy for the third time and any subsequent violations shall be subject to the following sanctions:

- a) A punishment up to and including expulsion from school for the remainder of the school year.
- b) Suspension from participation in and attendance at all school activities for the year.
- c) A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program through an acceptable agency.

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, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take disciplinary action against the student and his / her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of the students. Parents of all students will be notified that compliance with this policy is mandatory.

Definition of Terms

- ◆ Informal conference – one or more school officials (teacher, principal, and counselor) will have a conference with the student in an attempt to correct behavior with no further consequences. Parents may be informed either by phone call or letter.
- ◆ Formal conference – a conference is held with one or more school officials, the student and a parent. The student will be required to identify how they can correct the problem and agree to do so to avoid further disciplinary action.
- ◆ After-school detention – time spent before or after school. Detentions will generally be assigned in blocks of 30 minutes. As a general rule, detention time must be served no later than the second day after it has been assigned. The student is responsible for arranging transportation, etc.
- ◆ In-school suspension – the student attends school, but is placed in an environment that is isolated from the remainder of the student body.
- ◆ Out-of-school suspension – the student is totally excluded for all school functions for the duration of the suspension. They may not be on school grounds nor participate or attend any school-sponsored activities.
- ◆ Long term suspension or expulsion – the student is subject to an out-of school suspension, ranging in length from 11 days to a maximum of 186 school days. The student and parent / guardian are given written notification regarding long term suspension or expulsion proceedings and their legal rights under due process.

Disciplinary Procedures

In the interest of developing fairness and consistency, a basic set of standard operating procedures will be in place related to the handling of disciplinary referrals. In the majority of

cases, these procedures will be followed. The actions described are considered to be minimum consequences. However, it must be noted that circumstances may warrant action other than is described in this handbook.

- ◆ First office referral – informal conference with possible after-school detention
- ◆ Second office referral – informal or formal conference (parents will be notified of the situation) and after- school detention.
- ◆ Third office referral – formal conference and consequences appropriate for the mis-behavior.
- ◆ Fourth and fifth office referrals – suspension (in school or out of school).
- ◆ More than five office referrals – the student will be considered incorrigible and subject to more serious consequences. (May include long-term suspension). **Students suspended out of school for the same offense more than two times are subject to possible long-term suspension procedures.**

Drug and Narcotics Policy

The consumption and/or possession of any alcoholic beverage or drugs by students are prohibited in any attendance center, on school grounds, or at any school-sponsored activity.

Any student consuming alcoholic beverages or drugs before entering school grounds or attendance center, at any school sponsored activity off school grounds, or traveling to and from any school sponsored activity shall be refused entrance and may be suspended or expelled in accordance with the provisions of Board Policy.

District personnel may refer students to any medical treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such referral will be given to district personnel unless such referrals were made in bad faith or with malicious purpose.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of the reviews is conducted.

Rules for In-School Suspension

The following guidelines will be observed:

1. The student must serve seven successive periods in the suspension area.
2. If the student has a question or need, he / she shall contact supervising personnel.
3. No talking or distracting noises are allowed. No music or computer use will be allowed.
4. No leaning back, moving about or getting up from the desk.
5. No chewing gum, pop, candy or other foods except during their assigned lunch period.
6. There will be no locker privileges except prior to entering the suspension area.
7. The student may not sleep.

8. Failure to comply with these guidelines will result in an expanded suspension or parent conference followed by an additional seven successive periods in the suspension area.
9. All assigned work must be completed and turned in to the principal before the student can return to his/her regular schedule.

Staff Authority

It is the duty of all staff members at Pike Valley High School to maintain a positive, safe, and effective learning environment. This responsibility extends to classrooms, halls, grounds, and at all functions of the school. A student refusing to comply (by word or action) with a reasonable request of any staff member will be subject to immediate disciplinary consequences that are appropriate for the poor choice that was made.

Student Code of Conduct

While it is impossible to formulate a list or set of rules that can address every situation, certain guidelines are established which will serve as a base regarding expected behavior and disciplinary actions that may result when expectations are not met. In general, the student code of conduct is designed to protect the rights of all students, faculty, and staff and to maintain the best possible learning environment.

As a broad rule, any behavior that is disrespectful to a staff member, another student, your school or your community is unacceptable. The proceeding is a list of behaviors that are deemed inappropriate and will most likely result in some form of imposed disciplinary action. This list is not all-inclusive and merely serves as a guide for the establishment of expectations.

- ◆ Disruptive or unruly behavior that interferes with school.
- ◆ Obscenity / Profanity / Lewd behavior.
- ◆ Willful or excessive disregard for dress code.
- ◆ Disrespectful behavior (Verbal or non-verbal).
- ◆ Willful disobedience – failure to comply with the reasonable request of a staff member.
- ◆ Open defiance.
- ◆ Inappropriate physical displays of affection.
- ◆ Possession, use or sale of controlled substances on school grounds or at any school sponsored function. (Alcoholic beverages, tobacco products, narcotics or other forms of illicit drugs).
- ◆ Fighting / threats (verbal or non-verbal) / harassment of any form.
- ◆ Truancy / unexcused absences / skipping / leaving school grounds without permission.
- ◆ Vandalism / stealing / destruction of another's property.
- ◆ Inappropriate use of computers.
- ◆ Breaking classroom specific rules.
- ◆ Excessive tardiness.
- ◆ Conduct that result in a conviction under Chapter 21 of the Kansas Statutes or any Federal criminal statute.
- ◆ Possession of firearms / explosive device / other weapons.

These expectations for student behavior not only exist during the school day, but also at all times while on school grounds, on school transportation, or in attendance at a school sponsored function.

Substance Abuse Curriculum

All the district's 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 or alcohol. Students shall also be informed that the use of alcohol is wrong and harmful.

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

Suspension and Expulsion Procedures

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal (list other certified employees as appropriate).

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

- The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

REASONS FOR SUSPENSION OR EXPULSION

Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

SHORT-TERM SUSPENSION PROCEDURES

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

LONG-TERM SUSPENSION OR EXPULSION PROCEDURES

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.

- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

STUDENT RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

APPEAL TO THE BOARD

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.

The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Section 7 - Bus Regulations

Activity Buses

Activity buses are provided to furnish transportation for students to and from school sponsored activities. The following regulations apply:

1. Those planning to ride activity buses to and from games must sign up in the office by noon prior to the game that evening.
2. All participating cheerleaders will travel to “away” games by school sponsored transportation.
3. Students shall ride school provided transportation to and from the activity site. Students may ride home with parents / guardians if approval is given by the sponsor and upon completion of a transportation release form at the activity site. Students may ride home with adult relatives or parents / guardians of another student if arrangements are made with the principal in advance of the activity. Prior arrangements include the completion of a transportation release form by parents / guardians. Should conflicting activities, emergencies or other valid unusual circumstances occur, arrangements shall be made with the building principal in advance of the activity.
4. Bus drivers are school employees, with delegated responsibilities, and will be treated with respect by students and faculty members.
5. No bus transporting students to or from school activities will move without faculty or adult supervision on board.
6. The sponsor assumes the responsibility to arrange or assign seating as necessary.
7. Students will ride on the bus in a reasonable and normal position and manner.
8. Radios / jam boxes will not be allowed on activity buses.
9. Obscene language or suggestive statements will not be tolerated.
10. Buses should leave promptly at the time scheduled unless extreme cases arise.
11. All present standing regulations concerning bus transportation will be recognized.
12. Students that cannot or will not comply with the above guidelines will be denied the privilege of riding on school activity buses.

Route Bus Regulations

- I. Prior to loading (on the road and at school):
 1. Be at the designated bus stop on time – keep the bus on schedule.
 2. Stay off the road at all times while waiting for the bus. Riders shall conduct themselves in a safe manner while waiting.
 3. Wait until the bus comes to a complete stop before moving toward or attempting to load.
 4. Use caution in approaching bus stops.
- II. While on the bus:
 1. Keep hands and head inside the bus at all times while on the bus.
 2. Assist in keeping the bus safe and sanitary at all times.
 3. Always remember that loud talking and laughter or rowdy behavior diverts the driver’s attention and creates an unsafe situation.
 4. Treat bus equipment as you would valuable furniture in your own home.
 5. Riders should never tamper with the bus or any of its equipment.
 6. Do not leave books, lunches or other articles on the bus.
 7. Keep books, packages, coats and all other objects out of the aisles.
 8. Help look after the safety and comfort of small children.
 9. Do not throw anything out of the bus windows.

10. Bus riders are not permitted to leave their seats while the bus is in motion.
 11. Horseplay is not permitted around or on the school bus.
 12. Riders are expected to be courteous to other students, the bus driver, patrol officers and driver's assistants.
 13. Absolute quiet is required when approaching a railroad crossing stop.
 14. In case of road emergency, children are to remain in the bus.
- III. After unloading from the bus:
1. When necessary, cross the road in a safe manner at least 10 feet in front of the bus.
 2. Help look after the safety and comfort of small children.
 3. Be alert to the danger signal from the bus driver.
 4. The drivers will not discharge riders at places other than their regular bus stop at the home or school except with proper authorization from the parent or school official.

Pike Valley High School
2010 – 2011 Bell Schedule

Group 1

1 st period	8:10 – 9:07	(57 min)
2 nd	9:10 – 10:02	(52 min)
3 rd	10:05 – 11:20	(32min)
Activity Period	11:00 – 11:20	(20 min)
4 th	11:43 – 12:35	(52 min)
Lunch	11:23 – 11:43	(20 min)
5 th	12:38 – 1:30	(52 min)
6 th	1:33 – 2:25	(52 min)
7 th	2:28 – 3:20	(52 min)

Group 2

1 st period	8:10 – 9:07	(57 min)
2 nd	9:10 – 10:02	(52 min)
3 rd	10:05 – 11:20	(32 min)
Activity Period	11:00 – 11:20	(20 min)
4 th	11:23 – 12:15	(52 min)
Lunch	12:15 – 12:35	(20 min)
5 th	12:38 – 1:30	(52 min)
6 th	1:33 – 2:25	(52 min)
7 th	2:28 – 3:20	(52 min)

Group 1

1 st period	8:10 – 9:06	(56 min)
2 nd	9:09 – 10:05	(56 min)
3 rd	10:08 – 11:04	(56 min)
4 th	11:27 – 12:23	(56 min)
Lunch	11:07 – 11:27	(20 min)
5 th	12:26– 1:22	(56 min)
6 th	1:25 – 2:21	(56 min)
7 th	2:24 – 3:20	(56 min)

Group 2

1 st period	8:10 – 9:06	(56 min))
2 nd	9:09 – 10:05	(56 min))
3 rd	10:08 – 11:04	(56 min)
4 th	11:27 – 12:03	(56 min)
Lunch	12:03 – 12:23	(20 min)
5 th	12:26– 1:22	(56 min)
6 th	1:25 – 2:21	(56 min)
7 th	2:24 – 3:20	(56 min)

Lunch groups based on 4th period classes

Pike Valley High School
2010 – 2011 Late Start Schedule
9:06 am Start

Wednesday, September 15, 2010

Wednesday, October 13, 2010

Wednesday, November 17, 2010

Wednesday, January 26, 2010

Wednesday, February 23, 2010

Wednesday, March 23, 2010

Wednesday, April 20, 2010