

PARENT/STUDENT HANDBOOK
USD #325 PHILLIPSBURG
www.usd325.com
2011-12

MISSION STATEMENT

The Mission of U.S.D. #325 public schools is to provide positive school experiences and healthy school environments, which prepare students for successful and productive adult lives. We believe this may best be accomplished by cooperation between our schools, students, parents, and the communities we serve.

Equal Opportunity Employer

Discrimination against any student on the basis of race, color, national origin, sex, disability or religion in the admission or access to, or treatment in the district's programs and activities are prohibited. Kent Otte, 240 S. Seventh Street, 785-543-5281, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans With Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the districts discrimination complaint procedure.

BOARD OF EDUCATION

Mr. Patrick Hewitt
Mrs. Deb Kennedy
Mr. Todd Kennedy
Mrs. Patty Northup
Mrs. Michele Powell
Mr. Jeremy Sauer
Mrs. Camie Schneider

IMPORTANT PHONE NUMBERS

USD #325 Central Office	785/543-5281
Phillipsburg Elementary School	785/543-2174
Phillipsburg Middle School	785/543-5114
Phillipsburg High School	785/543-5251
Bus Manager	785/543-2838
Central Kitchen at High School	785/543-2949
Special Education Cooperative	785/543-2149

Kansas School Safety Hotline Number

1-877-626-8203

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline would give students the opportunity to anonymously report any potential violence.

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1. ENROLLMENT

Admission Requirements

All resident students shall be admitted to attend school in the district unless they have been expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Pupil Information

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s), and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

Address/Phone Number Change

Please notify the school secretary within seven days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

Assignment to School/Classes

The superintendent shall assign students to the appropriate building.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student and the teaching assignments

of staff. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Fees

The following textbook fees will be assessed: Elementary students - \$30.00 per student; Middle School students - \$30.00 per student; High School students - \$30.00 per student. Additional fees are outlined in Appendix D.

Transferring Credit

In the middle school (junior high) and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on teacher-developed tests administered to determine grade level placement.

Records

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - we have your prior written consent for disclosure;
 - the information is considered directory information and you have not objected to the release of such information;
 - disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 325 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 325 policies for complying with FERPA. A copy may be obtained from the building principal.

Directory Information

For purposes of FERPA, USD 325 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with the district on or before enrollment. If refusal is not filed, USD 325 assumes there is no objection to the release of the directory information designated.

Opportunities for school pictures will be available, but participation is voluntary.

2. ACADEMICS

Exit Outcomes

We will know our students are preparing for a changing, complex world, when they are:

- **EFFECTIVE LEARNERS, who:**
demonstrate basic skills in the areas of reading, writing, mathematics, science, and technology, and are prepared to apply and adapt those skills to a lifetime of learning.
- **MEANINGFUL COMMUNICATORS, who:**
demonstrate the skills needed to communicate successfully in a variety of ways, including verbal and written work and the fine arts.
- **PROBLEM SOLVERS, who:**
demonstrate higher-order thinking skills and varied problem solving strategies and are prepared to apply those skills to practical situations.
- **QUALITY CONTRIBUTORS, who:**
are prepared to work both independently and cooperatively and to demonstrate the workplace and citizenship skills of a contributing member of society.
- **HEALTHY CITIZENS, who:**
demonstrate the skills needed to develop and maintain physical and mental health, which prepare them to assume a productive role in society.

Grade Level/Course Outcomes

Information regarding the availability of grade level/course outcomes may be obtained from the principal.

Testing Program

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

Promotion and Retention

The final decision to promote, retain, or grant credit shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Grading

Grading will be determined by the teacher, based on an overall 90, 80, 70, 60 scale, with teachers determining the level of difficulty/mastery in each area.

Report Cards

Formal reports shall be made to students and parents following the end of each established grading period. The formal report shall be in writing.

Parent/Teacher Conferences

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. Two formal Parent/Teacher conferences are scheduled each year.

Homework/Make-up

Students are expected to complete homework assignments or make-up work as required by teachers and approved by the principal.

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Academic Dishonesty

Academic dishonesty - as in cheating or plagiarism - is not acceptable. Cheating includes copying another student's work - such as homework, class work, or test answers - as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

AIDS and Sexuality Curriculum Inspection

The human sexuality and AIDS curriculum is available for inspection from the building principal.

Opt-Out

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-out provision, contact the principal's office.

3. ATTENDANCECompulsory Attendance Requirements

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or

- a court orders exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Students age 16 or 17 who are not exempt shall be reported as truant.

Truancy

The building principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney).

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant.

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Check In/Check Out

Students must check out in the office before leaving school building during the school day. Students must check in when arriving at school after the beginning of the school day.

Release of Student During School

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

4. STUDENT CONDUCT/DISCIPLINE

Behavior/Conduct

Students may be disciplined for any 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 the 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.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

When disciplinary action is needed, the type of action is determined by the principal under authority of the board of education. The principal assesses disciplinary action based upon his/her knowledge of the facts. Such factors as previous disciplinary infractions, cooperation of the student and the parents, and the seriousness of the offense determine the principal's actions. The principal may seek advice of legal counsel and the administrative team in disciplinary situations, but the decision rests with the principal. Disciplinary action should be and is reported to the parent in reasonable time.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

Additional student conduct/discipline policies are included in building level handbooks.

Weapons

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a Firearm

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. 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.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

Definition of Firearms and Destructive Devices

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

The term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Vandalism

The board shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district or staff member's property, the principal or superintendent shall contact the parents and explain their legal responsibility. The

parents shall be notified in writing of the dollar amount of loss or damage. Vandalism to staff member's property could result in suspension/expulsion.

Restitution payments shall be made by juveniles or their parents to the business office, and accounting records shall be maintained. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

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, when made by any student to another student or when made by a student to a member of the school staff 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; forcing someone to do something sexual other than kissing; 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.

Dress Code

Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

The board-approved dress code for school days and school activities is as follows:

- Appearance must be neat and clean.
- Hair must be clean and well groomed.
- Facial hair must be trimmed and maintained.
- Clothing must not be unreasonably soiled or badly worn.
- Decency and good taste are required.
- Wearing apparel that is excessively short, tight, low-cut or revealing may not be worn. Midriff and undergarments must be covered.
- Clothing that suggests illegal, immoral, vulgar, or uncomplimentary language or advertises drug, alcohol, or tobacco is prohibited at activities and during the school day.
- Shoes or sandals that attach securely to the feet are required.
- Clothing that is loose or dangling is not permitted around machinery.

Hats shall not be worn in the building during the school day.

Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

Drug Free Schools and Communities Act

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students 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, 103 St. 1928.

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

First Offense

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term/long-term suspension/expulsion.
- Suspension from all student activities for a period of not less than 10 calendar school days if self-admitting (30 calendar school days if not self-admitting).
- An evaluation from an acceptable drug and alcohol program.

Second Offense

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension/expulsion.
- Suspension from all student activities for a period of not less than 125 calendar school days.
- 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.

Third and Subsequent Offenses

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- 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 maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the 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.

Compliance with this policy is mandatory. All violations will be referred to local law enforcement.

Tobacco

Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds.

Bus Regulations

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons. Please read the Transportation Handbook provided by the building principal.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations.

The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Gangs

Gang activities which threaten the safety or well being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- shall not present a physical safety hazard to self, students, staff, and other employees;
- shall not create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Hazing/Initiations

Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

Phones/Pagers

Personal cell phones and/or pagers are prohibited on school grounds during the school day. Any student using a cell phone or pager during this time on school grounds will have the cell phone or pager confiscated until the end of the day. A discipline referral will be completed and parents will be notified. The parent must pick up the cell phone or pager at the Principal's office at the conclusion of the school day. For the first offense, the item will be confiscated and the parent/guardian must retrieve item from Principal. The second offense, the item will be confiscated, the parent/guardian must retrieve item and the student will serve one detention. The third offense, the item will be confiscated, the parent/guardian must retrieve item and the student will serve three detentions. The fourth offense, the item will be confiscated, the parent/guardian must retrieve item and the student will be given 1 day ISS. Punishments must be served prior to the item being returned to the parent/guardian.

5. DISCIPLINE MEASURES

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

Detention/Make-up Time

Detention/make-up time may be implemented by the teacher or principal. It will take precedence over employment or activities.

Suspension/Expulsion

See Appendix E.

Probationary Status

Any punishment, suspension or expulsion, may be deferred by the principal. The student involved may be placed on probation for a set period of time.

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent.

Searches of Students

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

Interrogations and Investigations

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

6. ACTIVITIESAssemblies and Pep Rallies

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

Athletics - - See the Athletic Handbook.

Clubs and OrganizationsSchool Sponsored Clubs

School sponsored clubs shall be under the direct control of school personnel. Every school-sponsored club shall have a constitution, which has been approved by the building principal and filed, in the school office. To the extent non curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in

advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

Fund-Raising

Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

All student sales projects shall require the principal's prior approval.

Solicitations -- See "Fund-Raising" above.

Parties/Social Events

All classroom parties and other school social events must be approved in accordance with procedures developed by the principal.

Dances

Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions. A student may not bring a guest not enrolled in the district unless prior permission is given by the principal.

Extracurricular Activities Participation Requirements

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements; and
- other requirements established by the administration.

Eligibility

All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extra curricular activities. Additional requirements established by the administration – See Appendix D.

Transportation to and from Activities

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

Students wanting to ride home with parents/guardians after a scheduled activity may do so by making personal contact with the activity sponsor in charge of the activity and then signing a student release form.

Students requesting release to another adult, 21 years or older, other than their parent/guardian, must have prior approval from the building principal.

Field Trips

Students may participate in an out-of-town field trip if the parental consent form for the trip has been turned in.

Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

7. HEALTH AND SAFETY

Accidents, Reporting of

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

First Aid

If a student has an accident, which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given.

Supervision of Medications

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent, if it is a non-prescription medication, must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of non-prescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Inoculations

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Health Assessments

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

Physicals

Students participating in athletics, cheerleading, and drill team must have a KSHSAA approved physical on file before participating.

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

Drills

Students shall be informed of emergency drill procedures at the beginning of each school year.

Weather Emergencies

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the radio/TV station.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

Asbestos

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the building principal.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the head custodian.

8. GENERAL INFORMATIONComplaints about Policy

Any student may file a complaint with the principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Distribution of Materials

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

GiftsStudent Gifts to Staff Members

The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

Insurance

Medical expenses not covered by the limited district policies are the responsibility of the parents.

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility.

Posters

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

Staff-Student Relations

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment.

Telephone Calls

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal.

Use of Personal Vehicle

Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day without permission from the principal.

A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

- the student may be prohibited from parking or driving on school property;
- a letter may be sent to the student's parents;
- the student may be disciplined according to the disciplinary code.

Visitors

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal.

To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not allowed to bring visitors to school without prior permission of the principal.

9. SCHOOL PROPERTY

Students in the Buildings

Outside of normal school hours, students in the building must be sponsored, supervised, or approved in advance.

Computer Use

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved

assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. Students shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

No Right to Privacy

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work. Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administrator's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by a trade secret.

Computer Network

Computer Network Use Guidelines

All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property, which is subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1: Warning

Student will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations

Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable Offense

Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

Lockers

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combination and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations.

Appropriate Use of Equipment and Supplies

Use of equipment and supplies if for official and approved assignments only. Use of such without teacher permission is not allowed. Students shall handle all school equipment and supplies carefully. Students are responsible for damage they cause to school equipment or supplies, as determined by the principal.

10. STUDENT SERVICES

Counselor

Academic Counseling

Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements, qualified

admissions for Regents Universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

Personal Counseling

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should make arrangements with him/her.

Textbook and Library Material Replacement and Repair

Textbooks and library material are provided by the district. Costs for damage, loss, or repair of these items shall be assessed by the principal and shall not exceed the replacement cost.

Food Service

Students will remain at the school through meal periods. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home. All students will eat in the cafeteria during the lunch period, unless alternative arrangements have been approved by the principal.

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

PHILLIPSBURG ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK

APPENDIX A

Arrival and Dismissal

Children should not arrive at school before 8:05 a.m. There is no supervision on the playground before school. The preferred time for the children to arrive would be after 8:00 a.m. School begins at 8:05 a.m. The only exception to this should be for those eating a school breakfast, which begins at 7:45 a.m. The building will remain locked until 7:45 a.m.

Early Childhood Preschool	8:05 to 11:05 a.m.	12:10 to 3:10 p.m.
Kindergarten	8:05 to 11:15 a.m.	12:00 to 3:15 p.m.
Grade One	8:05 to 11:30 a.m.	12:15 to 3:15 p.m.
Grade Two	8:05 to 11:45 p.m.	12:30 to 3:15 p.m.
Grade Three	8:05 to 12:00 p.m.	12:45 to 3:15 p.m.
Grade Four	8:05 to 12:15 p.m.	1:00 to 3:15 p.m.

Before students leave for school, be certain they know how they are to return home that day. Students become worried when their ride does not arrive on time after school.

School Lunch Periods

Times include noon recess period:

Kindergarten	11:15 a.m. to 12:00 p.m.
Grade One	11:30 a.m. to 12:15 p.m.
Grade Two	11:45 to 12:30 p.m.
Grade Three	12:00 to 12:45 p.m.
Grade Four	12:15 to 1:00 p.m.

Parents are welcome to eat at the school. We do ask that you wait until after the first two weeks of school and prior to the last two weeks of school. Parents should notify the school prior to 9:00 a.m. on the day they plan to eat lunch and the previous day for school breakfast.

After School

The school reserves the right to detain students for 30 minutes after the close of the day without notification. The policy is not to detain bus riders without notification.

Phone Messages for Students

From time to time it is necessary for parents to leave messages over the phone for their child at school. School office personnel will do their best to get messages to the student in a timely fashion. Phillipsburg Elementary is “networked” and that allows school personnel to send and receive e-mail messages during the school day. When your phone message is received, school personnel will send your message by computer to the classroom teacher. The teacher will then read the message to the student. At the end of the day, it will be important for you to call in before 3:00 p.m. to insure that your message will get to your son/daughter before they leave the building at 3:15.

Parties/Gifts

School parties will be held in classrooms on designated holidays. Birthday parties are permitted if arrangements have been made with the classroom teacher ahead of time. Such parties are held during the last fifteen minutes of the school day or at snack time. It is best to keep the party simple and inexpensive.

Student gifts must be delivered to the office and will be given to the student after school is dismissed. No gifts should be taken to classrooms or lockers.

The school does not expect students to give gifts to the teachers at Christmas or any other time during the school year.

Attendance and Tardiness

Regular attendance is very important to your student's progress. Good schoolwork and regular attendance are closely related. If it becomes necessary for your child to be absent, please notify his/her respective school by phone as soon as possible. If your child will be arriving late to school because of a doctor's appointment or various other reasons, and you are planning for him/her to eat lunch at school that day, please inform the school before 9:00 a.m. The building principal, in consultation with the Superintendent, may require medical or other supportive evidence of absences.

Phillipsburg Elementary School Attendance Criteria

Attendance awards will be awarded to students who have been absent less than one full day. (Four 1/4 day absences equal one full day and likewise two 1/2 day absences equal one full day.)

Attendance records will be kept following these guidelines:

Arrival to school: After * 8:05 a.m. but before 10:00 a.m. = 1/4 day absence
 After 10:00 a.m. but before 12:00 p.m. = 1/2 day absence
 After 12:00 p.m. but before 2:00 p.m. = 3/4 day absence

** Students arriving to school after the 8:05 a.m. starting time but before 8:15 a.m. will be counted as tardy. Tardies will not be counted against a student's opportunity for an attendance award until he or she has more than three tardies.*

Leaving school: Before 12:00 p.m. = 3/4 day absence
 Before 2:00 p.m. = 1/2 day absence
 Before 3:15 p.m. = 1/4 day absence

Telephone

The school phone is a business phone. Please call whenever you feel it is necessary. STUDENTS WILL USE THE PHONE ONLY WHEN ABSOLUTELY NECESSARY. Pupils should make plans concerning after school activities before they leave home in the morning.

Recess

Recess is an important part of our education program. Students will play outside (except in adverse weather) so they need to dress appropriately for the weather. Caps and mittens or gloves are a must in cold weather. Students playing in the snow must wear boots.

If a student is unable to go outside because of a health reason, he/she must have a note from his/her parent. If a student is to remain indoors for several days, he/she must have a note from a doctor. In this case, arrangements will be made for the student to rest indoors.

Student Teachers

There will be times during the year when we will have the privilege of having student teachers in our building for a period of twelve weeks. The student teacher will observe for several days and then gradually begin to assume some of the responsibilities of the class. By the end of the twelve-week period the student teacher will actually be in charge of nearly all of the activities in the room. The regular teacher will always be in control of the class and have responsibility for the teaching-learning activities.

The school day begins at 8:05 a.m. and ends at 3:08 p.m.

AWARDS

Scholastic Award

The Phillipsburg Middle School Scholastic Student Award recognizes the 8th grade student who has the highest scholastic standing in the class. The determination will be made by the GPA of the student's nine week grades for the 7th grade year and the first three nine weeks grades for the 8th grade year using a four point scale to determine the highest average.

Only core subjects will be considered: Math, English, Social Studies, Reading and Science. Announcement of the winner of the award will be at the promotion ceremony.

The award will be presented by a faculty member on a rotating basis.

2010 – Science	2011 – Math	2012 - English
2013 - Reading	2014 – Social Studies	2015 - Science

Citizenship Award

The Phillipsburg Middle School Student Citizenship Award recognizes the 8th grade student who has maintained high scholastic standing, active participation in school and community activities and displays model behavior. Students will be nominated by the 7th and 8th grade faculty.

The faculty will evaluate each nominee using the Citizenship Award Evaluation Form. Final determination will be based on the subjective judgment of the faculty after review of all pertinent information. Announcement of the winner will be at the promotion ceremony.

The presentation of these awards at the promotion ceremony will be by 8th grade faculty members on a rotating basis as listed:

2010 - Instrumental	2011 - PE/Health	2012 - Vocal Music
2013 - Computer/Technology	2014 – Spanish	2015 - Instrumental

Student Make-up Work

Teachers are responsible for seeing that students complete all make-up work for any absence. Students are to pick up a make-up slip after missing school for any reason, and are responsible for, and are required to, complete all missed work on time. After their work is complete, students are responsible to acquire all signatures on the make-up slip for classes missed and return the make-up slip to the office.

Students receive two days to complete make-up work following one day of absence plus one additional day for each additional day of absence. Students with a past due make-up slip can attend make-up slip study hall until 3:45 p.m. daily until their work is completed and the make-up slip turned in to the office.

If a student chooses not to attend make-up slip study hall, then all overdue make-up work will be recorded as a "0" unless excused by the office. Bus students will have 1-day leeway to make transportation arrangements, if needed. Fridays are excluded.

Teachers need to sign up for at least two weeks of make-up slip study hall starting the second week of the school year. Incomplete grade forms will be distributed on Wednesday following grade card mailing and will be due on Friday.

Academic Letter

Each student in grades 7 and 8 will be eligible to receive an academic letter based upon the following criteria: in the Middle School, a student must maintain at least a 3.5 grade point average for each of the four quarters in a school year. (This criterion is exactly what is required at the Middle School to be on the Blue and Gold Honor Roll.)

Attendance

Regular attendance is essential for maintaining growth in the educational process. Students can make up the paper work missed when absent, but will miss the discussions and other classroom learning activities, which are equally important.

All P.M.S. Students are required, by Kansas law, to be regular in attendance. Attendance is a parent/student responsibility. The average attendance rate at Phillipsburg Middle School is about 96%. Parents will be contacted when absentees are adversely affecting a student's academic progress. An absence is defined as missing two or more class periods in one school day. The building principal, in consultation with the Superintendent, may require medical or other supportive evidence of absences.

We expect our students to be in school each day unless excused for:

1. illness
2. medical treatment
3. family crisis/events
4. school activities
5. Or absences expressly requested by the parent/guardian with prior arrangements made with the principal.

All other absences will be considered unexcused and a student is TRUANT when they have accumulated unexcused absences for three (3) consecutive days or five (5) days in one semester. The school principal is required to report truancy to the Social Rehabilitation Service (S.R.S.) or to the Phillips County District Court for non-compliance with the Kansas Compulsory School Attendance Law.

Phone Calls

For the safety and welfare of our students, we request parents to call the school at 543-5114 at 7:45 a.m. to report student absences for the day. We will call parents at home or work to confirm the absence if we do not receive a phone call.

Locker Room Lockers and Locks

Students are encouraged to store all equipment and clothing in locker room lockers using combination locks provided. Students should not share their combination with other students. USD 325 is not responsible for any items that are missing or stolen from unlocked lockers or items not being placed in the locked locker.

The school day begins at 8:00 AM and ends at 2:59 PM.

Philosophy

Students learn best when they attend school on a regular daily basis. Research on attendance identifies regular daily attendance as a major component in student achievement at school. Parents, students, and the high school share the responsibility for regular attendance. If we work together regarding attendance, we can achieve the best possible education for the student.

Attendance Policy Parameters

Any absence in excess of ten absences is considered unexcused.

An excused absence, by definition, has been reported (by phone or note) to the attendance secretary by a parent or legal guardian for illness, family emergency, family obligations, bereavement, etc. Excused absences count toward the ten maximum absences per semester.

An unexcused absence, by definition, has not been reported to the attendance secretary by a parent or legal guardian. Unexcused absences fall under state truancy law guidelines. As required by state law, a truancy report to the county attorney occurs if a student has three consecutive unexcused absences or five unexcused absences in a semester. Unexcused absences count toward the ten maximum absences per semester. Unexcused absences result in no credit for any work missed.

There is a provision for absence exceptions. An exception does not count against the maximum limit of absences allowed. With proper documentation, professional appointments to a doctor, dentist, lawyer, etc. qualifies as an exception. We encourage students and parents to provide the attendance secretary signed, written documentation (on professional stationery) of the professional appointment at the time of the student's return to school. With the appropriate documentation, that particular absence will not count against the maximum limit.

Documentation must be received within 48 hours of returning to school.

The provision for absence exceptions due to a long-term-illness is the same as above. The parent or student should provide the attendance secretary with a doctor's signed, written note (on professional stationery) that lists the dates that attendance was impossible due to a medical condition. With appropriate documentation, those particular absences will not count against the maximum limit.

Skip Days

The school has the obligation to define reasons for being excused from school. Those reasons are outlined in the section on excused absences. "Skip Days" are not among the legitimate reasons for being absent. Students organize a "skip day" simply for the purpose of being absent. Phillipsburg High School will not recognize these days as excused. The academic consequence for an unexcused absence is a zero for work missed.

Any student at PHS who has exceeded the maximum number of absences allowed per semester in any individual class will receive zero credit on all work missed.

Reporting Procedures

Parents or legal guardians are asked to call the morning of the day their student is absent. If you call, then we know your student is safe. If you do not call, we try to contact you by phone that day.

If you did not call the day of your student's absence, send a written note to the attendance secretary the day your student returns to school.

If parents/students know about an absence in advance, contact the attendance secretary in advance. Your student should also contact his/her teachers regarding make-up work for his/her absences.

Late to School

Students arriving late first hour should check in at the office. Teachers will require an admit slip from the office. If the problem continues, the student will be referred to the principal. Expect detention for being habitually late to school or class. A maximum of three excuses will be accepted per semester. Oversleeping, alarm not working, etc. are not excused reasons for being late.

Late to Classes During the Day

Teachers will determine on an individual basis which tardies are excused and unexcused.

If the tardy is unexcused, teachers will issue a warning for the first unexcused tardy. Additional unexcused tardies will result in classroom detention. When a student reaches the 7th tardy in a particular class, the student will be referred to the office.

Homework/make-up

Make-up work for absences that are known of in advance, such as trips out of town, should be arranged with the teacher in advance. Students will be given the number of days absent plus one to complete assignments when absent due to illness or other reasons not pre-arranged.

Phone Calls to Report Absences

For the safety and welfare of our students, we request parents call the school at 543-5251 beginning at 7:45 a.m. to report student absences for the day. Parents will be called at home or work to confirm the absence if the school is not notified.

College Classes/Dual Credit

Dual credit classes may be offered during the school day. Principal and parental approval is required for enrollment in these classes.

Work Release

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

Awards and Honors

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Graduation

High school students without all required credits for graduation shall not be allowed to participate in the graduation ceremony. The Administration shall establish a cut-off date annually based on the graduation ceremony date that will be the deadline when all credits must be completed in order for the student to participate in the ceremony. The counselor shall notify

parents and students who may be in jeopardy of not completing the required credits and of the cut-off date no later than 60 days prior to the scheduled graduation ceremony.

Qualified Admissions

Under Kansas law, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale. * This law applies to students who graduate in the year 2001 or later.

Take notice that the pre-college curriculum consists of:

- four units of English;
- three units of mathematics;
- three and one half units of social studies;
- three units of natural science; and
- one unit in the field of computer technology.

Also, a total of 24 units of credit are required by this district for graduation from high school. Consult with a school counselor to determine specific graduation requirements.

**The law specifies that a graduate is eligible for admission if he or she has a composite ACT score of not less than 21 points or ranks in the top 1/3 of his or her high school class upon completion of seven or eight semesters of study.*

In addition to the above, the following standards will apply to freshmen entering high school in the fall of 2011:

- Achieve a 2.0 GPA or higher on any college credit taken in high school

Classification of High School Students

Phillipsburg High School students will be classified at the beginning of each school year according to the number of units of credit successfully completed at the time of classification. The following is the scale that will be used in determining each high school student's classification:

- Seniors shall have successfully completed a minimum of 15 units.
- Juniors shall have successfully completed a minimum of 10 units.
- Sophomores shall have successfully completed a minimum of 5 units.
- Freshmen shall have successfully completed the eighth grade.

Foreign Exchange Student Policy for Phillipsburg High School

Only students from organizations on the federally approved advisory list will be accepted. Exchange organizations should submit Student and Host Family applications as early as possible or up to two weeks prior to the school start date, however, the school will accept applications until school starts in August. Only three students per school year will be accepted, no more than one exchange student per country and no more than one exchange student per host family. Proof that the student has sufficient language ability to function in an American classroom will be required. No more than one student from any organization will be accepted unless no other organizations request placement.

ELIGIBILITY FOR ALL EXTRA-CURRICULAR ACTIVITIES/COMPETITION/DANCE OR EVENT

- A. Students of Phillipsburg High School must abide by the following school eligibility rules in order to participate in any extra-curricular activity, competition, dances (including Prom) or event:
1. Must be passing at least 6 classes in which they are enrolled in order to be eligible.
 2. If the student is not passing at least 6 classes by 3:00 pm Friday, they will be placed on probation for the following Monday through Friday. If the student is still not passing at least 6 classes, then that student will become ineligible starting the following Monday through Saturday and the subsequent weeks until they are passing at least 6 classes.
 3. No student may participate in any practice, event, or competition unless they have been in attendance for at least four hours of the school day.
- B. It is important that all students realize that involvement in extra-curricular activities is a privilege and not a right. Deliberate misbehavior, destruction of school property, unexcused absences and such will cause them to lose their good standing in school and, as a result, their eligibility to participate in interscholastic activities.

FEES AND SENIOR CLASS FUNDS

Required Fees: (per student)

Textbook fee	\$30.00	Student Council	\$1.00
Student Activities	\$12.00	Newspaper	\$2.00

Class fees: Enrollment in the following classes entails additional fees.

Art 1 and 2	\$15.00	Fam/Consumer Science	\$15.00
Advanced Art	\$15.00	Single Survival	\$10.00
Advanced P.E.	No fee	Band Uniform Cleaning	\$10.00
Physical Conditioning/wts.	\$ 5.00	Beginning Drafting	\$ 7.00
All Woods Classes	\$20.00	Advanced Drafting	\$ 7.00
Agri Business	\$15.00	Ag. Welding	\$10.00
Introduction to Ag.	\$ 5.00	Ag. Mechanics	\$ 5.00
Ag. Science	\$ 5.00	IP Art	\$15.00
Food Tech	\$10.00		

Other Fees

Class dues for 9th and 10th grades not to exceed \$5 per student may be assessed to cover special activities. School approved clubs may assess dues with the approval of the principal.

Voluntarily purchased items such as announcements and class rings will involve additional expense.

Special activity trips such as band day and the NHS spring trip will involve additional expense.

Project Costs

Some classes involve additional fees for special projects. Students should be aware of the need for spending additional money at the beginning of the term in these classes, which may include: Food Technology, Family and Consumer Science, Single Survival, Child Care, Advanced Art, Ag. Ed. Lab, Advanced Ag., Materials and Processes 1 and 2, Furniture and Cabinet Making, and Advanced P.E. Questions can be directed to the teachers of these classes or to the office.

Senior Class Funds

After graduation, control of senior funds is retained by the senior class until June 30. Money from the senior class becomes property of the high school and will be forwarded to the account of the Student Council if not claimed by June 30. The senior class may, by simple majority vote, designate the secretary/treasurer of the class to withdraw the balance of the funds after June 1. An adequate balance must be left to cover last minute bills through June 30.

Band Instrument Rental

School owned instruments may be rented for \$25.00 per school year. Distribution of these instruments will be left up to the discretion of the band director. All percussion equipment is excluded from rental except the concert snare drums. However, students using school percussion instruments will pay a \$5.00 user fee to cover the cost of incidentals such as slings, beater drumheads, etc. Larger instruments may be rented from the school to students. The rental fee is \$25.00 for the school year (including summer school). Instruments available include tubas, sousaphones, tenor and baritone saxophones, bass clarinets, alto clarinets, french horns, oboes, bassoons, and baritones. These instruments are rented subject to availability through the instructor. In addition, all students renting a band instrument will be required to make a \$40.00 deposit to cover possible instrument damage. This money will be refunded if the instrument is returned without damage. Upon request by parents, a negotiable check for the \$40.00 deposit may be given to the school but the check will not be cashed unless there is a claim against the student. All students renting instruments assume full responsibility for the general care and maintenance of said instruments. Periodic anticipated maintenance, such as replacement of worn pads, is an exception. Should an instrument be damaged while under the care of a student, the student will be expected to pay for the necessary repairs. Should damage to a musical instrument occur as a result of willful neglect or action by the student, the instrument may be withdrawn from the student's use and the student may be prevented from rental of any musical instrument. Such action will not relieve the student of the responsibility for payment for any damage. Rental fees, user fees, and horn deposits will be paid at the time of enrollment. Should special circumstances exist whereby payments cannot be made, provisions should be made with the building principal for installment payment. Failure to pay rental may result in the instrument being withdrawn from student use.

PHILLIPSBURG
STUDENT/PARENT HANDBOOK
SUSPENSION/EXPULSION

Suspensions and Expulsions

The principal or superintendent has the authority to suspend or recommend suspension. By enrolling in USD #325, students agree to follow school and district rules. Students who elect to violate the rules are subject to disciplinary action.

Short Term Suspension (Out of School)

1. A short-term suspension may be assessed for up to five (5) days.
2. The student has the right to an informal hearing in accordance with KSA 72-8902(b).
3. The parent or guardian will be notified as soon as possible in writing concerning the length and reasons for the suspension.
4. Absences due to an out of school suspension may, at the discretion of the principal, count toward the ten maximum absences per semester.
5. The superintendent will be informed of the out of school suspension.
6. Out-of-school suspension results in no credit earned for any work missed.
7. An informal hearing by telephone or in person will be held before the student is readmitted. This hearing may be waived by the principal.
8. While on suspension, a student is not permitted on school grounds or to participate in any school function for any reason.

In School Suspension

All of the above will be enforced except that the in school suspension will permit the student to receive credit for work completed and attend, but not compete in school activities. Absences due to in school suspension are excused. The student will abide by the in school suspension rules.

Long Term Suspension/Expulsion

1. Long term suspension is one exceeding five (5) days.
2. The suspension may not extend beyond the current semester.
3. As soon as possible written notification will be given to the student and parents concerning the reasons and length of the suspension.
4. The student will be given a formal hearing within ten (10) days after the notice. The notice of a hearing will be accompanied by a copy of the Board of Education policy and the appropriate statutes.
5. The hearing will be conducted by the superintendent. Also in attendance will be the attorney for the Board of Education, if possible.
6. A written report of the findings and results will be directed to the Board of Education and presented to all concerned.
7. Any appeal will be made in accordance with procedures established by the Board of Education in compliance with state statutes.
8. The hearing will be conducted according to regulations outlined in KSA 72-8901-8902, 8904 as amended, and House Bill 2746, 1982. Copies of the preceding will accompany any notice of long-term suspension.

North Central Kansas Special Education Cooperative

Special Education Child Find

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries that has developmental delays or may be in need of special education. If you have a child or know of a child who you think has developmental delays or special needs, contact the administrator in your district or Chris Hipp, Director for the NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149).

Areas of special education include: birth through age two (infant-toddler), early childhood - disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you have a child or know of a child who may need special education services please notify the school district or the NCKSEC.

Notification of Rights under 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 are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official 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 are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, 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 procedures 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.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-590

Disclosure of Directory Information under FERPA

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. If you do not want your student's directory information released, please notify your local school district office of your desire to "opt out".

K-4 RUP

Student Name _____

USD #325 Communication Technology Responsible Use Policy: Grades K-4

1. I promise to follow school rules while I am using technology.
2. I promise not to use the computer to hurt, frighten or bully others.
3. I promise to use the computer carefully.
 - a. I will be gentle with the keyboard and mouse.
 - b. I will not touch any part of the computer or headphone cord with my mouth.
 - c. I will keep my hands off the screen.
 - d. I will leave the computer icons where my teacher has put them on the screen.
 - e. I will only print when my teacher says I may.
4. I promise to only work on the programs and web pages that my teacher tells me to use.
5. I promise to use only my password.
6. I promise to only share my password with my teacher or parents.
7. I promise to tell an adult if I read or see something on the computer that is not appropriate.
8. I promise to ask for help if I don't know what to do.
9. I understand that if I break any of my promises, I might not be able to use the computers.

Student Signature: _____ Date: _____

USD #325 provides communication technologies to its staff and students in support of teaching and learning. Some material accessible via the Internet may contain items that are illegal, defamatory, offensive, or of no educational value in a school setting. USD 325 maintains devices as per federal requirements with respect to filtering of Internet and network usage.

If the guidelines set forth in the responsible use policy are violated, a staff member or student may lose access to communication technologies and may face disciplinary consequences and legal action. We require students and parents or guardians to read, accept and sign these policies for responsible use of communication technologies.

As the parent or legal guardian of the minor student signing above, I grant permission for the above student to access communication technologies such as computers and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet usage both inside and outside of the school-setting and conveying standards for the above student to follow when selecting, sharing or exploring information and media. The school district will not be responsible for any student's mistakes or negligence, costs incurred by the student, or the accuracy or quality of information received.

Access to communication technologies is given as a privilege, not a right. Students must act in a considerate and responsible manner to keep this privilege.

Parent/Guardian Signature _____ Date _____

5-8 RUP

Student Name _____

USD #325 Communication Technology Responsible Use Policy: Grades 5-8

1. I promise to follow school rules while I am using technology.
2. I promise not to use any electronic device to harass, frighten or bully others. Electronic devices include but are not limited to: telephones, cell phones, computers, iPods, mp3 players, cameras, video cameras and handheld game systems.
3. I will not view, send or display inappropriate messages or pictures. I promise to tell an adult if I read or see something on the computer or other electronic device that is not appropriate.
4. I promise to use all technology carefully and not damage, change or tamper with the hardware, software, settings or the network. I will not download programs, music, games, etc. from the Internet, flash drive or CD unless under direction and supervision of a teacher.
5. I will only print when my teacher says I may.
6. I promise to use the computer and the Internet for schoolwork. I will use the programs and websites that my teacher has approved.
7. I promise to use only my passwords and to share them only with my teacher or parents.
8. I promise to follow Internet safety rules. I will not give personal information to anyone on the Internet. If I receive an inappropriate message, I will notify an adult immediately.
9. I promise to respect copyright laws and cite my sources.
10. I promise to use only my own files and folders on the server. I understand my files and electronic devices are not private. My teacher or principal may see them at any time. I understand that if I break any of my promises, I might not be able to use the computers.

Student Signature: _____ Date: _____

USD #325 provides communication technologies to its staff and students in support of teaching and learning. Some material accessible via the Internet may contain items that are illegal, defamatory, offensive, or of no educational value in a school setting. USD 325 maintains devices as per federal requirements with respect to filtering of Internet and network usage.

If the guidelines set forth in the responsible use policy are violated, a staff member or student may lose access to communication technologies and may face disciplinary consequences and legal action. We require students and parents or guardians to read, accept and sign these policies for responsible use of communication technologies.

As the parent or legal guardian of the minor student signing above, I grant permission for the above student to access communication technologies such as computers and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet usage both inside and outside of the school-setting and conveying standards for the above student to follow when selecting, sharing or exploring information and media. The school district will not be responsible for any student's mistakes or negligence, costs incurred by the student, or the accuracy or quality of information received.

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Parent/Guardian Signature _____ Date _____

9-12 RUP

Student Name _____

USD #325 Communication Technology Responsible Use Policy: Grades 9-12

1. I will follow school rules while I am using all forms of technology.
2. I will not use any electronic device to harass, threaten or bully others. These include but are not limited to: telephones, cell phones, computers, iPods, mp3 players, cameras, video cameras, and handheld game systems.
3. I will not view, send or display inappropriate messages or pictures. This includes material which promotes violence, discrimination, illegal activities, or is sexually explicit. If I encounter inappropriate material, I will immediately exit and inform a teacher.
4. I will use all technology carefully and not damage, change or tamper with the hardware, software, settings, or the network. I will not download programs, music, games, etc. from the Internet or digital storage media unless under direction and supervision of a teacher. I will not intentionally introduce a virus or cause a denial of service to other users. I will not link the school website to inappropriate websites.
5. I will only print the minimum number of pages necessary for my assignments.
6. I will use the computer, the Internet, email and other software for educational purposes. I understand all such use may be monitored. I will not buy or sell items on the Internet. I will not visit game sites that are not part of a classroom activity.
7. I will use only my passwords and will not share them. I will not trespass in the files or folders of others.
8. I will use my files and folders on the server responsibly. I understand my files and my personal electronic devices are not private. Teachers or administrators may see them at any time.
9. I will follow Internet safety rules. I will not give personal information to anyone on the Internet. If I receive an inappropriate message I will notify an adult immediately.
10. I will respect copyright laws and cite my sources.

Student Signature: _____ Date: _____

USD #325 provides communication technologies to its staff and students in support of teaching and learning. Some material accessible via the Internet may contain items that are illegal, defamatory, offensive, or of no educational value in a school setting. USD 325 maintains devices as per federal requirements with respect to filtering of Internet and network usage.

If the guidelines set forth in the responsible use policy are violated, a staff member or student may lose access to communication technologies and may face disciplinary consequences and legal action. We require students and parents or guardians to read, accept and sign these policies for responsible use of communication technologies.

As the parent or legal guardian of the minor student signing above, I grant permission for the above student to access communication technologies such as e-mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet usage both inside and outside of the school-setting and conveying standards for the above student to follow when selecting, sharing or exploring information and media. The school district will not be responsible for any student's mistakes or negligence, costs incurred by the student, or the accuracy or quality of information received.

Access to communication technologies is given as a privilege, not a right. Students must act in a considerate and responsible manner to keep this privilege.

Parent/Guardian Signature _____ Date _____