

Paola High School

Student Handbook

2013-14

Welcome to Paola High School, a place where freshmen enter and champions exit just four years later. Sure, you were expecting the word “graduate” in that sentence, but nearly anyone can graduate. What we seek is for you to become a **champion**. What, then, is a champion? Must one win something glorious or incredible to become a champion? Those are crowned champions, but let us look deeper at the word “champion.”

Merriam-Webster defines champion as follows: “warrior, fighter; a militant advocate or defender; one that does battle for another’s rights or honor; a winner of first prize or first place in a competition; one who shows marked superiority.” So who then, are champions? At Paola High School they are certainly those who have earned recognition (State, league, regional, sub-state, district, or national honors), but there are also those who have fought for what is right, defended someone from harm or ridicule, and gave a daily effort that maximized potential regardless of mark or standing, receiving neither gratitude nor glory. Yet they, too, are champions. And, I would argue, the very kind of champions that our society needs.

Your calling, then, is to be a champion in all that you do during your time as a PHS Panther: academically, artistically, athletically, and socially. In the end, whether or not you are awarded a medal or merely derive the satisfaction that comes from knowing that you’ve done the right thing to the best of your ability, you’ll be a champion.

Your time as a Panther is designed to allow you to grow as a person and as a student. The adult members of PHS stand ready to provide you with challenges and guidance to maximize your potential and to assist you in finding the intersection of your talents and your passion.

Have a GREAT day and Go Panthers!

Mr. Bressler, Principal

Mission Statement:

Paola High School provides a safe environment and empowers each individual with the skills necessary to become a productive citizen in the global community.

We believe that:

- All students can learn
- All staff shares the responsibility to ensure positive student outcomes
- It is important to assist students by providing early interventions
- It is important to provide one seamless system to support student learning
- It is important to build on student strengths
- Learning strategies should be positive, proactive and research-based
- Student progress should be monitored on a regular and timely basis

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1. Directory

* All email addresses have the suffix @usd368.org

Name	Position	Email *	Extension
Ms. Michelle Abshire	Language Arts, Volleyball	michelle_abshire	1209
Ms. Sara Allison	French, Achieve	sara_allison	1208
Mrs. Renee Avenaim	Food Service	renee_avenaim	4101
Mrs. Darrah Batcheler	Mathematics	darraha_batcheler	1109
Mrs. Susan Blankenship	Art	susan_blankenship	1605
Mrs. Marie Brenneman	Food Service	marie_brenneman	4101
Mr. Phil Bressler	Principal	phil_bressler	1003
Mrs. Carol Brocker	Food Service	carol_brocker	4101
Mr. Kevin Bronson	Industrial Arts	kevin_bronson	1300
Mr. Brett Brownback	Agriculture, FFA	brett_brownback	1304
Mrs. Sandra Buntin	Vocal Music	sandra_buntin	1608
Mr. Monty Chayer	Business	monty_chayer	1216
Mrs. BriAnne Chayer	Language Arts, Journalism	brianne_chayer	1210/1215
Mr. Dan Clark	PE, Strength	dan_clark	1503
Ms. Leslie Coats	Language Arts, Drama, Forensics	leslie_coats	1606
Mrs. Lisa Collier	Mathematics	lisa_collier	1117
Mrs. Jean Criss	Language Arts, Social Science	jean_criss	1114
Mrs. Susan Crouch	Food Service	susan_crouch	4101
Mrs. Christiane Deatsch	Food Service	christiane_deatsch	4101
Mr. Billy Dedrick	Custodian	billy_dedrick	1122
Mr. Todd DeYoung	Natural Science	todd_deyoung	1104
Ms. Theresa Dickinson	Success Teacher	theresa_dickinson	1102
Mrs. Rachel Dougherty	Natural Science	rachel_dougherty	1111
Mrs. Sydney Dulgarian	Spanish	sydney_dulgarian	1207
Mr. Mike Dumpert	PE, Strength, Football	mike_dumpert	1502
Mr. Justin Elliott	Counseling, Student Council	justin_elliott	1008
Mrs. Pam Fette	Business	pam_fette	1218
Ms. Kelly Fields	Language Arts	kelly_fields	1212
Mrs. Loretta Folsom	Teaching Paraprofessional	loretta_folsom	1116
Mr. Richard Franz	Custodian	richard_franz	1122
Mrs. Shanna Gallagher	Food Service	shanna_gallagher	4101
Mrs. Annalisa Gardner	Everything	annalisa_gardner	1705
Mr. Andy Gibbs	Language Arts	andy_gibbs	1211
Mrs. Angie Goodwin	Secretary: Financial	angie_goodwin	1002
Mr. Steve Gorsuch	Social Science, Football	steve_gorsuch	1204
Ms. Rebecca Gregg	Food Service	rebecca_gregg	4101
Mrs. Elaine Harris	Director: Food Service	elaine_harris	4103
Mrs. Darleene Hermann	Food Service	darleene_hermann	4101
Mrs. Bonnie Hill	Mathematics, Language Arts, Natural Science	bonnie_hill	1115
Mr. Jeff Hines	Asst. Principal, Athletic Director	jeff_hines	1004
Mr. Aaron Hughes	Food Service	aaron_hughes	4101
Mrs. Aimee James	Teaching Paraprofessional	aimee_james	1114
Mrs. Debbie Jenkins	Food Service	debbie_jenkins	4101
Mrs. Rebecca Johnson	Mathematics, Scholars' Bowl	rebecca_johnson	1110
Mrs. Susan Jones	Food Service	susan_jones	4101
Mr. Dennis Kelly	Custodian	dennis_kelly	1122
Mrs. Ginger Kelsey	Food Service	ginger_kelsey	4101
Mrs. Glenda Kinaman	School Nurse	glenda_kinaman	1118
Mrs. Kim Kirk	Secretary: Adult Education	kim_kirk	1701
Ms. Whitney Lanier	Mathematics	whitney_lanier	1107
Mr. Duane Lintz	Language Arts, Debate	duane_lintz	1213
Mr. John Menefee	Agriculture, FFA	john_menefee	1301
Mrs. Julie Miller	Library Aide	julie_miller	1230
Mrs. Michele Minden	Lead Custodian	michele_minden	1122

Name	Position	Email *	Extension
Mr. Gregory Morgan	Natural Science	greg_morgan	1106
Mr. Louis Onofrio	Gifted	lou_onofrio	1113
Mr. Ryan Oshel	Natural Science, Football, Basketball, Track & Field	ryan_oshel	1105
Mrs. Jennifer Page	PE, Strength, Fitness	jennifer_page	1305
Mrs. Donna Poland	Teaching Paraprofessional	donna_poland	1114
Mrs. Debbie Polson	Food Service	debbie_polson	4101
Mr. John Pomatto	Trainer	john_pomatto	1508
Mr. Nicholas Proctor	Instrumental Music, Guitar	nick_proctor	1601
Mrs. Alison Ralston	Food Service	Alison_ralston	4101
Mrs. Mary Beth Rayne	Business, Adobe CS	marybeth_rayne	1217
Mrs. Sandy Reynolds	Food Service	sandy_reynolds	4101
Mrs. Linda Rice	Secretary: Registrar	linda_rice	1006
Mrs. Callie Rolf	Secretary: Attendance	callie_rolf	1001
Mr. Stuart Ross	Language Arts, Cinema Studies, Basketball	stuart_ross	1205
Mr. Tev Ruttinger	Custodian	teviot_ruttinger	1122
Mr. Karl Schmidt	Life Science, Cross Country, Track & Field	karl_schmidt	1112
Mrs. Marsha Schultz	Food Service	marsha_schultz	4101
Mrs. Laurie Sellmeyer	Teaching Paraprofessional	laurie_sellmeyer	1115
Mrs. Cristie Sims	Social Science	cristie_sims	1206
Mrs. Carmel Smith	Food Service	carmel_smith	4101
Mrs. Millie Smith	Food Service	millie_smith	4101
Mrs. Rena Smith	Library Science	rena_smith	1230
Mr. Mike Smith	Social Science, Football, Track & Field	mike_smith	1201
Ms. Natalie Steutermann	Mathematics, Cheerleading	natalie_steutermann	1108
Ms. Tammi Stewart	Food Service	tammi_stewart	4101
Mrs. Sandy Sullard	Food Service	sandy_sullard	4101
Mrs. Gayleen Thompson	Food Service	gayleen_thompson	4101
Mrs. Missy Thompson	Lead Secretary: Activities	missy_thompson	1011
Mrs. Kay Thornton	Food Service	kay_thornton	4101
Mr. Nicholas Traugott	Language Arts, Social Science	nic_traugott	1116
Mrs. Karen Ulanski	Director: Adult Education	karen_ulanski	1703
Mrs. Janet Ward	Family & Consumer Science	janet_ward	1119
Mr. Todd Weaver	Social Science, Football, Tennis	todd_weaver	1203
Mrs. Deanell Wieland	Counseling	deanell_wieland	1009
Mrs. Lesley Wilson	Social Science, Cross Country, Track & Field	lesley_wilson	1101
Mrs. Darleen Wobker	Food Service	darleen_wobker	4101
Mrs. Rita Wobker	Food Service	rita_wobker	4102
Mrs. Francine Wright	Food Service	francine_wright	4101
Mrs. Karen York	Food Service	karen_york	4101
Mr. John Zander	Custodian	john_zander	1122

2. Academics

2.1. Honor Roll

The honor roll will be computed and sent to the local paper for publishing at the end of each semester. Every student should strive to achieve this recognition for his/her efforts.

- 4.00: Superintendent's Honor Roll
- 3.65: Principals' Honor Roll
- 3.00: Panther Honor Roll

Students with a GPA that is 0.5 above the prior semester or 0.5 above the cumulative GPA will be named to the Plus-Five Honor Roll.

2.1.1. Academic Lettering

Students qualifying for the Principals' or Superintendent's Honor Roll will be awarded an academic letter. Academic lettering is done on a semester basis and will be awarded each spring for the fall semester and previous spring semester. Senior letters for spring semester will be awarded at the conclusion of the semester for students who are enrolled in the minimum of five (5) classes per KSHSAA guidelines.

2.2. Grades

PHS has adopted the following grading scale for its students:

Grade	Percentage Range (p)	Description	Credit Points
A	$p \geq 90$	Outstanding work	4
B	$80 \leq p < 90$	Above average work	3
C	$70 \leq p < 80$	Average work	2
D	$60 \leq p < 70$	Below average work	1
F	$p < 60$	Unacceptable; failing	0

Pass/Fail courses are not figured into GPA. Students who are incomplete at the conclusion of the semester will be assigned a grade of **I** and must make arrangements to complete the assigned work within fourteen (14) calendar days. Failure to complete assigned work within the allotted time will result in assigning the grade with the incomplete work counting for zero credit.

The school year is divided into two semesters. Semester finals are required and will count for 20% of the grade in all classes. Parents/guardians will be notified when grades are finalized in the student information system at the conclusion of each semester. All grades on transcripts are for semester credit. Parents/guardians are encouraged to utilize the student information system via the district web site and monitor the progress of student grades as progress reports will not be mailed.

2.2.1. Final Exams/Projects

Final exams or projects are given in all high school courses. Finals will represent 20% of the semester grade. Students taking finals early must have parent/guardian permission and approval of the principal.

2.3. Graduation Requirements

To earn a diploma from PHS, the following requirements must be met:

- 4 units of Language Arts
 - English I
 - English II
 - English III
 - English IV
- 3 units of Mathematics
- 3 units of Natural Science
- 3 units of Social Science
 - World History (required beginning with class of 2016)
 - US History
 - Government (1/2 unit)
- 1 unit of Fine or Performing Arts
- 1 unit of Physical Education and Health
- 13 additional units as elected by the student from any subject areas

REQUIRED CREDITS TO GRADUATE: 28

See the Program of Studies found on the high school web site for additional information, including Qualified Admissions and Kansas Board of Regents Curriculum requirements.

2.3.1. Early Graduation

Seniors desiring to graduate at semester must make application prior to September 1. Early graduation requires consent of a parent/guardian, a counselor, and the principal. Forms for early graduation are available

in the counseling office. Students who desire to graduate one year early must submit application by May 1 of the year prior to the anticipated graduation date.

2.3.2. Valedictorian/Salutatorian

Beginning with the class of 2017: One valedictorian and one salutatorian will be selected for each class based on academic merit. The determination for selection is based on the following criteria:

- a. Cumulative Grade Point Average, then
- b. Composite ACT score as of the end of the fall senior semester, then
- c. Sum of ACT sub-scores as of the end of the fall senior semester, then
- d. Average of course percentage of all high school classes.

2.4. Concurrent Classes

1. Paola High School students may enroll in classes for concurrent (dual) credit under the following guidelines:
 - a. The class is offered and taught at Paola High School via an articulation agreement with an accredited degree-granting postsecondary institution, or
 - b. The class is not offered at Paola High School and is not considered remedial by the degree-granting institution pursuant to the following:
 - i. Enrollment Requirements by grade level:
 1. Juniors: GPA of 3.5 or higher
 2. Seniors: GPA of 3.0 or higher
 - ii. Seniors may be granted one block of release for each class.
 - iii. Class must be at least 3-credit hours at the postsecondary institution and will be credited as 0.5 credit (one semester credit) at PHS. A course of 5 credit hours or greater will be credited as 1.0 credit at PHS.
 - iv. Concurrent course grades will be factored into high school GPA.
 - v. Must be approved by the principal prior to enrollment in order to receive credit.
2. Students enrolling in concurrent classes shall:
 - a. Earn a grade of C or better in the approved class(es) to be considered for enrollment in future concurrent classes.
 - b. Provide proof of enrollment prior to the start of the PHS semester.
 - c. Submit documentation of attendance as requested by PHS administration.
 - d. Provide counseling office with proper documentation prior to course being placed on high school transcript by either the start of the following PHS semester or prior to graduation.
 - e. Enroll in at least five (5) one-half credit classes per semester at PHS in order to be eligible to represent the school in KSHSAA-sanctioned activities.
 - f. If eligible, have release blocks during first or fourth block. Seniors having a release block in the semester schedule will not be allowed on campus during release time without permission from an administrator or counselor.
3. Postsecondary institutions may have policies that apply to these credits that are separate from those listed above. Students should check with those institutions prior to enrollment.
Paola High School administration reserves the right to deny any application.

2.5. College Visits

All seniors will be granted one day of absence to visit a post high school educational institution. The absence must be cleared through the guidance center and must be arranged in advance of the visit. Additional visits by seniors or any post high school educational visits by juniors must be cleared in advance by the building principal.

2.6. Classification of Students

Grade placement of a student is determined at the beginning of the school year and does not change until the following year.

Sophomore: A student who has completed 6 units of credit.

Junior: A student who has completed 12 units of credit.

Senior: A student who has completed 18 units of credit.

Beginning with the Class of 2016:

Grade placement of a student is determined at the beginning of the school year and does not change until the following school year.

Freshmen: A student who has satisfactorily completed the eighth grade.

Sophomore: A student who has completed at least 6.5 units of credit.

Junior: A student who has completed at least 13 units of credit.

Senior: A student who has completed at least 19.5 units of credit.

2.7. Nonresident Students

The superintendent's office will make all decisions regarding students who are not residents of the Paola school district.

2.8. Withdrawal of Students

The student will receive a withdrawal form and instructions from the counselor's office. All obligations owed the school, such as books and fines must be satisfied and the student's identification card returned before the transfer is official. Any student wanting to drop out of school must meet with administration and be accompanied by an adult.

2.9. Textbooks

Students who pay the book rental fees are furnished appropriate books for each class. Periodicals will also be provided. Students who have lost or damaged textbooks will be charged replacement costs.

2.10. Seminar Period

The purpose of seminar is to serve as an extension of, and enrichment for, the educational programs of PHS. Seminar teachers are mentors for students, providing guidance and direction, monitoring academic performance, and serving as a point of contact for parents/guardians. Seminar period has an additional function of limiting the disruption of class time. Seminar is primarily used to make up work, tutoring and homework. Seminar may be used to learn a new skill or explore an area of interest. Teachers and students will view the seminar period as an opportunity to further enhance classroom instruction and learning. Seminar assignments are designed to be 4-year commitments on the part of the student and the teacher. Students who wish to change seminar teachers must make such requests, in writing, to the principal. If a change is approved, the principal will determine the new seminar.

2.10.1. Seminar Rules

1. Students must have a seminar pass in order to travel. The pass may be initiated by either the sending or receiving teacher, provided the receiving teacher has knowledge of the student's arrival.
 - a. The receiving teacher will retain the copy of the pass.
 - b. The sending teacher will retain the original.
 - c. The student will complete the hall pass in the planner and have teacher initial prior to leaving the classroom.
2. A three-minute passing time is permitted when moving from one location to another.
3. Students must keep their planner with them when out of seminar and they must show their planner to any hall supervisor.
4. Admittance to a seminar room is at the teachers' discretion.
5. Pass privileges may be revoked for misuse of seminar time or for not following seminar rules.

2.11. Retake Policy

A course retaken at PHS will not remove the initial letter grade (used for GPA calculation) from the transcript. If both attempts result in a passing grade, the initial 0.5 credit issued toward the graduation requirement will be removed and the second attempt will be coded as a retake. An exception to this policy will be those courses listed in the Program of Studies as courses that may be repeated.

Credit received from PACP will NOT be counted as a repeat course since the methods used in the classroom are substantially different. PACP courses will not remove the previous letter grade or GPA credit from the student's transcript. Courses that the student has received passing credit for cannot be retaken at PACP.

Transfer student's credits will be evaluated on an individual basis.

2.12. Records

Student records are confidential records that only the parents/guardians and school personnel are allowed to view. Directory information which includes: names, addresses, phone number, dates and place of birth, participation in sports and activities, and photographs may be released to public entities. Parents/guardians and students of legal age have the right to "opt-out" of the releasing of any such information if desired. Forms for opting out will be mailed with enrollment information, available at enrollment and from the school Registrar. These can include the opting out of information to be given to military recruiters. For further information, please contact the high school Registrar.

2.13. Parent Conferences

Parents are welcome and encouraged to come to school and to talk with teachers. Whenever parents/guardians have a question regarding their student's progress, it is suggested that they first contact the appropriate teacher. Appointments with individual teachers may be scheduled by contacting the teacher. In addition, district conferences are scheduled in the fall and spring of the school year.

2.14. Scheduling

2.14.1. Schedule Changes

Changes in schedules prior to the second meeting of the course are allowed with parent permission and conference with a counselor. Any change after the second meeting of the course requires written permission of the principal.

2.14.2. Students with Partial Schedules

Before or after scheduled classes, students who have less than a full schedule are allowed to be in the building beyond the office area only with permission from office personnel. Students are expected to follow all rules and procedures, regardless of whether they are scheduled for class.

2.15. Grievances

1. Procedures already exist under state law for due process in discipline matters. The purpose of the following procedure is to provide a formal avenue by which students may protest a decision by a teacher in connection with a course grade. The student and parent must have first attempted to resolve the question directly with the teacher.
2. The student must present to the principal a written, dated and signed explanation of the grievance. Sufficient detail, including a list of possible witnesses and documents, should be included. The grievance must be submitted within five school days of the official notification of the grade in question. A parent or guardian must sign grievances presented by students less than eighteen years of age.
3. The Principal must respond to the grievance within five school days after receipt. A response will be made in writing, via U.S. mail.
4. If the student or parent is not satisfied with the Principal's response, they may, in writing, submit to the Principal a request for review by a faculty committee. This request must be made within five school days of the post date of the Principal's response.
5. The faculty committee will review the grievance within five school days of receipt of the request for review.

6. The faculty committee will render its decision at that scheduled meeting and will mail its decision to the student and parent.
7. As a matter of law, all decisions may be appealed to the Board of Education within ten days of receipt of the committee's decision.

3. Attendance

3.1. Tardies

Students are expected to arrive at class on time. Poor management of time is not an excuse for being late for class. A tardy is accumulated per class, per semester. The following discipline policy will be followed:

- 1st tardy = teacher discretion
- 2nd tardy = teacher discretion
- 3rd tardy = office referral and a 30 minute detention
- 4th tardy = office referral and a 1 hour detention

Tardies in excess of four will result in assignment to Friday School. The minimum definition of a tardy requires that the student be in the classroom prior to the tardy bell. Teachers may have individual requirements that require students to be seated, ready to work, materials present, etc. Please check your class syllabus for specifics.

Classes begin each day at 8:00 AM. Students who arrive after 8:00 but before 8:10 are considered tardy. Tardies cannot be excused. A warning is given to students on the first tardy due to car trouble, oversleeping, traffic/train issues, family duties, etc. Students arriving after 8:00 must report to the attendance secretary to be admitted to class.

3.2. Absences

3.2.1. *Excused Absences*

Excused Absences may include:

1. Personal illness. The school administration may require, with due notice to the student or parent/legal guardian, verification from a physician that an absence is due to reasons of health.
2. Serious illness or death of a family member.
3. Obligatory religious observances of the student's own faith. Administrators and teachers shall avoid scheduling tests, project deadlines, and whenever possible, extra-curricular activities on religious holidays to ensure students are not penalized for these absences from school.
4. Participation in a Kansas State High School Activities Association activity, a district approved function, or school sponsored activity.
5. Family emergency situation requiring immediate attention.
6. Absence excused by parent and approved by the principal.

3.2.2. *Building Procedure for Excusing an Absence*

1. Parent/Guardian shall call the school, prior to or following an absence, due to one of the 6 excusable reasons listed above.
2. Student brings a signed note to school, prior to or following an absence, indicating an absence occurred/will occur caused by one of the 6 excusable reasons listed above.
3. Students not providing a valid reason for their absence will be placed on the school "Do Not Admit" list. Students/Parents will have 2 school days to provide a valid excuse, if none is provided the absence will be classified as "Unexcused" and no make-up credit will be given for work completed.

Once a student appears on the Do Not Admit List they will be sent to the office to visit with an administrator about the absence if they cannot deliver a valid reason for the absence at the Attendance Center. The administrative team will contact the parent to try and determine if the absence is excusable.

If the absence is excused:

1. Attendance Secretary to change the absence to excused.

If the absence is unexcused:

1. Administrator will notify the student or parent that the missed work will not count for credit.
2. Depending on the nature of the unexcused absence a Behavior Referral and consequence may follow.
3. After 3 consecutive, 5 in a semester or 7 total unexcused absences, the Attendance Secretary and Administration will notify the student, parents, and county attorney about the truancy issue.

3.2.3. *Unexcused Absences*

Unexcused Absences may include:

An absence not excused by a parent and the administration. A student is inexcusably absent if:

1. Such absence is not excusable under the 6 reasons listed above.
2. Student leaves school during school hours without permission.
3. Student does not attend class.
4. Student does not attend a required conference or detention period.
5. Student fails to comply with building attendance procedures.
6. Student does not provide, within 2 additional days from the time they are listed on the Do Not Admit List, valid proof the absence was excusable.
7. Student absence, the purpose of which is to avoid an assembly or other special school function.

Students will be subject to the following disciplinary procedures when their absence is unexcused:

- Friday School,
- Before/after school detention for the length of the unexcused absence, or
- Suspension.

3.2.4. *Absence Limitations*

Students who miss more than six (6) school days in a semester will be required to provide verification of absence from one of the following:

1. Medical professional (doctor, dentist, etc.)
2. Court official (when student is required to be in attendance)
3. Other as deemed acceptable by administration

Absences beyond six that are not verified will be classified as unexcused.

3.3. Leaving the Building

All students must check out through the office if leaving the school building prior to the end of their last scheduled class. After entering the building prior to the start of classes, students are not permitted to leave without permission from office personnel.

3.4. Leaving Class

When it is necessary for a student to leave the classroom, a pass **MUST** be issued by a staff member. Students leaving the classroom due to a behavioral reason must report directly to the office.

3.5. Make-up Work

Students who are absent from school for any valid reason will be given the opportunity to make up the work missed. Make-up work will not include any additional work as a penalty for the student's absence, but the assignment may be an alternate version of that completed by the rest of the class. Students are responsible for obtaining their make-up assignments from teachers. However, in the case of extended absences, a parent may request assignments and pick them up in the office. After any excused absence, it is the student's responsibility to make the initial contact with the teacher to determine make-up assignments and schedule times for taking any missed assessments. Students absent one week or less will be allowed double the amount of time they are absent in which to make up missed work. For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled. Unexcused absences will not be allowed to make up work for credit.

4. Cocurricular Activities

4.1. Athletics

4.1.1. *Eligibility*

Per KSHSAA Rule: Students must pass at least five subjects from the previous semester and be enrolled in five new subjects during the current semester to be eligible to participate in activities. To maintain eligibility throughout the season, students must adhere to any guidelines established by the head coach or sponsor of the activity. Such guidelines will be provided to students and parents/guardians prior to the season.

4.1.2. *KSHSAA Guidelines*

All KSHSAA rules and regulations are published in the official *KSHSAA Handbook* which is distributed annually and is available at your school principal's office. See Your Principal For Complete Information.

Rule 7 Physical Evaluation - Parental Consent—Students shall have passed the **attached evaluation** given by a physician and have the written consent of their parents or legal guardian.

Rule 14 Bona Fide Student—Eligible students shall be a **bona fide undergraduate member** of his/her school in good standing.

Rule 15 Enrollment/Attendance—Students must be regularly **enrolled and in attendance** not later than Monday of the fourth week of the semester in which they participate.

Rule 16 Semester Requirements—A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in a senior high school.

NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

Rule 17 Age Requirements—Students are eligible if they are not 19 years of **age** (*16, 15 or 14 for junior high or middle school student*) on or before September 1 of the school year in which they compete.

Rule 18 Transfer- The purpose of the Transfer Rule is to protect, not inhibit students. It is devised to eliminate “school shopping” after a student has initially chosen the school of his/her choice. This avoids transfers when the motivation is for activity purposes and inhibits recruitment.

- **ENTERING HIGH SCHOOL FOR THE FIRST TIME-** A senior high student is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high school is entered for the first time at the beginning of the school year.
- **BONA FIDE MOVE-** If a student's parents, or legal guardian in case neither parent is living, make a bona fide move to a new permanent residence in the vicinity of the new school to which the student transfers, the student is then immediately eligible. If the parents' move occurs during the school year, see **Sec. 1, Art. 9**, for other timing factors.
- **GUARDIANSHIP DEFINITION-** The term “guardianship”, while either parent is living, is not recognized for eligibility purposes.
- **VICINITY DEFINITION-** The term “vicinity” is when a student continues to reside with his or her parents and commutes daily to and from school.

A student is ineligible if:

- **CHANGE IN SCHOOL IS MADE WITHOUT AN ACCOMPANYING MOVE ON THE PART OF THE STUDENT'S PARENTS-** If students change schools without an accompanying move on the part of their parents, they will be ineligible for interschool extracurricular activities for eighteen weeks, beginning with the first day of their attendance.

- **INDEPENDENT STUDENTS-** A student who is “on his or her own” and not dependent upon parents or a guardian for a home and who transfers from one school to another, is required to attend eighteen weeks before becoming eligible.

Art. 6 POSSIBLE LIMITED ELIGIBILITY- When a student transfers schools under circumstances which do not meet other terms of the Transfer Rule, he/she may be granted eligibility to participate in interscholastic activities as hereinafter restricted if the student qualifies under the following terms and conditions:

- a. A student whose name was included on a school eligibility roster at any level (varsity, junior varsity, freshman, middle/junior high, etc.) for a given activity during the twelve calendar months preceding the date of such transfer can be eligible only for non-varsity competition in that activity.
- b. A student may have unrestricted eligibility in all other activities in which his/her name has not appeared on a school eligibility roster (at any level). Eligibility can be granted provided the activity eligibility is approved by the principals of both the sending and receiving schools and the KSHSAA Executive Board, and further, provided there is no activity purpose involved in the transfer. Approval must be granted on a special KSHSAA form (Form T-E/P).
- c. The student shall be ineligible for all activities for eighteen school weeks from the date of transfer in the event either or both principals

Rule 19 Undue Influence—The use of *undue influence* by any person to secure or retain a student shall cause ineligibility. If tuition is charged or reduced, it shall meet the requirements of the KSHSAA.

Rules 20/21 Amateur and Awards Rules—Students are eligible if they have not **competed under a false name** or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

Rule 22 Outside Competition—Students may not engage in **outside competition** in the same sport during a season in which they are representing their school.

NOTE: Consult the coach or principal before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.

Rule 25 Anti-Fraternity—Students are eligible if they are not members of any **fraternity** or other organization prohibited by law or by the rules of the KSHSAA.

Rule 26 Anti-Tryout and Private Instruction—Students are eligible if they have not participated in **training sessions or tryouts** held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.

Rule 30 Seasons of Sport—Students are not eligible for more than **four seasons** in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.

4.1.3. Substance Abuse Policy

The PHS coaches and sponsors firmly believe in the ideals that activities teach. They also care about the health and well-being of the student/athlete. Therefore, in support of the cocurricular activity philosophy and in maintaining teams within these guidelines, the following policy toward substance use has been adopted:

4.1.3.1. First Offense

A conference will be held concerning the offense. The player/participant, parent/guardian, sponsor/coach, and an administrator will attend this meeting. The player/participant will be suspended from competition for a minimum of five days (minimum of one contest). However, the player/participant will be allowed to continue practicing. To be reinstated as eligible, the player/participant must meet the first offense requirements set forth in the conference.

4.1.3.2. *Second Offense*

A conference will be held concerning the offense. The player/participant, parent/guardian, sponsor/coach, and an administrator will attend this meeting. The player/participant will be dismissed for the remainder of the activities in which he/she is currently participating.

4.1.3.3. *Reinstatement*

- The sponsor may reinstate non-athletic multi-seasonal activity participants at the beginning of each season.
- The seasonal reinstatement period for non-athletic activities will coincide with the first seasonal practice date set by the KSHSAA.

4.1.4. *Attendance*

Attendance at Home Activities – Students attending activities should be seated in the gym, stadium, etc...

- Students must be in attendance for the last two blocks (seminar is does not count as one of the two blocks) the day of an activity to participate, unless prior approval is granted by administration. For activities held when school is not in session, students shall be in attendance for the last two blocks on the day of school preceding the event.
- Field Trips are not considered as an absence.
- Any truancy violation during the day of an activity will result in suspension from the contest/event. If the violation occurs on the last scheduled day of the week, the suspension shall be in effect until school is in session.

4.2. Clubs & Organizations

PHS provides the opportunity for its students to participate in various clubs and activities. All supervisors will schedule meetings through the activities secretary at least one week prior to the meeting or gain administrative approval.

4.3. Dances

The scheduling of dances will be coordinated through the PHS administration. Sponsoring clubs and organizations will determine the method of selling dance tickets. Out-of-school guests **MUST** be registered in advance, in the school office. A student may invite only one guest. All dates must be enrolled in high school or must be a high school graduate within the past three school years. All dates who do not attend PHS must be registered in the office at least one week prior to the dance. All school rules, including the dress code are in effect for each dance held on the PHS premises. Students not dressed appropriately will not be admitted. School dances will end no later than midnight; Start times depend upon the absence or presence of other school events on the day of the dance. Students must arrive within one hour of the scheduled start time or will not be admitted. Students choosing to leave early (more than 30 minutes prior to the scheduled end) must contact parents and verify with a school administrator or designee; they will not be allowed to return to the dance once they have left the building. School ID's will be checked at the door. Admission to the dance will double for students without their school ID.

4.4. Posters

Posters may be hung in the school as long as they have been approved by the administration before they are displayed.

4.5. Prom

The junior-senior prom is held in the spring of the year. Prom attendance is limited to juniors and seniors of PHS and their dates. Any date must be no less than a junior in high school at the time of the prom or must be a high school graduate within the past three school years. All dates who do not attend PHS must be registered in the office at least one week prior to the prom. Semi-formal attire (shirt and tie), at minimum, is required. No jeans or T-shirts are allowed. Students must arrive within one hour of the scheduled start time or will not be admitted. Students choosing to leave early (more than 30 minutes prior to the scheduled end) must contact parents and verify with a school administrator or designee; they will not be allowed to return to the dance once they have left the building.

5. Conduct

It is the basic right of each student at PHS to learn without interference by the behavior of another student. It is important that students understand that acceptable standards of behavior will be expected at all times, including school-related events. Consequences will be administered any time an individual's actions interfere with the basic right of teachers to teach or other students to learn. Consequences for inappropriate behaviors include detention, Friday school, in-school suspension, out-of-school suspension, long-term suspension, and expulsion.

5.1. Consequences

5.1.1. *Detention Time*

Detentions are to be served before or after school as assigned by the teacher or administration. Students are responsible for their own transportation home after detention has been served.

5.1.2. *Friday School*

5.1.2.1. *Expectations*

- Friday School begins at the beginning of seminar. You are expected to report directly to the designated room by this time.
- Students are allowed to:
 - Work on homework, or
 - Read an educational book
- Students are not allowed to:
 - Use a cell phone or other electronic device,
 - Use the restroom,
 - Talk,
 - Leave their seat,
 - Sleep, or
 - Be disruptive or uncooperative in any other way.

During Friday School you must follow all the expectations put in place or you will be asked to leave immediately.

5.1.2.2. *Absence from Friday School*

- If you fail to attend during this time due to a previously excused reason you will serve the detention next Friday. An absence the following Friday for any reason will automatically result in 2 days Out of School Suspension (OSS) and reassignment of the Friday School.
- If you fail to attend during this time for any reason that was not previously excused you will serve 2 days OSS and will also be expected to serve the previously assigned Friday School.
- Dismissal from Friday School for not following the expectations will result automatically in 2 days OSS and will also be expected to serve the previously assigned Friday School.
- The 2 day OSS will begin on the first school day of the week following the missed Friday School.

5.1.3. *In-School Suspension*

In-School Suspension requires the student to report to school as usual, but the student is required to spend the time assigned in a supervised setting, apart from other students, working on homework assignments.

5.1.4. *Out-of-School Suspension*

Out-of-School Suspension is assigned from one to ten days. Students are to complete all work assigned during the term of suspension and may submit that work, for full credit, at the conclusion of the next Friday School. Students not completing the Friday School assignment will forfeit the right to credit for the work assigned during the suspension. During the term of the suspension, students are not allowed on USD 368 property, nor are they allowed to attend any USD 368 activities, regardless of location.

5.1.5. Expulsion/Long-term Suspension

Expulsion is typically a term of 186 school days. Long-Term Suspension consists of a period greater than ten days, but less than 186. Long-term suspensions may specify a number of days or may specify duration related to the school year, such as "remainder of the semester" or "remainder of the school year".

5.1.6. Reasons for Suspension/Expulsion

Students may be assigned detention, suspension, or be recommended for expulsion for any of the following reasons:

1. Academic Dishonesty
2. Acceptable Use Policy violation
3. Drugs/Alcohol/Tobacco usage/possession/distribution/solicitation
4. Electronic Equipment Usage
5. Fighting or Aggressive Physical Contact (Battery)
6. Flagrant Disrespect of Others
7. Harassment (includes Bullying)
8. Illegal acts
9. Leaving Classroom or Building without Permission
10. Possession or Use of a Weapon
11. Profanity Usage
12. Reckless Endangerment
13. Undue Affection
14. Vandalism or Theft
15. Failure to Follow Directive of Staff

5.1.6.1. State Statute: KSA 72-8901 - 72-8905: "Be it enacted by the legislature of the State of Kansas":

Section 1. The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
- C. Conduct which substantially impinges upon or invades the rights of others, or
- D. Conduct which has resulted in conviction of the pupil or student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- E. Disobedience of an order of a teacher, peace officer, school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

5.2. Definitions

5.2.1. Academic Dishonesty

Definition: Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own.

5.2.1.1. Plagiarism Policy

5.2.1.1.1. Definitions:

- **Plagiarism:** The act of knowingly taking ideas or writings from another person and presenting them as one's own; failing to give credit to the sources used in writing an essay or research assignment.
- **Copyright:** A protection of "original works of authorship" that are fixed in a tangible form of expression; students should assume all printed work, hard copy or electronic text is copyrighted.

5.2.1.1.2. Acceptable Behavior in the Writing Process:

1. Discussing the assignment with others for clarification
2. Discussing ideas and details in the assignment in question for understanding
3. Exchanging drafts of papers for critical peer response

4. Participating in classroom activities pertaining to the writing process: prewriting, drafting, revising, editing, and publishing

5.2.1.1.3. Unacceptable Behavior:

1. Plagiarizing
2. Surrendering one's paper to another student to use without ensuring that the use will be consistent with the provisions of this policy
3. Knowingly allowing another student to plagiarize one's work
4. Using additional sources when not properly credited and identified

5.2.1.1.4. Consequences of Unacceptable Behavior:

1. Whenever a teacher reasonably believes that **a student has blatantly plagiarized part or all of an assignment or infringed upon copyright protection**, the teacher shall evaluate the nature and extent of the plagiarism or copyright infringement, advise the student of the existence of the violation, and again warn the student that he or she is subject to one or more of the following penalties:
 - a. Refer the student to administration for discipline consistent with the academic dishonesty policy.
 - b. Indicate, in writing, to the student and the student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student has engaged in a violation.
 - c. Refuse to give the student any credit for the assignment.
 - d. Require the student to rework the assignment entirely, using his/her own ideas and style.
2. Whenever a teacher reasonably believes that a student has **negligently plagiarized** part or all of an assignment (i.e. improper documentation, misunderstanding of teacher directions, etc.) the teacher shall remind the student of the plagiarism policy and the student shall rework the assignment entirely, repairing any violation of the plagiarism policy.
3. Whenever a teacher reasonably believes that a student has **knowingly assisted another student to plagiarize part or all of an assignment**, the teacher shall evaluate the nature and extent of the assistance lent to the student who plagiarized, remind the student of the existence of this rule, and warn the student that he/she is, or may be, subject to one or more of the following penalties:
 - a. Reduce or eliminate the credit that the assisting student would have received for his/her own work on the same assignment that was plagiarized.
 - b. Indicate in writing to the student who assisted and that student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student assisted another student to plagiarize.
 - c. Refer the student to administration for discipline consistent with the academic dishonesty policy.
 - d. The student who plagiarized will be subject to the consequences listed in #1.

5.2.2. *Acceptable Use Policy Violation (adopted by USD 368 Board of Education, 07/26/10)*

Paola USD 368 is pleased to offer all students access to district technology to enhance the educational program. Technology will encompass all electronic media provided by the district. Access to technology enables students to become better prepared for their future.

Access to resources around the world makes materials available that may not be considered of educational value. Paola USD 368 realizes it is impossible to control all materials that a student user may discover either accidentally or deliberately. The benefits to students far outweigh the possibility that users may find material that is not consistent with educational goals of Paola USD 368.

Students must have no expectation of privacy when using district technology. All information, browser logs, Web pages, and e-mail created by students shall be considered district property, and shall be subject to unannounced monitoring by district administrators or their designees. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy. Violation of the District's Acceptable Use Policy could result in the loss of technology access, as well as other disciplinary or legal actions. Student users are subject to all local, state, and federal laws.

This Policy is to ensure that the use of district technology is consistent with the district's stated mission, goals, and objectives. These terms are provided so students are aware of their responsibilities. Access is a privilege provided to the students of Paola USD 368—not a right.

Student users are:

- Not to access district blocked web sites
- Not to use district technologies for anything other than prescribed course related academic purposes.
- Expected to act in a responsible, ethical, legal, and polite manner while using district technology.
- Reminded that school policies against sexual harassment and other forms of discriminatory harassment apply equally to communication on school computer systems and other uses of technology.
- Not permitted to provide, transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- Not permitted to use any computer resource for commercial purposes, product advertising, political lobbying, or political campaigning.
- Not permitted to tamper physically or electronically with any district technology.
- Expected to know and respect all copyright and intellectual property laws that protect the rights of software owners, artists, and authors.
- Are to log on using only their assigned user name and password. Using another user's name or password and/or accessing another user's folders, is not permitted.
- Expected to understand that any computer application, information, Internet browser logs, or e-mail messages in district computer systems are subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive.
- Not permitted to install or download any software programs on any computer system
- To understand using any information obtained via the Internet is at the student user's risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Not to access the Internet without an approved educational purpose and adult supervision.

Student E-mail

Students may be provided an e-mail account for USD 368 educational purposes only.

Using Student's Work, Pictures and Names on the Web and in Other District Media

- All Web pages created on the district's computer system will be subject to treatment as district-sponsored publications and require administrator or teacher designee approval. Accordingly, the district reserves the right to exercise editorial control over such publications. All Web pages must be linked to the district Web page and are to be monitored by sponsoring staff and kept reasonably current.
- With administrative approval, student's pictures, names and works may be used on district web sites and in other district media for promotion and recognition of programs and students. Student's home addresses and phone numbers are not to be published on web sites.
- Parents wishing to restrict the use of their student's name, picture or works are to outline the restrictions on forms provided at the time of enrollment or may do so at any time by contacting the office.

5.2.2.1. Prescribed consequences

Based on the severity of the offense, students may be assigned a consequence ranging from a warning, to loss of computer privilege, to restitution, to recommendation for expulsion.

5.2.3. Drugs/Alcohol/Tobacco

Students may not use, possess, distribute, or solicit alcohol, tobacco, illicit or illegal drugs (includes prescription medication) in any form. *Students in the presence of an individual who is using and who fail to immediately report to faculty or administration may be subject to disciplinary action.*

5.2.4. Electronic Devices

Electronic Devices include, but are not limited to, cell phones, personal music players, personal gaming devices and laser pointers. Laser pointers are not to be brought into the building. Cell phones may be used during the student's assigned lunch period and only in the commons, as well as passing periods. Cell phones must be off and not in use during class time, including seminar. Music players may be used during lunch and

may be allowed during seminar at the teacher's discretion. Personal gaming devices may be used before and after school only. Violations of this rule will result in the confiscation of the device and disciplinary action.

5.2.4.1. Prescribed consequences

- 1st Offense: Device will be returned to the **student** at the end of the school day after the student uses the school phone to make contact with the parent to acknowledge the offense.
- 2nd Offense: Device will be returned to the **parent** at the end of the school day after the student uses the school phone to make contact with the parent to acknowledge the offense.
- 3rd Offense: Device will be returned to the **parent** at the end of the school day after the student uses the school phone to make contact with the parent to acknowledge the offense **or** the phone is returned to the **student** after serving the Friday School Detention (Parent Choice). **Friday school detention will be assigned to the student.**
- 4th Offense and beyond: Device will be returned to the **parent** after the student uses the school phone to make contact with the parent to acknowledge the offense and request the parent to retrieve the student from school to begin the suspension. **Out of School Suspension will be assigned to the student.**

5.2.5. Fighting/Aggressive Physical Contact (Battery)

Battery is defined as the rude, angry, or aggressive touching of another person. In this context, shoving another student is equal to fighting.

5.2.5.1. Prescribed consequences

- First offense: suspension from school up to ten (10) school days.
- Second offense: suspension from school up to ten (10) school days with recommendation for long-term suspension or expulsion.

5.2.6. Disrespect of Self or Others

Behavior that is offensive to another party with little or no regards to the ramifications of speech or action will not be tolerated.

5.2.7. Harassment

Harassment is about intimidation, control, misuse of power, and the attempt to deny equality. It can be blatant or subtle, one incident or a pattern of behavior. Harassment is based on the perspective of the individual who is subjected to the behavior, not the intent of the delivering party.

5.2.7.1. Sexual Harassment

Sexual harassment is the unwanted comment, touch or conversation received by an individual. The student being harassed must tell the individual harassing to stop. This type of harassment will be investigated and if there is sufficient evidence, the person doing the harassing will be punished.

5.2.7.2. Racial Harassment

Racial harassment is unwanted behavior, speech, text, or pictures directed at someone because of race, color, or nationality.

5.2.7.3. Prescribed consequences

Incidents of bullying/harassment shall have the following minimum consequences:

- 1st offense: warning, peer mediation
- 2nd offense: Friday School
- 3rd offense: 3-day out-of-school suspension
- 4th offense: 5-day out-of-school suspension with a due process hearing scheduled with recommendation for long-term suspension/expulsion

Egregious offenses may warrant the administrator to assign a harsher consequence than the minimum prescribed above.

5.2.8. Illegal Acts

Students are to comply with all local, state, and federal laws and regulations. Acts that are in violation of the law and occur on school property or in conjunction with a school-sponsored activity are subject to disciplinary action.

5.2.9. *Leaving Classroom or Building without Permission*

See item 3.3 under Attendance.

5.2.10. *Possession or Use of a Weapon*

Students will not possess or use weapons at school or in conjunction with school-related events. These items include, but are not limited to, firearms, knives, instruments that serve an intended purpose of causing harm to others.

5.2.11. *Profanity Usage*

Students are expected to use appropriate vocabulary at school and when involved in school-sponsored activities.

5.2.12. *Reckless Endangerment*

Students shall not engage in conduct that has the potential to place an individual or group of individuals in danger of being injured. Violations include, but are not limited to: possession of an instrument of endangerment; making telephone or cellular calls or originating electronic pages or emails during a crisis situation or crisis drill; placing of false emergency calls; operating a vehicle on or near school property in a manner that places others at risk of harm.

5.2.13. *Undue Affection*

Students shall not engage in intimate contact with self or others at school or while engaged in school-sponsored activities.

5.2.14. *Vandalism or Theft*

Students who engage in vandalism or theft on school property or in conjunction with a school-sponsored activity will be subject to disciplinary action, possible restitution, or referral to law enforcement.

5.3. Expectations

5.3.1. *Classroom*

It is the basic right of each student at PHS to learn, without interference by the behavior of another student. It is important that students understand that acceptable standards of behavior will be expected at all times. Consequences will be administered any time an individual's actions interfere with the basic right of teachers to teach or other students to learn. Consequences for inappropriate behaviors include detention, Friday school, in-school suspension, out-of-school suspension, long-term suspension, and expulsion.

5.3.2. *Dress Code*

Cleanliness, good grooming and appropriate dress are necessary to reduce distractions, promote health, and provide a productive learning environment. Extremes in dress and personal appearance, which tend to cause distraction or pose health problems, will not be allowed at school or school events. As a general rule, all styles of clothing designed for specific non-school activities or designed to call undue attention to the wearer are not appropriate at school. These examples establish limits on what is permissible.

1. Obscene T-shirts, mesh T-shirts, short-shorts, halter tops, spaghetti strap, strapless tops, shirts with bare midriffs, and suggestive T-shirts may not be worn at school or school dances.
2. All students must wear shoes.
3. Underwear may not be worn as outerwear or exposed to view.
4. Students may not wear caps or hats of any kind inside the building. Violators will have their headgear confiscated and may face disciplinary action.
5. Any type of chain that is attached to any part of the person or clothing and hanging on the person will not be allowed at school.

Students violating the dress code will be asked to change into acceptable clothing or they will be sent home with an unexcused absence.

5.3.3. *Hall Conduct*

Students are to pass quietly through the halls. Running, pushing, shoving and sitting are prohibited. Students are asked to refrain from forming large groups in the halls because this hinders other students from passing.

6. Health & Safety

6.1. Cafeteria

PHS has a closed lunch period. Students are not allowed to leave the school premises during their lunch period and must remain in the commons. All visitors must have permission from office personnel to eat in the cafeteria. NO food from outside establishments is allowed during the breakfast or lunch period. Breakfast and lunch are served in the commons area daily. Students may purchase lunch tickets or pay cash for their meals. Lost ID card fees are the responsibility of the student. Information on free or reduced lunches will be given to all students at the beginning of the school year. Students may bring a lunch, if desired. All food is to remain in the commons. Students are expected to deposit their own trash in appropriate receptacles.

On special occasions, parents or other family members may desire to eat lunch with their student. Prior permission must be granted by administration and the meal, if from an outside establishment, must be consumed in a location apart from the rest of the student body.

6.2. Counseling Services

Counselors are available for your use in the office. The counselor's job is to assist students with any problems relating to school, whether in the areas of classes, scheduling, or social adjustments. Counselors also provide students with information on colleges, scholarships and career choices.

6.3. Emergency School Closing

Paola USD #368 will utilize the following plan when severe or inclement weather occurs. The superintendent will make an official announcement if school will be closed. The radio and TV stations will be alerted as soon as possible. However, a school closing announcement could be made the previous evening by 10:00 p.m.

6.4. Fire & Tornado Drills

Fire and tornado drills will be held throughout the school year. Teachers will explain fire drill procedures to all classes at the beginning of the school year. During tornado drills, students will move to designated areas of the building. Students will be asked to face the wall and cover their heads with their arms.

6.5. Lockers

Students are provided lockers for storage of textbooks and student materials. These lockers are for the personal use of each student and are not to be shared with or tampered with by others. At no time should a student leave money or other valuables in his/her locker. Lockers are the property of the school district and may be opened and contents inspected at any time with reasonable cause. Writing on lockers is vandalism and will be treated as such. All lockers are to be cleaned prior to leaving school at the end of the year.

6.6. Metal Detectors

The principal or other designated school employee may conduct a metal detector check of any student's person and /or personal effects.

If the student refuses to submit to the metal detector check, the principal may take disciplinary action or seek assistance from law enforcement.

6.7. Medication

If it is necessary for a student to take any form of medication at school, a signed "Authorization for Medication" form must be signed by a parent/guardian. This form is available in the office. All medication will be kept in, and dispensed through, the office.

6.8. Nurse

A student who is physically injured while attending school should immediately report the injury to a teacher or to the office staff. If the injury is of a serious nature, a member of the office staff will inform the parents

by phone and first aid will be administered. The school nurse is on duty at the high school one day a week and her aide is also on duty at the high school one day a week. The school does not carry an insurance policy covering students. A policy option is made available at enrollment. If a student is injured at school, the school is not responsible for any medical bills that occur.

6.9. Pest Control Information

Students and parents should be aware that the school district might spray to rid the school of pests. If this is a problem, please contact the office.

6.10. Questioning of Students at School

When students are to be questioned by law enforcement, every effort will be made to contact a parent/guardian. If a parent/guardian cannot be located, an administrator will be present during the questioning. An administrator will not release custody of a student to a police officer unless that police officer has the authority by Kansas' law to arrest the student. When a court issued warrant exists, or when officers have the authority to arrest and detain students, administrators will comply with the request of the officer. In these cases, an administrator will contact a parent/guardian as soon as possible and advise them of the situation.

6.11. Student Emergency Procedure

If a parent wishes to remove a student from school because of an emergency, the parents must contact the administration and explain the reason they want the student excused from school. The student will sign out through the office prior to leaving the campus. Only the high school administration can grant a request of emergency leave. State law requires that the school may not release a student unless approved by a parent or legal guardian.

6.12. Transportation

Students who drive to school will be expected to park in the student parking lot, and obey all traffic laws. Sufficient traffic signs have been posted and the city of Paola has full jurisdiction to make arrests and levy fines for parking violations and careless driving. Careless driving or improper behavior on USD 368 property may cause the student to lose the right to drive to school. Students and their parents/guardians may choose to ride the bus. School buses load and unload passengers in the southeast parking lot. Students are expected to behave on the bus in a manner that supports the safe transportation of all students. Students who are unable to behave appropriately on the bus may be suspended from the bus for varying lengths of time, depending on the infraction. Refer to the bus contract for specific rules. (Students are not allowed to park in the teacher parking lot).

JGFF-R Use of Motorized Vehicles

All rules and regulations concerning use of motorized vehicles on high school property will be submitted to the board for approval. All such rules and regulations will be *published in the student handbook, given annually to all students*. Such rules and regulations shall include but will not be limited to the following: Students who are observed driving recklessly on or near school property will be reported to the high school *administration*. The *administrator* will warn the driver in the incident at the first opportunity thereafter, and a written *or oral* notice will be *given* to the parents of the driver; further violation of these rules and regulations *will result in notification of law enforcement and disciplinary action* by the school pursuant to the disciplinary code. *The administration reserves the right to assign a consequence on any offense based on the nature or severity of action.* (Adopted by USD 368 BOE, March 2012)

6.13. Visitors

Parents and patrons of PHS are encouraged and invited to visit the school and to become acquainted with its programs. We ask all visitors to report to the office to obtain a visitor pass. Unauthorized visitors will be asked to leave the school grounds. Those who do not comply will be reported to the authorities and will be charged with trespassing.