



Paola High School Student Handbook 2022-2023

Paola High School
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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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Directory

* All email addresses for current staff members can be found on our school website:

<https://www.usd368.org/vnews/display.v/SEC/Paola%20High%7CStaff%20Directory>

1. Academics

1.1. Honor Roll/Academic Lettering

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 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.

1.2. 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.

Final exams or projects are given in all high school courses. Finals will represent 20% of the semester grade. Students requesting an alternative date for Final Exams must have parent/guardian permission and approval of the principal.

1.3. Graduation Requirements

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

- 4 units of Language Arts
 - 1.5 Units of Literature
 - 1.5 Units of Writing
 - 1 additional unit of Language Arts (of which 0.5 unit may come from Debate, Forensics or Public Speaking)
- 3 units of Mathematics
- 3 units of Natural Science
- 3 units of Social Science
 - World History
 - 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.

▪ 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.

▪ Valedictorian/Salutatorian

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:

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

Beginning with the class of 2025 The determination for selection is based on the following criteria:

- Cumulative Grade Point Average, then
- Sum of course percentages from the following high school subject areas taken; while in grades 9-12, taken on a high school campus or approved college level coursework. Maximum possible score for an individual will be 3260.
 - Math (600 points)- 4 Units; 3 units from beyond Algebra 1 will be calculated
 - English (800 points)- 4 Units; at least one full unit from Tier 3 courses
 - Science (800 points)- 4 Units;
 - Social Studies (500 points)-2.5 Units; specific courses to be calculated are World History, US History and Government.
 - Foreign Language (200 points)- 2 Units must be completed; specific courses to be calculated are Spanish 2 or French 2. (Spanish 1 may be taken in 8th grade.)
 - Best ACT Composite Score x 10 (Max. 360 points); test must be taken prior to January 1st of the student's graduation year.
- Sum of ACT sub-scores from tests taken prior to January 1st of the student's graduation year.

*NOTE: When a student completes more than the required units in a particular area then the "best" course grades will be used in the calculation. A maximum score of 100% will be considered in this calculation. No virtual or PACP coursework will be considered in the determination of Valedictorian/Salutatorian.

1.4. Concurrent Classes

- Paola High School students may enroll in classes for concurrent (dual) credit under the following guidelines:
 - The class is offered and taught at Paola High School via an articulation agreement with an accredited degree-granting postsecondary institution, or
 - The class is not offered at Paola High School and is not considered remedial by the degree-granting institution pursuant to the following:
 - Enrollment Requirements by grade level:
 - Sophomores & Juniors: GPA of 3.5 or higher
 - Seniors: GPA of 3.0 or higher
 - Students may be granted one block of release for each class.
 - 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.
 - Concurrent course grades will be factored into high school GPA.
 - Must be approved by the principal prior to enrollment in order to receive credit.
- Students enrolling in concurrent classes shall:
 - 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. Students 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.

1.5. Post-Secondary Visits

Prior to graduation Juniors/Seniors are encouraged to explore post-secondary opportunities. This may include visits to; colleges, technical schools, military recruiting stations, or exploring potential workforce opportunities. Absences related to the two allotted visits per year should be approved in advance through the Counseling Office. Verification of the visit(s) will be required upon return. Additional visits must be cleared in advance through PHS Administration.

1.6. Classification of Students

The grade classification chart listed below should be referenced to determine if a student is “on track” to graduate with their cohort group in four years.

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

Sophomore: A student who is enrolling in their second year of high school. To be on track to graduate they should have completed at least 6.5 units of credit at the start of the third semester; 8.75 at the start of the fourth semester.

Junior: A student who is enrolling in their third year of high school. To be on track to graduate they should have ~~has~~ completed at least 13 units of credit at the start of the fifth semester; 15.25 credits at the start of the sixth semester.

Senior: A student who is enrolling in their fourth year of high school. To be on track to graduate they should have ~~has~~ completed at least 19.5 units of credit at the start of the seventh semester and 23.75 at the start of the eighth semester.

1.7. Out of District Students

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

1.8. 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 and Chromebook returned before the transfer is official. Any student wanting to drop out of school must meet with administration and be accompanied by an adult.

1.9. 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.

1.10. Advisory Period

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

▪ Advisory Rules

1. Students must have an Advisory 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.
2. A three-minute passing time is permitted when moving from one location to another.

3. Students must keep their pass with them when traveling and must show their pass to any hall supervisor.
4. Admittance to an Advisory is at the teacher's discretion.
5. Pass privileges may be revoked for misuse of Advisory time or failure to follow Advisory rules.

1.11. Retake Policy

A course retaken at PHS, including classes in which the student was removed prior to the end of the semester, 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.

1.12. 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 included 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.

1.13. 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.

1.14. Scheduling

▪ Schedule Changes

Changes in schedules may be made prior to the third meeting of the course. Any change after the second meeting of the course requires permission of the principal or designee.

▪ 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.

1.15. 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.

2. Attendance

2.1. Tardies

Students are expected to be in class, on time; poor management of time is not an excuse for being late for class. Tardies are accumulated by semester. Students will be assigned a 30-minute detention for each unexcused tardy in excess of four. Tardies in excess of 10 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 8:15 are considered tardy. Students who are late to school must report to the attendance secretary to be admitted to class. Students whose parents provide notification to attendance personnel by the end of school on the day of late arrival may be excused up to six times per semester. All other tardies are unexcused.

2.2. Absences

▪ 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 the student was seen in the office or clinic 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.

2.3. Building Procedure for Excusing an Absence

1. Parent/Guardian shall call the school prior to or following an absence due to one of the six excusable reasons listed above.
2. Student brings a signed note to school prior to or following an absence indicating an absence occurred, or will occur, caused by one of the six excusable reasons listed above.
3. Students not providing a valid reason for their absence will be notified by the office of the absence in question. Students/Parents will have two school days to provide a valid excuse. If none is provided the absence will be classified as Unexcused.

If the absence is excused:

1. Attendance Secretary to change the absence to excused.

If the absence is unexcused:

1. A Behavior Referral and consequence will follow (see 2.2.3)
2. After 3 consecutive days, 5 days in a semester or 7 total days of unexcused absences, the Attendance Secretary and Administration will notify the student, parents, and the county attorney about the truancy issue.
- * A day of absence for truancy reporting is defined as 2 or more blocks. Advisory is considered as a block.

Unexcused Absences

Unexcused Absences may include:

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

1. The absence is not excusable under the six reasons listed in 2.2.1.
2. Student leaves school during school hours without permission.
3. Student does not attend class as scheduled.
4. Student fails to comply with building attendance procedures.
5. Student does not provide valid proof the absence was excusable.
6. Student absence, the purpose of which is to avoid an assembly or other special school function.

Consequence for Unexcused Absences

The consequence for an unexcused absence may include assignment of a detention up to and including Friday School on one or more dates depending on the amount of time missed.

1. 0-15 minutes late to first block is considered a tardy and the tardy policy will be utilized to determine the appropriate response.

2. Absences of up to one full block require a 30 minute detention to be served.
3. Absences up to two full blocks will require a 60 minute detention to be served.
4. Absences lasting more than two blocks will result in a Friday School.
5. Skipping class while in the building will result in a Friday School.

▪ Absence Limitations

Parents/Guardians may call a total of ***eight times per semester to excuse their child from school (for any length of time up to one full school day)***. After the eight parent provided excuses in a semester the student will be required to provide verification of absence from one of the following:

1. Medical professional for office visit (doctor, dentist, etc.)
 2. Court official (when student is required to be in attendance)
 3. Other as deemed acceptable by administration
- *Absences beyond eight not verified will be classified as unexcused.

2.4. Leaving the Building/Leaving Class

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 arriving on campus, prior to the start of classes, students are not permitted to leave without permission from office personnel.

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.

2.5. Make-up Work

Students who are absent from school for any 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 and scheduling times for taking any missed assessments. Teachers shall include course make-up policy in the syllabus and communicate expectations with students at the outset of each semester.

3. Activities

3.1. Athletics

3.2. 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. Seniors that have not met the graduation requirements by the last day of Senior Classes will be ineligible to participate in any KSHSAA sponsored activity that they are currently participating in.

3.3. 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.

3.4. Substance Abuse Policy

The Substance Abuse Policy refers to any violation of the Drug, Alcohol and Tobacco Policy as published in the Student Handbook. 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 co-curricular activity philosophy and in maintaining teams within these guidelines, the following policy toward substance use has been adopted:

Consequences for violations of the Substance Abuse Policy are not cumulative over the student's high school career. If a student violates this policy outside their season of sport the consequence will be enforced at the start of their next sport season in the current school year.

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.

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.

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.

3.5. Attendance

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

- Student participants or spectators must arrive no later than 11:00 and be in attendance for the remainder of the day of an activity, or the preceding day if the activity is held on a non-school day, to participate, unless prior approval is granted by administration.
- 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.

3.6. 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.

3.7. 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 prior to the dance. All school rules, including the dress code are in effect for each dance sponsored by PHS. Students not dressed appropriately will not be admitted. School dances will end no later than 11 PM; Start times depend upon the absence or presence of other school events on the day of the dance. Students must arrive within 30 minutes of the scheduled start time or they 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.

3.8. Posters

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

Non-school related events may not be approved for display.

3.9. 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 (such as a collared shirt and tie, dress pants, or a dress/gown), at minimum, is required. No jeans, shorts 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.

4. 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.

4.1. Consequences

▪ Detention Time

Detentions are to be served before or after school as assigned by the classroom teacher. Detentions assigned through school administration can be served on Tuesdays or Thursdays between the hours of 7-8am or 3-4pm. Students also have the option of reporting to the Friday School Room at 3pm to serve a detention. Once a detention has been served during Friday School the student is eligible to leave. If a student fails to serve any detention on the agreed upon date/time they may be assigned a Friday School. Students are responsible for their own transportation to school in the morning or to return home after a detention has been served.

- **During detentions students will not be allowed to use their personal electronic devices.**
- **Students may not use their chrome book for non-educational purposes.**

▪ Friday School

Expectations

- Friday School begins at the beginning of Advisory. 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 must gain approval to:
 - Use a cell phone or other electronic device;
 - Use the restroom;
 - Talk;
 - Leave their seat;
- Students are not allowed to:
 - Sleep
 - Be disruptive or uncooperative in any other way.
 - Leave early without prior approval.

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

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).
- If you fail to attend during this time for any reason that ***was not previously excused*** you will serve 2 days.
- Dismissal from Friday School for not following the expectations will result automatically in 2 days.
- The 2 day OSS will begin on the first school day of the week following the missed Friday School.

▪ 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.

▪ 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. 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.

▪ 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".

▪ 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/Electronic Vaping Devices usage/possession/distribution/solicitation/facsimile of such
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,-Use, or Threat to use a Weapon
11. Profanity Usage
12. Reckless Endangerment
13. Undue Affection
14. Vandalism or Theft
15. Failure to Follow Directive of Staff
16. Loitering

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.

4.2. Definitions

▪ Academic Dishonesty

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

Cheating/Plagiarism Policy

- **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.

● 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

● 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

● 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.
 - b. The teacher will contact the student and parent/guardian.
 - c. May refuse to give the student any credit for the entire assignment or the portion of the assignment in question.
 - d. May require the student to rework the an alternative assignment entirely, using his/her own ideas and style which may result in partial credit.
 - e. Consequences assigned by school administration may include: Friday School or Suspension.
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.

■ 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.

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.

▪ Drugs/Alcohol/Tobacco/Electronic/Vaping Devices

Students may not use, possess, distribute, or solicit alcohol, tobacco, electronic/vaping devices illicit or illegal drugs (includes prescription medication), or any facsimile of such, 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.*

▪ Electronic Devices

Use of electronic devices in classrooms is up to the discretion of the teacher. Classroom policies are to be included in course syllabi and communicated to students at the outset of the course. Students may be required to leave their electronic devices in the classroom when they ask to leave the classroom if instructed to do so by a staff member. Use of any electronic device to record audio, take pictures or record video in areas where there is an expectation of privacy is strictly prohibited and subject to disciplinary action. Use of any electronic device to record audio, take pictures or record video of any student misconduct, or to promote misconduct, is strictly prohibited unless the material is immediately brought to the attention of a staff member.

▪ 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.

Prescribed consequences

- First offense: suspension from school up to ten (10) school days. Egregious offenses may result in more severe consequences up to and including long term suspension/expulsion.
- Second offense: suspension from school up to ten (10) school days with recommendation for long-term suspension or expulsion.
- School Resource Officer will be informed of violations of this policy.

▪ 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.

▪ Harassment

Harassment/Bullying 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.

● 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. Students may seek assistance from school counselors, teachers or administration to ask an individual to stop this or any other form of harassment.

● Racial Harassment

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

● Where to Report

Students should, primarily, report any suspected incidents of bullying/harassment to either the Counseling Dept. or Administration. Students can also report these incidents to staff members who will contact Counseling/Administration with the detailed information received from the reporting party. Bullying prevention and reporting Information can also be found on the district website, www.usd368.org, for reporting at any time.

● How to File a Complaint

Students can file a complaint in person when they contact any of the individuals mentioned in the Where to Report Section. Depending on the nature of the incident, it may be necessary for all parties involved to submit a written statement.

● Prevention Program

Paola High School incorporates a Bullying unit in the Health curriculum taught to all freshmen in the Physical Education class. School wide emphasis is also placed on bullying prevention through Advisory Curriculum, the use of guest speakers, hallway posters, and student-led school initiatives.

● Prescribed consequences

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

- 1st offense: warning, mediation
- 2nd offense: Friday School or in-school suspension
- 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.

▪ 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.

▪ Leaving Classroom or Building without Permission

See item 3.3 under Attendance.

▪ Possession, Use or Threat to use a Weapon

Students will not possess, use or threaten to 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.

▪ Profanity Usage

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

▪ 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.

▪ Undue Affection

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

▪ 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. Students are responsible for securing their belongings during the school day or while on school sponsored trips. The school is not responsible for lost, damaged or stolen personal belongings.

▪ Failure to Follow Directive of Staff

Students should immediately cooperate with any reasonable directive or request made by a staff member while in the classroom, on the school campus or when off campus while attending/participating in any school related classroom or extra-curricular activity.

▪ Loitering

Students may be subject to disciplinary action if they are found to be loitering.

4.3. Expectations

▪ 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.

▪ 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, attire that tends to cause distraction, pose health problems, or conflict with the school's intent to sustain a community that is positive, anti-oppressive, equitable and inclusive will not be allowed at school or school events. As a general rule, all styles of clothing which may call undue attention to the wearer are not appropriate at school. These examples establish limits on what is permissible.

1. Dress should not symbolize, suggest, display or reference: tobacco, cannabis, alcohol, drugs or related paraphernalia, promotion or incitement of violence or any illegal conduct of criminal activities.
2. Dress should not promote, nor, could be construed as or include content that is discriminatory, or that could be reasonably construed as defamatory, threatening, harassing or promoting bias, prejudice or hate.
3. Dress should not interfere with the safe operation of the school, limit or restrict the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
4. Dress shall not promote offensive, lewd, vulgar or obscene images or language, including profanity, hate and pornography.
5. No costumes, masks or other dress wear that obscures identity of the student may be worn unless approved for a school sponsored activity.
6. Tops should cover the body between the belly button and the shoulders.
7. Bottoms should not expose the buttocks or the groin.
8. Teachers have the discretion to display a "green hat" or "red hat" in their classroom. Students may wear a cap, hat, hood, etc. while in a green hat classroom or throughout the building during passing periods, lunch, etc. Students will not be allowed to wear any of the above while in a red hat classroom (exceptions made for religious attire).
9. Underwear may not be worn as outerwear or exposed to view.
10. All students must wear shoes.
11. 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.
12. Dress shall not disrupt the learning environment, or have a reasonable likelihood to disrupt teaching and learning. 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.

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

absence.

▪ Hall Conduct

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

▪ Student Reporting

Students are encouraged to report issues that place others in danger of self, others, substances, or situations. Reports may be made to any adult staff member, especially counselors and administrators. Reports can be made in person, either face-to-face or via phone, or in writing, in either physical or electronic format. All staff email addresses are listed in the Directory of this document.

5. Health & Safety

5.1. Additional Information

Additional information related to your child attending USD 368 schools can be found in the District Handbook located by request at each building for a hard copy or on the website under Parents & Students: District Handbook at www.usd368.org.

5.2. Breathalyzer

An alcohol detection device may be used at school and school events. Upon reasonable suspicion, a student may be requested to submit to a test administered by a USD 368 district administrator using an alcohol detection device. A reasonable attempt to notify a parent will be made when a student is asked to submit to a test. Students whose test indicates the presence of alcohol will be subject to discipline per school policy and parent/guardian will be notified. Involvement with law enforcement or emergency medical personnel may occur.

5.3. 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 may be ordered/delivered during the school day unless it is part of an approved school event. Any food items brought in by parents/guardians during the day may be picked up in the office by the student during their respective lunch period. Office staff will not send notification to students. Any items not picked up during their respective lunch period can be picked up at the student's dismissal time. Items not picked up at the end of the day will be disposed of. 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 must be consumed in a location apart from the rest of the student body.

Payments and Balances: To allow for convenience of checking meal balances and making payments, the following procedures can be used:

The Infinite Campus Food Service Software will allow you to:

- View balances via the Infinite Campus Portal or Infinite Campus mobile applications. Directions and login information can be obtained from your child's school office staff.
- Access RevTrak through the Enrollment/Supplies link or from the district website under the Food Service link. Also, you may go do <http://usd368.revtrak.net>.
 - Enroll your child and pay meal fees using a RevTrak login and password that you create.
 - Payments will be posted to student's account immediately.
 - VISA and MasterCard are accepted.
 - Transaction fees of \$1.50 are charged per transaction.

Meals Charging Policy: Students will be allowing to charge up to but not to exceed \$10.00 for Paid status and \$5.00 for Reduced status at any one time. Ala carte purchases will not be allowed once a student has a negative balance.

a. Please feel free to contact Bill Rosich, Food Service Director, at (913) 294-8005 for questions related to food service.

b. Contact the Business Office at 913.294.8000 for questions related to online payment.

5.4. Counseling Services

Counselors are available for your use in the office. The counselors' 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.

5.5. Drug Dog Searches

Trained dogs may be used to search in compliance with Board of Education policies JCAB, JCABB, JCAC, and JDDA. Searches may include student lockers and vehicles parked on USD 368 property.

5.6. Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

5.6.1. Definitions (See K.A.R. 91-42-1)

- "Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- "Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving the enclosed area.
- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- "Mechanical Restraint" means any device or object used to limit a student's movement.
- "Physical Restraint" means bodily force used to substantially limit a student's movement.
- "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

5.6.2. Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except;
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

5.7. Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the

intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

5.8. Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis.

At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

5.9. Reporting

District administration shall report ESI data to the state department of education as required.

5.10. Local Dispute Resolution

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

5.11. 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. Media outlets (TV, Facebook, Twitter) will be utilized to share information as soon as possible and a message will be sent via Infinite Campus.

5.12. Crisis Drills

Crisis drills will be held throughout the school year. Teachers will explain crisis 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 remain quiet and follow directions.

5.13. Health Services

Students at each school receive nursing services from two school nurses. There are several services offered to students of USD #368,

some required by law, some not. All are aimed at keeping our students healthy to enhance their learning capabilities. Additional information related to your child attending USD 368 schools can be found in the District Handbook located by request at each building for a hard copy or on the website under Parents & Students: District Handbook at www.usd368.org.

5.14. Medication Policy

When a student requires medication(s), the school works cooperatively with the parents and physician to ensure that the student receives the correct medication and amount at the proper time. **Medications for students should be given at home whenever possible.** Even medications requiring doses three times a day can generally be administered while the student is at home (prior to school, after school and at bedtime). In the event that a medication needs to be given to the student while at school, the school nurse will require the following in order to do so:

Prescription Medications:

1. Needs to be brought to school by the parent in the currently labeled prescription bottle with the following information: the child's name, the name of the medication, the amount of medication to be given, and the time that it should be given. **Note: Most pharmacies will provide you with an additional prescription bottle for the medicine that needs to be given at school.**
2. Needs to be accompanied by a Medication Form (can be obtained from the school nurse and/or office personnel or online at www.usd368.org) that has been completed by the Prescribing Health Care Provider and the parent/guardian. The Prescribing Health Care Provider's orders may also be faxed to the school nurse.
3. A Primary Health Care Providers' order for medications(s) needs to be reviewed and updated at the beginning of each school year and all changes in amount of medicine to be given will require a new written order from the Prescribing Health Care Provider. Again, the medication order may be faxed directly to the school nurse.

Non-Prescription (Over the Counter) Medications:

1. Must be brought to school in the original labeled container, clearly showing the amount to be given by age, the ingredients and the expiration date.
2. Must be accompanied by a Medication Form with the parent/guardian's signature or a parent/guardian signed note with the child's name, the name of the medication, the amount of medication to be given and the day and time to be given.
3. High School students may carry a small bottle of their own non-prescription (over-the-counter) medications such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or antacids (Tums). All medications must be in the original container and be used responsibly per label instructions. The administration will have the final authority to revoke the student's privilege of carrying his or her own medication if necessary.

Certain medications (ie. insulin injection) may require the student to keep the medication with them at any grade level. All other medications will be maintained in the health room and given out by the school nurse and/or designated school staff according to stated policy.

At the secondary level (Paola High School and Paola Middle School) a student may retain possession of their inhaler, Epi Pen, or insulin injection. This must be discussed with the school nurse and approved in writing by the parent/guardian and the physician prescribing the medication and documented by completion of Medication Form.

5.15. Homeless & Foster Care

Families who meet the definition of homelessness per the federal government or families hosting a foster child should contact the USD 368 coordinator, Matt Meek at 913.294.8000.

5.16. 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. 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.

5.17. Metal Detectors

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

5.18. Notice of Nondiscrimination

Civil Rights Comprehensive Notification of Paola USD 368

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Paola Unified School District 368 shall not discriminate on the basis of disability, race, color, national origin, sex, or age in admission to or employment in its education programs or activities and provides equal access to the Boy Scouts.

It is the intent of Paola USD 368, Paola, KS to comply with both the letter and spirit of the law in making sure certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to:

TITLE IX COORDINATOR: Judy Welter, Superintendent of Schools, 1115 E. 303rd St., Paola, KS, 66071; Telephone 913-294-8000
SECTION 504: Judy Welter, Superintendent of Schools, 1115 E. 303rd St., Paola, KS, 66071; Telephone 913-294-8000

Title VI, Title IX, and Section 504 complaints can also be filed with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut St., Suite 320, Kansas City, MO, 64106; Telephone 816-268-0550; Fax: 816-268-0599; TTY: 877-521-2172; Email: OCR.KansasCity@ed.gov.

5.19. 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.

5.20. 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.

5.21. 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.

5.22. 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.

5.23. Transportation

1. 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).

2. Students enrolling in classes through Fort Scott Community College's Career and Technical Education Programs (ie. CNA, Welding, Building Trades, Criminal Justice, etc.) OR Neosho Community College (ie. HVAC, Welding) will be provided busing to and from classes. Students are expected to use USD 368 Transportation.

Use of personal transportation will result in disciplinary consequences from PHS.

- 1st/2nd offense-- Detention, Friday School and/or Out of School Suspension may be utilized.
- 3rd offense--Student may be dropped from the program.

▪ Student Parking

1. Students assume full responsibility for their vehicle, its contents and operation while on school property.
2. Paola School District is not responsible for injuries, damage, thefts or accidents involving student vehicles on our properties.
3. The speed limit on campus is 15 mph and must be adhered to by all drivers.
4. All traffic violations (including Reckless and Un-Safe Driving) on school property are subject to traffic citations from the Paola Police Department; pursuant to City of Paola Ordinance Number #300.050.
5. Student vehicles will be parked only within the marked spaces in the designated student lots. Student vehicles are not to be parked in reserved, visitor or staff spaces.
6. State issued handicap license plates or permits must be displayed on vehicles parked in handicap spaces.
7. Loitering in the parking lots is prohibited.
8. Controlled substances, alcohol, cigarettes and weapons are prohibited in school as well as in vehicles on campus.
9. Violation of this agreement could result in school discipline up to and including; Suspension or Expulsion, Detention, Friday Night School, Loss of Parking Privileges.

▪ Use of Motorized Vehicles (JGFF-R)

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)

5.24. 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.

SCHOOL SONG

We firmly stand for you, Paola;
Our hearts and hands for you, Paola.
We do not give a sigh for our Paola High,
We stand for the best that's in the land.
We sing our praise to you we love you,
For you're the best high school in the west.
Our hearts will all be true 'til we say farewell to you,
For we always love you best, Paola!

