

Pittsburg High School

Student Handbook

2011-2012

1978 E. 4th Street
Pittsburg, Kansas 66762

Phone: 620.235.3200
Fax: 620.235.3210
Web Site: www.usd250.org

Destry Brown, *Superintendent*
Brian Biermann, *Assistant Superintendent*

Jon Bishop, *Principal*
Chris Garzone, *Assistant Principal*
Bob Warkentine, *Assistant Principal*
Doug Hitchcock, *Activities/Athletic Director*

This agenda belongs to:

Name:

**Pittsburg High School
Jon Bishop, Principal
Chris Garzone, Assistant Principal
Bob Warkentine, Assistant Principal
Doug Hitchcock, Athletic/Activities Director**

Welcome Students!

On behalf of the entire faculty, I welcome you to PITTSBURG HIGH SCHOOL, home of the Purple Dragons! The 2011-2012 school year promises to be one of the most exciting, challenging, and rewarding years of your life. Our focus here at PHS is to provide you with a quality education, which upon graduation will allow you to successfully enter the next phase of your life, confident in your abilities as well as your educational experiences.

Pittsburg High School is a comprehensive high school with membership in the Kansas State High School Activities Association and the Southeast Kansas League. We offer a wide array of activities, and you are encouraged to become actively involved. The PHS staff is here to assure that you will have every opportunity to excel in all facets of your high school education, thereby achieving the success you desire.

Take pride in yourself and in your school and remember that together we will achieve excellence!

**Jon Bishop
Principal**

--

Pittsburg High School

Bell Schedule 2011-2012

1st Hour	7:40 – 8:32
2nd Hour	8:36 – 9:26
3rd Hour	9:30 – 10:20
4th Hour	10:24 – 11:14
5th Hour	11:18 – 12:31 (Lunch)
6th Hour	12:35 – 1:25
7th Hour	1:29 – 2:19
Dragon Time	2:23 – 2:55
Lunches:	
1st Lunch	11:14 – 11:39
2nd Lunch	11:39 – 12:06
3rd Lunch	12:06 – 12:31

Table Contents

Section A – PHS Information

Pittsburg High School Mission Statement	A-6
Pittsburg High School Core Beliefs.....	A-6
Pittsburg High School Expectations.....	A-6
Colors, Mascot	A-7
Alma Mater	A-7
ASSEMBLIES.....	A-8
ATHLETICS.....	A-8
Southeast Kansas Conference.....	A-8
Athletic Events	A-8
Eligibility	A-8
ATTENDANCE POLICY	A-9
Parent Verified:	A-9
Non-Verified:	A-9
Exempt Absence:	A-9
School Activity:	A-9
Truancy	A-10
Tardies	A-10
BREAKFAST AND LUNCH	A-10
BULLYING/HARASSMENT POLICY	A-10
Norms for behaviors	A-10
Reporting Procedures.....	A-11
Investigation Procedures.....	A-11
Consequences	A-11
Remediation	A-11
Harassment.....	A-12
Threats	A-12
BUS POLICY	A-12
CAREER ACTION PLAN (CAP).....	A-13
CLASS DISRUPTION.....	A-13
COLLEGE ENROLLMENT POLICY	A-13
COUNSELING/GUIDANCE SERVICES.....	A-14
DANCE POLICY.....	A-15
DISHONESTY.....	A-15
DISCIPLINE GUIDELINES	A-15
Detentions	A-15
Friday Night School (FNS)	A-15
Suspension/Expulsion	A-16
DRAGON TIME.....	A-17
Platinum Dragon Time.....	A-17
MTSS (Multi-tiered system of support).....	A-17
DRESS CODE	A-17
DRUG AND ALCOHOL ABUSE POLICY	A-18
Regulations	A-18

DRUG AND ALCOHOL COUNSELING	A-19
DUE PROCESS	A-19
DRUG DOG	A-20
ELECTRONIC DEVICES	A-20
FIGHTING	A-20
FIREARMS, WEAPONS & DANGEROUS INSTRUMENTS POLICY	A-20
Regulations	A-20
SAFETY DRILLS (Tornado/Fire/Intruder).....	A-21
FIREWORKS/MACE/PEPPER SPRAY/LASERS/AMMUNITION.....	A-21
FOOD AND BEVERAGES.....	A-22
GRADING	A-22
Final Exemption Policy	A-22
Repeating Classes.....	A-22
Weighted Grading.....	A-23
GRADUATION REQUIREMENTS.....	A-23
Credits.....	A-23
HALL PASSES.....	A-23
HEAD LICE	A-24
INCLEMENT WEATHER/SCHOOL CANCELLATIONS	A-24
INTERNET and COMPUTER NETWORK USE	A-24
Regulations	A-24
LOCKERS.....	A-25
LOST & FOUND.....	A-25
MEDICATION & NURSE	A-26
PARKING & PARKING LOT	A-26
PUBLIC DISPLAY OF AFFECTION	A-27
RESTROOM BREAKS.....	A-27
SCHEDULE CHANGES	A-27
SCHOOL PROPERTY	A-27
SCHOOL RESOURCE OFFICER.....	A-27
SITE COUNCIL.....	A-27
SECURITY CAMERAS	A-28
SMOKING/TOBACCO USE	A-28
STUDY TRIPS	A-28
THEFT	A-28
VISITORS.....	A-28
PHS STUDENT ORGANIZATIONS.....	A-28
Athletic	A-29
Non-Athletic.....	A-29

Pittsburg High School Mission Statement

“Every student at Pittsburg High School will graduate ready to be successful in post secondary education, the workforce and life skills.”

Pittsburg High School Core Beliefs

1. We believe students learn in various ways. Instructional methods should be evidence based & reach all learners. This means teachers use modeling, differentiated instruction & research-based practices.
2. We believe healthy relationships & strong social skills are the foundation for learning. This means all members of PHS will be respectful in all verbal, written & physical interactions.
3. We believe all members of PHS will feel safe and be treated as equals. This means everyone will show respect & kindness in their words & actions.

PHS Expectations

Be Safe

Be Responsible

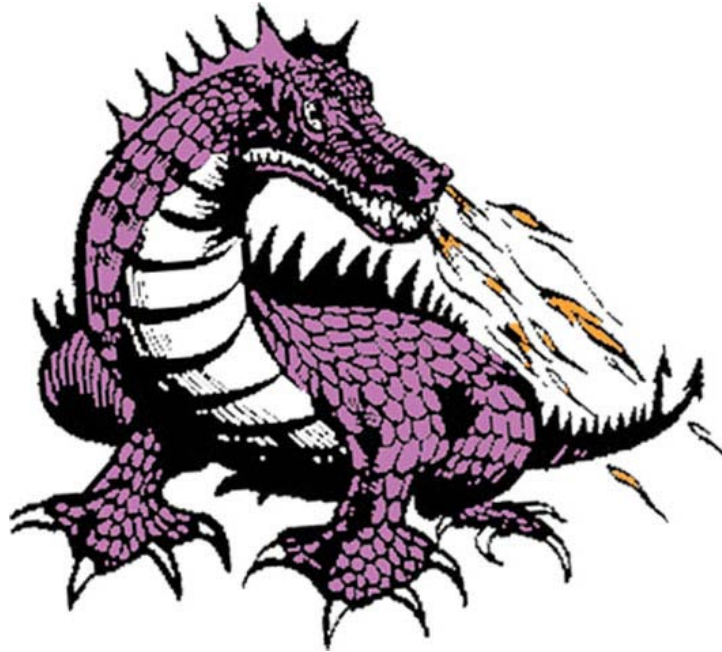
Be Respectful

Colors, Mascot

School colors are Purple and White
Mascot is the Purple Dragon

Alma Mater

Cheer, cheer for Dragons on high
Shake down the rafters, let in the sky
Raise your voices, shout the name
We are the Dragons, victory is our game
We never give up, we never fall.
"OI PHS will win over all.
Raise your voices, shout the name,
Send Dragons to victory, hey.



ASSEMBLIES

Assemblies are presented during the year for the benefit of the student body. In keeping with good high school spirit, the following procedures will be observed:

- Students will sit in groups as designated by the teacher or principal.
- All students will enter the auditorium/gymnasium promptly, quietly be seated and refrain from disruptive noise throughout the assembly.
- Courtesy and proper conduct must be maintained at all times. Failure to act properly may result in loss of assembly privileges.

ATHLETICS

Membership-Kansas State High School Activities Association (KSHSAA)

Southeast Kansas Conference

Pittsburg High is a member of the Southeast Kansas Conference (SEK) with Chanute, Coffeyville, Columbus, Fort Scott, Iola, Independence, Labette County, and Parsons. The SEK is registered with the Kansas State High School Activity Association. This conference provides opportunities for our student athletes to be recognized in a very competitive field. At the conclusion of each season, conference coaches make all-conference team selections.

Athletic Events

The Kansas State High School Activities Association has adopted a code of citizenship/sportsmanship regarding behavior of participants and spectators at athletic events. This code (Rule 52) encourages positive behavior and prohibits negative or disrespectful behavior on the part of both participants and fans.

Examples of negative behavior which will not be allowed include:

- Yelling and waving, etc. during opponents' free throws.
- Derogatory/disrespectful yells or chants such as 'air ball' or 'you, you, you'.
- Booming, heckling, or derogatory comments toward officials.
- Laughing, pointing fingers, name calling, directed at opponents in an attempt to distract.

Eligibility

The Kansas High School Activities Association (KSHSAA) has requirements for students who wish to participate in athletics. The student must have passed at least five subjects the previous semester AND be enrolled in at least five new subjects each semester. Seminar is NOT included in the five subjects. The student must be a bona fide student in good standing with the school he/she attends. If you are a freshman and you did not attend Pittsburg Community Middle School as an 8th grader, the PHS Athletic Dept. will need to obtain a Certificate of Transfer from your previous school. Transfer papers will also be required for ALL new students to PHS as sophomores, juniors or seniors. Before being able to practice with a team, the new student must have a "Pre-

Participation Physical Evaluation" completed by his parents and a physician. Call Doug Hitchcock, Athletic/Activities Director, with any questions concerning eligibility (620) 235-3206.

ATTENDANCE POLICY

Regular attendance is important in building successful educational careers and is the primary responsibility of both students and parents. Every student should attend every class, every day. If a student is absent for any part of the class, that student will have an absence recorded in PowerSchool.

The Pittsburg High School staff realizes there are occasions when it is necessary to be absent from school. These absences will be classified into four categories:

Parent Verified: Any absence verified by note, or phone call, from the parent. Includes illness, family trip, personal reasons, etc. Note or phone call must occur within **48 hours** of the absence.

Administration has the right to make decisions regarding the classification of absences.

Non-Verified: An absence with no communication from the parent. Students who SKIP or CUT classes, or who are more than 5 minutes late to class, will be credited with a non verified absence. Students who skip classes will be assigned Friday Night School (FNS).

Exempt Absence: An absence verified by a note from a medical professional (doctor, dentist, etc), court dates, or funerals. The note verifying the absence must be in the office within **48 hours** of returning to school.

School Activity: An absence due to participation in a school approved student activity.

The attendance policy at PHS designates eight days of non-exempt absences before credit is lost. There will be eight Extended School Day (ESD) days offered at the end of each semester for students to make up lost time as to not lose credit. The ESD period is held after school in a designated area from 3:00-4:30 P.M.

When a student feels exceptional or unique circumstances are the cause for potential loss of credit, an appeal may be made to the Attendance Appeal's Board. Information about the appeals process may be obtained from the Counselor's office.

Students who are absent any part of the day on a school activity day will not be permitted to participate in extra-curricular activities or athletic events that day or night. An Exempted Absence is an exception-approved through the principal's office.

Students are considered at school when they arrive on school grounds. Any student leaving during the course of the school day must check out through the office before leaving. If a student fails to do this, it will be a non-verified absence.

Truancy

Under the Kansas Compulsory Attendance Statutes (KSA 72-1111), regular school attendance is required of all students enrolled in elementary and secondary schools. A student is considered to be truant if (1) he/she is under 18 years of age and is not enrolled in a public or private school or (2) he/she is inexcusably absent for three consecutive days, five school days in a semester, or seven school days in a school year whichever occurs first.

Tardies

Students who arrive at school after 7:40 A.M., but prior to 7:45 A.M., will be considered tardy. Students who arrive after 7:45 A.M. will be counted as absent for that class period. Students who arrive to any other classes other than first period of the day 5 or more minutes late will be considered absent for that period and will be subject to disciplinary action for an unexcused absence. The classroom teacher will report on PowerSchool tardies to class. Teachers will use the following guidelines for tardies:

Tardies per class per semester

1st tardy=conference with teacher, verbal or written reprimand

2nd tardy= parent contact, detention with teacher

3rd Tardy=30 minute Friday Night School

4th Tardy=3 Hour Friday Night School

Further tardies will result in a **Non-Verified Absence** to be assigned.

BREAKFAST AND LUNCH

A breakfast bar and three different lunches are available each day. Breakfast is \$1.30 and lunch is \$2.25. Items on the a-la-carte line are priced separately and are cash only. Paid monies are credited to their lunch account. When the account runs low, students are notified. Parents/students who wish to apply for free or reduced lunches may obtain the forms from the cafeteria personnel. Students may also bring their lunches from home. Fast food is not permitted in the building (includes deliveries).

PHS is a closed campus for lunch. Lunch period is considered a part of the class period and any student who checks out during lunch will be counted absent for that period.

BULLYING/HARASSMENT POLICY

Norms for behaviors

Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying

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

- Harming a student or staff member, whether physically, non-verbally and verbally, socially, or emotionally;
- Threatening to or damaging a student's or staff member's property;
- Harming someone's group acceptance;
- Threatening or harming a student or staff member through cyber bullying.

Reporting Procedures

- It is considered the responsibility of all students and school staff members to report acts of bullying to a member of the school staff or administration, as designated. (Regular classroom teacher, counselor, or principal).
- All bullying reports will be taken seriously.
- Student or staff members making a prompt accurate report, either verbally or in writing, will have those reports recorded by the staff receiving the same.
- All reports will be kept confidential for both the accuser and the accused, until such time as the misconduct is confirmed and sanctions are imposed.

Investigation Procedures

- Confidentially interview students involved with the bullying incident. (Document)
- Confidentially interview bystanders, if possible. (Document)
- Talk with supervising personnel during time of bullying. (Document)
- Refer to counselors for peer mediation (Document)

Consequences

- Student conference and FNS (Friday Night School)
- No Contact Order/Parent conference
- Short Term Suspension (1-5 days)
- Long Term Suspension

At any time a police report may be filed at the discretion of the parties involved.

Remediation

- Students will work with the counselor or administration on conflict resolution, anger management, etc.
- Possible referral to outside agencies for behavioral management techniques.

Harassment

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, sex, national origin or any type of harassment in general. Harassment, hazing, intimidation, menacing behavior, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students and parents are required to complete bullying-prevention contracts prior to the calendar school year.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

The district encourages all victims of any form of harassment and other persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment.

Complete policies on harassment are available on the district website, from the building principals, and from the Bevan Education Center located at 510 Deill in Pittsburg.

Threats

Threats against the school, students, or staff will be taken seriously. Students making threats will be subject to discipline up to and including suspension/expulsion depending on the nature and seriousness of the threat. Law enforcement authorities will be contacted. In addition, loss of class time due to bomb threats will be made up per board policy.

BUS POLICY

Riding the school bus is a privilege that the district offers families who meet district transportation requirements. To ensure students enjoy a safe and pleasant ride, only those students who follow the USD 250 Bus Behavior Code will be allowed to ride the bus. The bus driver has jurisdiction over behavior on the bus. The building administration, will determine consequences for misbehavior.

Students who fail to follow these expectations will receive a warning. This warning will be forwarded to the administration at PHS. The incident will be handled according to the building discipline plan. Consequences for students who fail to follow the behavior expectations while riding the bus will be subject to a Full Friday Night School, a two week suspension from riding the bus or

losing bus riding privileges and being suspended from riding the bus for the remainder of the current semester or school year.

CAREER ACTION PLAN (CAP)

Students will be involved in the CAP program throughout their high school years. The CAP program will inform students on graduation requirements, NCAA and Regent requirements. Students will also be informed on how to read a transcript, credit check forms and figure GPA. Information on classes offered at PHS and their prerequisites will be presented along with information on careers, training, and post high school education. Students will enroll in classes through the CAP program in the spring.

CLASS DISRUPTION

Inappropriate behavior in classes will not be tolerated as it interferes with the educational process for others in the classroom. Most cases of inappropriate behavior will be handled by the classroom teacher through the use of conferences, detentions, etc. Misbehavior of a serious nature or repeated misbehavior may result in the student being dismissed from the class and sent to the office. Students sent out must report promptly to the office. Disciplinary action from the office may result in a three hour FNS to be assigned. Reoccurring class disruptions may result in suspensions.

COLLEGE ENROLLMENT POLICY

- Enrolling in college should not jeopardize graduation from high school. The student must be on schedule to graduate at the end of the school year. Students must notify the Counselor before dropping college enrollment.
- The student should have demonstrated the potential to be successful in the course in which he/she enrolls. Students must have a 3.0 GPA in high school courses in the academic area of the college course in which he/she will be enrolling. EXCEPTION: In the event of extenuating circumstances a parent may request a waiver of this guideline. The waiver will require the support of a faculty member from the appropriate department and approval of the principal or principal's designee.
- Students should demonstrate a successful experience in order to continue college enrollment. Lack of success at college would indicate that more preparation is needed through enrolling in high school full time. Students who enroll in first semester college courses will provide official verification of receiving a "C" or better in the course(s) in order to be granted permission to enroll during second semester.
- Students may receive dual credit if the following conditions are met:
 - Student has taken all equivalent courses offered in the area at PHS
 - The course is not offered at PHS

Release time will be according to the following scale:

<u>COLLEGE COURSE</u>		<u>PHS RELEASE TIME</u>
2 hour course	=	1 PHS class period
3 hour course	=	2 PHS class periods
4 hour course	=	4 PHS class periods
or two 3 hour courses	=	4 PHS class periods

- Seniors post-secondary enrollment and their PHS enrollment must combine to equal a full-time enrollment at the high school level.
- In order to maintain KSHSAA eligibility, students will be required to enroll in the equivalent of five PHS courses of unit weight (KSHSAA regulation).
- Students shall complete an application for dual credit and provide proof of enrollment at the beginning of each semester. An official transcript is due when the course is completed. Credits will count as general electives. The following scale should be used to compute credits: 4-5 hour course equals one (1) high school credit, 1-3 hour college course equals 1/2 credit.
- Students may apply for permission to enroll in an on-line course for credit. Applications for any academic semester shall be submitted to the principal no later than twenty (20) days prior to the beginning of the semester in which the course is taken. The student and/or parents shall be informed of the administrator's decision in writing no later than ten (10) days prior to the beginning of the semester. Permission will only be granted for enrollment in an accredited school or university program that conducts a regular on-line program. Students may not enroll in an on-line course as an alternative to any course offered by Pittsburg High School, except as an attempt to earn credit for a class already attempted but failed by the students. All fees and tuition charges for an on-line course are the responsibility of the student or student's family. For further information, please refer to the district policy (IIBGB).

COUNSELING/GUIDANCE SERVICES

Your counselor is available to help with personal and family problems as well as school related information such as choosing a career or deciding plans after high school graduation. Counselors also provide guidance in selecting appropriate courses and assisting students who have problems in classes. Parents are invited to visit with their child's counselor at any time. The content of individual counseling sessions are, at the student's request, confidential, unless it is believed that the student may harm him/herself or others; or, the counselor deems it in the best interest to release the information. In this situation, disclosure is required to prevent clear and imminent danger to the student or others.

PHS Counselors:

Mrs. Rhonda White (students with last names A-G)

Mrs. Jessica Stegman (students with last names H-O)

Mrs. Karen Kelso (students with last names P-Z)

DANCE POLICY

All students in good standing at PHS may attend the dances. The following guidelines are employed to ensure the safety of all PHS students:

- If PHS students wish to bring a student who does not attend PHS, it must be approved by the administration one week in advance.
- No one aged 20 or older, or eighth grade students, (or younger), will be allowed to attend PHS dances.
- Once a student leaves the dance, he or she will not be allowed to return that evening.
- The "alcolow" breath check system will be employed at all dances.
- Administration reserves the right to approve music, appropriate style of dance and dress. Violators will be dismissed from the dance.

DISHONESTY

Academic dishonesty is not acceptable. Plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, and cheating, including but not limited to the act of copying another student's work and submitting it as your own, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question as well as other disciplinary measures.

DISCIPLINE GUIDELINES

Detentions

Detentions are required time obligations assigned by classroom teachers and are to be served with the classroom teacher. Detentions are generally assigned for minor classroom violations such as tardiness, not bringing materials to class, not having assignments completed, minor disruptions in class, etc. Teachers may assign detentions for to be served before school or after school. The student is obliged to serve the detention once it is assigned. Work obligation does not excuse a student from this responsibility.

Failure to serve a teacher assigned detention will result in FNS (Friday Night School).

Friday Night School (FNS)

Students who have violated school rules may be detained in the building on Friday after classes for a specific three (3) hour term, from 3:00 P.M. until 6:00 P.M., under close supervision. A student signs a contract with guidelines when he/she is assigned FNS. An administrator may make exceptions to these guidelines should there be mitigating circumstances or the student's behavior warrants more severe consequences. If a student fails to attend, or is removed from a 30 minute FNS, a full FNS may be assigned.

FNS is a structured setting where students are expected to work on school assignments under the supervision of a teacher or administrator. Students may be excused from FNS only in the event of an emergency, verified by a parent,

and approved by an administrator. Any student who fails to serve a scheduled FNS will not be allowed to participate in any activities until his or her suspension has been completed. If a student has a non-verified absence on the day of the assigned FNS, it will be considered a failure to attend an assigned FNS. If students fail to attend FNS or are dismissed from FNS due to inappropriate behavior, suspensions ranging from 1-3 days will result and this assigned FNS will be made up at the next available date.

Failure to serve an assigned 3 hour FNS:

- 1st offense – 1 day suspension
- 2nd offense – 2 days suspension
- 3rd offense – 3 days suspension

After the 3rd offense, a required parent conference will be scheduled to discuss the status of the student.

Suspension/Expulsion

Short-term suspension (*Not to exceed ten days*)

Students may be suspended from school for any of the following reasons:

- Willful violation of any published regulation for student conduct as adopted or approved by the Board of Education.
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school.
- Conduct which substantially infringes upon or invades others' rights.
- Conduct which has resulted in conviction of the pupil or students of any offense specified in Chapter 21 of the Kansas Statute Annotated or any criminal statute of the United States.
- Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material infringement or invasion of the rights of others.

A written notice of any short term suspension shall be given to the student involved and to his or her parents or guardian within twenty-four hours after suspension has been imposed. Any student who serves a short-term suspension will have the opportunity to make up any assignments given during the time of the suspension.

Long-term suspension & expulsion (*More than 10 days*)

Long-term suspension may result when the nature and seriousness of the charges are of such consequences that the administration proposes to extend the period of suspension for the semester/year. A hearing will be scheduled to review the case between the school, student and parent, guardian or legal representative, prior to implementation of the suspension.

DRAGON TIME

This Dragon Time period provides students the opportunity to obtain tutorial help from teachers as well as work on self-improvement goals in academic, social, and behavioral areas.

Dragon Time will be graded PASS/FAIL. Credit will be given (.5 for a year; .25 for a semester), but will not count in calculating grade point averages. Each Dragon Time attended will be worth two points. One point will be counted for appropriate behavior and one point for work skills. Work skills include bringing materials to class, following guidelines, appropriate use of passes, and hall passes. A passing grade will be given if a student receives an 85%.

Consequences for not showing up to a teacher who stamped a student's planner are:

- 1st Offense – 30 minute Friday Night School
- 2nd Offense – 3 Hour Friday Night School
- 3rd Offense – 3 Hour Friday Night School and no more passing during Dragon Time

PLATINUM DRAGON TIME

The purpose of this program is to reward students for maintaining high academic and behavioral standards.

- *Grade checks every 3 weeks – All students report to their regular Dragon Time on the first day of the academic 3 week cycle.
- *Students with all A's and B's in their classes will be allowed normal passing procedures in addition to Platinum Dragon Time privileges.
- *Privileges include going to the commons area/gym where electronic devices are allowed.
- *Seniors may be allowed to leave campus.
- *If a student receives an FNS/Suspension, they must return to their Dragon Time for the remainder of the 3 weeks and the following 3 weeks.

MTSS (Multi-Tiered System of Support)

MTSS is a coherent continuum of evidence based, system-wide practices to support a rapid response making to empower each Kansas student to achieve high standards. The goal of MTSS is to provide an integrated systemic approach to meeting the needs of all students. MTSS is the guiding framework for school improvement activities to address the academic and behavioral achievement of all students. Pittsburg High School is implementing this program through reading and behavior.

DRESS CODE

Following are some guidelines for proper dress at PHS:

- Hats or other head coverings may not be worn in the building before school or during the school day.

- Students must wear shoes. This does not include house shoes or slippers.
- Tops which expose the stomach, chest, or bare backs are not permitted.
- Spaghetti straps are not permitted. Sleeves can't be cut or modified.
- All shirts must have a sleeve.
- Cutoffs are permissible as long as they do not have slits up the side. Sagging or pants worn low are not acceptable.
- Clothing referencing alcohol, drugs, sex, or tobacco is unacceptable.
- Attire which makes reference to gangs through word, color, or symbol is not permitted.
- Spiked jewelry or chains are not permitted.

Consequences may range from a warning to the item(s) being kept in the office and/or disciplinary action.

Students with unusual or disrupting appearances not covered by the above may be notified by the administration and may be given an opportunity for corrective action before being returned to class. Students who are sent home to change clothes will receive an unexcused absence for the class period in which they are gone from school.

DRUG AND ALCOHOL ABUSE POLICY

The unlawful possession, use, distribution or sale of illicit drugs or alcohol by students on school premises or as a part of any school activity or event is prohibited. This policy is required by the 1989 Amendment to the Drug Free Schools and Communities Act (PL 102-226, 103 St.1928). As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess, sell or use illicit drugs, controlled substances, or alcoholic beverages on school district property, at any school activity/event or be under the influence in any way that will affect their behavior at school or school activities. "Under the influence" is defined as having any amount of illicit drugs or alcohol in the person's body. Students shall not intentionally misuse legal prescriptions or over the counter medications or substances.

Regulations

Any student violation of the terms of this policy shall be reported to the appropriate law enforcement officials, his or her parent or guardian, and shall be subject to the following sanctions:

AT A MINIMUM FOR FIRST OFFENSES--A first time violator shall be subject to:

- Parents/guardians notification
- Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved

- Evaluation and Counseling
- Short-Term Out-of-School Suspension for five (5) school days - work should be made up and will be available
- Suspension from all participation and attendance at school activities for 21 calendar days which excludes all holidays, school and summer breaks from the time the school takes official action. Student will be allowed to practice after the short-term suspension.

AT A MINIMUM FOR SECOND OFFENSES--The student shall be subject to:

- Parents/guardians notification
- Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved
- Re-evaluation and Counseling
- Short-Term Out-of-School Suspension for ten (10) school days - work should be made up.
- Suspension from all participation and attendance at school activities for 42 calendar days which excludes all holidays, school and summer breaks from the time the school takes official action.

AT A MINIMUM FOR THIRD, SUBSEQUENT OFFENSES, SITUATIONS CAUSING INJURY TO OTHERS, and REFUSAL OF First and Second Consequences--The student shall be subject to:

- Parents/guardians notification
- Mandatory due process hearing for long-term suspension
- Automatic ten (10) School Day Suspension pending review of Long-Term Out-of-School Suspension
- Suspension from all participation and attendance at school activities for one calendar year beginning from the time when the school takes official action.
- In order to regain eligibility for activities in subsequent years, the student must show evidence that he or she has completed a chemical dependency treatment counseling program.

DRUG AND ALCOHOL COUNSELING

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents/guardians. A list of available programs, along with names and addresses of contact persons for the programs is on file in school counseling offices.

DUE PROCESS

Any students who are suspended or expelled from school or any activity under the terms of this policy will be afforded a due process hearing according to board policy.

DRUG DOG

A drug-sniffing dog may be brought in to check lockers on a periodic basis throughout the year. Vehicles on school grounds may also be checked. Guidelines established by the Board of Education will be followed in these searches. Students will be held responsible for the contents of their assigned lockers and any unassigned locker in which they store their belongings—therefore, it is important students' possessions remain in the locker to which they are assigned or request a locker change in the office.

ELECTRONIC DEVICES

Students may use their electronic devices before school, during their assigned lunch and after school. Electronic devices may be used during class time with teacher permission. Parents and/or students may request permission from administration to leave a cell phone on in cases of family situations deemed urgent. Students have access to a school phone to contact parents.

If a student fails to follow the above guidelines, the consequences may include:

- A 3 hour FNS and device in office for the day
- Repeated violations may result in additional FNS's or suspensions.

FIGHTING

Fighting and acts of physical aggression or intimidation will not be tolerated. Students must make every effort to avoid involvement in these situations. Teachers, counselors, and administrators will assist students who report such situations to help them avoid these situations. Students who engage in fighting will be subject to a minimum of three days suspension. Our SRO, along with an administrator, will be involved in the investigation where it will be determined if the students will be arrested. Any students involved in fighting will be placed on a No Contact Order. Repeated incidents may result in long term suspension or expulsion. Mediation of conflicts may be requested by students, teachers, counselors, or administrators.

FIREARMS, WEAPONS & DANGEROUS INSTRUMENTS **POLICY**

No person shall knowingly possess, handle, or transmit any object or facsimile that can reasonably be considered or construed as a weapon and shall not possess, handle, or transmit a firearm:

- on the school grounds during, before, or after school hours;
- on school grounds at any other time when the school is being used by any school personnel or school group;
- off the school grounds at a school activity, function, or event.

Regulations

1. Possession of a weapon within 100 feet of a school is a felony. When a person on a school campus is found to be in possession of a weapon or dangerous instrument, the following procedure for notification of proper

authorities will be used if such weapon meets the criteria for violation of local, state, or federal law:

- The building administrator or his/her designee will immediately report any violation of the above policy to the police, and if a juvenile, to SRS or the Commissioner of Juvenile Justice.
 - The building administrator will notify the superintendent of schools of the violation.
 - The building administrator will request a copy of the police report and a copy will be sent to the superintendent.
 - The superintendent will notify the Board of Education.
2. Each school will develop a school crisis plan which shall include security against intruders and a person in possession of a weapon on campus.
 3. The following plan of action will be used when a student is in possession of a weapon at school or at a school function. The student:
 - will be given a short -term suspension.
 - will be provided a due process hearing; and
 - may be given a long-term expulsion if found guilty of possessing a weapon on campus.

The preceding rules also apply to students' vehicles in the parking lot during the school day and at night activities.

Exception: if the weapon is a firearm, the long-term expulsion will be for no less than one calendar year as required by federal law. Only the superintendent has authority to waive this exception.

SAFETY DRILLS (Tornado/Fire/Intruder)

Kansas state law requires schools to conduct fire and tornado drills each year. In case of fire, teachers will direct students to the proper exits nearest their rooms.

In the case of a tornado drill, teachers will direct students to the area posted in each classroom. Classes with outside walls will move to classes with inside walls. Commons, chorus, band, art, and 600 hall classes will go to the locker areas in the gym.

An intruder drill may be conducted sometime during the school year. All the proper authorities will be notified and information will be communicated to all patrons involved.

Kansas Statute states: "Any person who knowingly and willfully turns in a false fire alarm is guilty of a misdemeanor." The statute states that this is a fineable offense of up to \$100. Any student who engages in a false alarm will be subject to a minimum five days of suspension and possible long term suspension.

FIREWORKS/MACE/PEPPER SPRAY/LASERS/AMMUNITION

Mace, pepper sprays, lasers, and fireworks (and objects of that nature) are considered dangerous and are not allowed. Upon investigation any student in

possession of these items may be subject to a minimum three days suspension. Repeated incidents may result in a short term suspension to expulsion.

FOOD AND BEVERAGES

The cafeteria is the only area of the building in which you are allowed to eat and/or drink. You may carry bottled water with you during the school day. Your cooperation will ensure a clean environment at Pittsburg High School.

GRADING

Grade cards are issued every semester. A grade is earned for each credit class. Student grades are accessible through **PowerSchool** which can be accessed by a link on the district's website, www.usd250.org.

Final Exemption Policy - All students are required to take a final in every class unless they are exempt from that class. Any student who fails to take this final, will not receive credit for that specific class until that final is made up.

In order to promote attendance at PHS, students may be exempt from taking final exams if they meet the following criteria:

- Maintain a minimum grade of "A" with no more than five (5) absences during the semester from the class. This includes exempted absences.
- Maintain a minimum grade of "B" with no more than four (4) absences during the semester from the class. This includes exempted absences.
- Maintain a minimum grade "C" with no more than three (3) absences during the semester from the class. This includes exempted absences.
- Any **non verified absence** terminates the opportunity for an exemption in the class for which it is recorded.
- Students who have been assigned 3 or more full Friday Night Schools automatically take all their finals.
- Students who are suspended automatically take finals.
- Students who are absent for the purpose of participating in a recognized school activity, or college visit, shall not have that absence counted in the exemption calculation.

The administration retains the right not to offer an exemption to any student from semester final examinations. Students not required to take the finals may do so if they desire to.

Students who qualify for exemption must be off campus or in a designated classroom during the time the final is being given. If students are taking the final, they must stay in class for the entire class period.

Repeating Classes

Students who repeat courses, which they have already passed, will only receive credit for taking the course once. However, students repeating a course will

receive the higher of the two grades to count on their transcript in the GPA. The lower grade will not be figured into the GPA.

Weighted Grading

Students enrolled in advanced placement classes will receive a weighted grading scale of: $\text{weighted GPA} = \text{standard GPA} + (\# \text{ of AP semesters})/26$ minimum credits required. Prerequisites must be met prior to students enrolling in advanced placement courses. Students and parents should contact their guidance counselor for more information.

GRADUATION REQUIREMENTS

Students who plan to graduate from PHS require a minimum of 26 units of credit in the grades nine, ten, eleven, and twelve. At the beginning of the 8th semester students who are enrolled in classes and are on track to earn 26 credits will be permitted to participate in the graduation ceremony.

Requirements include:

4 units of English	1 unit of Fine Arts
3 units of Social Science	.5 unit of Physical Education
3 units of Science	.5 unit of Sophomore Focus
3 units of Math	.5 unit of Health
10.5 units of electives	

Students may also be required to enroll in a reading and/or math lab. Specific information regarding required classes and electives is available through the Guidance and Counseling Office.

CREDITS

A minimum of twenty six (26) units of credit shall be required in grades nine, ten, eleven, and twelve.

Senior standing requires 17.5 credits earned by August of the senior year.
Junior standing requires 11 credits earned by August of the junior year.
Sophomore standing requires 5 credits earned by August of the sophomore year.

*** The principal has the authority to modify any requirements to meet individual student needs as long as they meet state requirements.

HALL PASSES

Four minutes is scheduled to pass from one class to another. Students should not be in the hallway during class time unless they have their planner signed by the classroom teacher. Any violation of this may result in the student being placed on a "no pass" list until further notice.

HEAD LICE

Kansas State Law requires that students who are infested with head lice be excluded from school until adequate lice treatment is completed and all nits have been removed. A parent or guardian must accompany the student returning to school. The student must be examined by school personnel. Other students that have been in close contact may also be checked.

INCLEMENT WEATHER/SCHOOL CANCELLATIONS

School cancellations due to snow or other inclement weather will be announced on both television and radio. School Reach will also be used to provide important information to families regarding these cancellations. Tune to:

Television: **KOAM-TV** or **Cable Channel 21**

Radio: **KKOW – 860 AM** or **KKOW -- 96.9 FM**

The superintendent will determine the cancellation of school activities.

INTERNET and COMPUTER NETWORK USE

Pittsburg Community Schools will provide internet and network access to students and staff. Such access is to be used in an educationally effective, efficient, ethical and lawful manner. The regulations listed below are intended to serve as a guide for the responsible and effective use of both the equipment and the overall system.

Regulations

1. The use of the system must be in support of education, research, or other use as approved by the student's teacher or the administration.
2. Student use of the system is allowed only with the consent and supervision of a staff member. This shall include:
 - a. use of the Internet or the district network
 - b. downloading, uploading and printing of information off the Internet
 - c. use of e-mail
 - d. chat services
 - e. instant messaging
3. Responsibility for the proper use and care of the equipment is that of the individual user.
4. Those using the system shall not impede the use of the system by any other user.
5. All account activity is ultimately the responsibility of the assigned owner of the account.
6. Those using the system shall not use the system to access pornographic materials, materials that are deemed to be discriminatory or antisocial, or materials that contain vulgar language or information.
7. Language employed in the use of the system must conform to accepted district policies.

8. All users shall run only software installed and/or authorized by the building administrator. The copying of district licensed software is strictly prohibited.
9. Students may not provide personal information such as name, address, and telephone number or communicate with someone on the system without the permission of their teacher or supervisor.
10. Users shall not use the system to harass other users or to look at or enter another computer or computing system for the purpose of unlawfully altering or accessing privileged information.
11. The district reserves the right that allows authorized personnel to review the system use and file content.
12. The administration or staff may develop and distribute additional policies that cover such things as:
 - a. behavior in the computer room
 - b. use of software
 - c. materials allowed in the computer room
 - d. procedure for reporting inappropriate sites found on the Internet
 - e. refusal to comply with a teacher's requests
13. Students under the age of 18 must have a consent form that is signed by their parent or guardian. Students who are 18 or older must have a user consent form signed by the student on file at their school.
14. Unauthorized use of the system or violation of the regulations listed in this policy may result in disciplinary action that can include suspension of or loss of the right to access the system.
15. Pittsburg USD 250 is not responsible or liable for any claims or damages of any nature arising from the use or inability to use the Pittsburg USD 250 network system.

LOCKERS

Lockers are assigned to the students during enrollment. Lockers should be kept locked at all times. Students are advised not to keep items of value in their lockers due to occasional acts of theft/vandalism. The school is not responsible for lost or stolen items. Students are to use the locker which they were assigned and are not to move to a different locker.

While lockers are jointly controlled by the school and students, lockers are school property. School officials may check student lockers to insure cleanliness, locate missing books and to guard against the student concealing material which is in violation of state law or school rules. Unannounced locker searches will be held throughout the year.

LOST & FOUND

All "found" items should be turned in to the office. Students should check the office for lost items. Lost textbooks are returned to the teachers, and all library books are returned to the library.

MEDICATION & NURSE

It is USD 250 district policy that no prescription medication will be administered without a current completed CONSENT FOR MEDICATION FORM on file for each medication to be administered. This form can be obtained in the school office. All medication is to be brought to school in its original container. The medicine bottle must be clearly marked with the student's name, name of the doctor, and the amount and time for the medication to be given. All medications will be kept in the nurse's office and will be administered only by the school nurse or his/her designated substitute. NO MEDICATION WILL BE KEPT IN THE CLASSROOM OR WITH THE STUDENT. All over-the-counter medication (non-prescription) taken at school will require a written permission note by the parent or legal guardian. If your child has any medical condition that requires special attention other than normal first aid, please contact the school nurse or school office as soon as possible. We will no longer send leftover medication home with children. Parents must pick it up from school within 30 days or it will be destroyed.

For more detailed information on administering medication at school, please refer to the following policies in the district policy manual:

JGFGB	Supervision of Medications
JGFGBA	Student Self-Administration of Medications

A school nurse is available for students. When at all possible, students should see the nurse during class change, lunch, or during Dragon Time. Students should have their teacher sign their planners when they feel they need to see the nurse. Any student who needs to check out due to illness must check out through the office with parental consent.

PARKING & PARKING LOT

Students who drive a vehicle to school must obtain a parking permit to be displayed on the rear view mirror. Students must have a valid driver's license and proof of registration in order to obtain this permit. Failure to display this parking permit may result in FNS. Students who drive more than one vehicle may purchase additional permits for \$5.00 each or permits may be easily switched among vehicles.

All vehicles entering the PHS parking lot are subject to search by school authorities or by law enforcement personnel working with them and the person in control of the automobile shall be deemed to consent to such a search. A search may be conducted without warrant for any reasonable purpose. A search of the vehicle includes all compartments and components thereof. After start of a search, the vehicle may be removed from the premises during the reasonable duration of the search.

For the safety of all students, staff and visitors, driving regulations are strictly adhered to. No parking areas such as fire lanes, bus loading zones, visitor or handicapped parking are clearly marked. The parking lot is monitored during

school hours by a security person. Those driving in an unsafe manner or improperly parked vehicles may be denied driving and parking privileges on campus.

Students are not permitted to leave the building or be in the parking lot during school hours unless they have a car pass from the office or are accompanied by a staff member.

PUBLIC DISPLAY OF AFFECTION

Students should guard against excessive public display of affection during the regular school day and activities. Kissing and long embracement are not appropriate school behaviors and consequences ranging from Friday Night School to suspensions may occur.

RESTROOM BREAKS

Students are to use the restroom facilities between class periods. Breaks during class periods will be at the teacher's discretion. Students are not to leave the classroom without their planner signed by the classroom teacher.

SCHEDULE CHANGES

Any schedule changes should occur within the first five (5) days of the semester. The administration has the authority to approve any schedule change after those five days.

SCHOOL PROPERTY

School items are loaned to students at the beginning of each school year. Items that are damaged, lost, stolen, or destroyed will be paid for by the student at a cost per item. If students turn in items that belong to another student, they are still responsible for the original item signed out to them when they entered school. Some of these items that students may be responsible for are textbooks and all athletic and activity equipment.

SCHOOL RESOURCE OFFICER

Pittsburg Community Schools and the Crawford County Sheriff's Department have worked together to place a full time police officer at Pittsburg High School during school hours. This officer has all the authority of any other police officer and may assist school personnel in classroom instruction, security procedures, and supervision.

SITE COUNCIL

The Site Council is a team made up of teachers, administrators, parents, and community members that work collaboratively on ways to improve our school. The establishment of a team is one component of the state of Kansas' Accreditation.

SECURITY CAMERAS

Inside and outside school premises are protected and monitored twenty-four hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts.

SMOKING/TOBACCO USE

Smoking or chewing of tobacco or tobacco products is prohibited on school property and at school sponsored activities. Possession of tobacco, tobacco products or paraphernalia related to the use of tobacco such as lighters, matches, pipes, etc. are also prohibited. Any student who uses or is in possession of these items may be subject to a minimum three days suspension. Repeated incidents may result in a long-term suspension.

STUDY TRIPS

Extra-curricular activities and approved study trips are an important part of the total educational opportunities available at PHS. Transportation for these activities is provided by the school. Students must ride to and from these activities in the school vehicle unless prior arrangements have been approved by the Principal's office.

THEFT

Theft of student, teacher, or school property will not be permitted. Violators may be responsible for payment of restitution for items not recovered or returned. Failure to pay restitution may result in a long-term suspension hearing. Any student who engages in this inappropriate behavior will be subject to a short-term suspension from school. Our school resource officer will review every case and determine if any additional action will result.

VISITORS

All visitors are required to report directly to the receptionist located in the main office and to acquire a visitor's ID badge. In order to maintain an atmosphere conducive to learning, visitors or friends of students are not allowed at school. Parents, however, are always welcome and should check in with the main office upon their arrival at school. The administration reserves the right to approve all visitors.

PHS STUDENT ORGANIZATIONS

It is our philosophy that as coaches and sponsors we have the opportunity to work with and develop a student-athlete completely. It is an obvious objective to help each student-athlete be as successful as possible in the activity of their choice. It is our responsibility to help our student-athletes develop their entire self, far beyond their athletic skills. It is our intent and purpose to provide a program whereby individuals have the opportunity to develop physically, mentally, and emotionally. This emphasis upon-complete development will have a rewarding and lasting effect upon the student-athlete's life.

The Pittsburg High School Activities Program functions as a single (9-12) coordinated program, which incorporates the following activities, approved by the Administration and sanctioned by the Board of Education. These activities currently include:

Athletic

Volleyball
Cross Country
Football
Soccer
Softball
Wrestling
Boys/Girls Basketball
Boys/Girls Golf
Boys/Girls Tennis
Boys/Girls Track
Weight Conditioning

Non-Athletic

Art Club
Band (Marching, Pep, Concert, Orchestra, Jazz)
Cheerleading
Chess Club
Club 121
Color Guard
Debate/Forensics
Distributive Education Club of America
Drama Club
Family Career & Community Leaders of America
French Club
Green Society
Health Occupation Student Association
Key Club
Math Club
National Forensics League
National Honor Society
Pom Pon
SADD (Students Against Destructive Decisions)
Scholar Bowl
Science Club
Skills USA
Spanish Club
Student Government
Technology Student Association