Pretty Prairie Schools'

Student/Parent Handbook

2026-27

BOE approved July 13, 2026



Mission We Educate for Success

Vision: To academically and socially prepare students for individual futures

Administration

Ashley Anderson, Superintendent
Dana Burkhart, Principal, Grades PreK-5
Matt Goering, Associate Principal, Grades 6-12
Jennifer Weide, Associate Principal, Grades 6-12

Board of Education

Jeff Welker- President Chad Basinger- Vice-President
Jay Gehring, Priscilla Hoyt, Lauren Krehbiel, Leon McDaniel, Tim Nolan

SCHOOL POLICIES & INFORMATION – *listed in alphabetical order*

The building principal reserves the right to amend handbook policies at his/her discretion.

Annual Public Notification of Nondiscrimination - Full Statement

Pretty Prairie Public Schools, USD 311, does not discriminate based on race, color, national origin, gender, age, or disability in the admission to its programs, services, or activities; in access to them; in the treatment of individuals; or in any aspect of their operations. The Career and Technical Education Programs offered at Pretty Prairie Public Schools do not discriminate in enrollment or access to any of the programs available. Additionally, Pretty Prairie Public Schools does not discriminate in its hiring or employment practices.

This notice is required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Superintendent of Pretty Prairie Public Schools, 206 E Main Street, PO Box 218, Pretty Prairie, KS 67570, 620-459-6241. The link to the district's complaint procedure can be found at https://5il.co/317nc on the district website. The complaint form can be found at https://5il.co/317nb on the district website.

ADMISSION REQUIREMENTS for PreK and Kindergarten

Pre-kindergarten programs are offered for children 3 years of age on or before August 31, 2025, and 4 years of age on or before August 31, 2025. Students entering kindergarten must be 5 years of age on or before August 31, 2025. All students attending USD 311 for the first time must present evidence of immunizations, a birth certificate and a health assessment dated within the last 12 months. Students new to the district are required to provide proof of identity within 20 days of enrollment. A certified copy of the child's birth certificate, a certified copy of the court order placing the child in the custody of the Department of Children and Families, a certified transcript or similar pupil record, or other documentary evidence that the administration considers satisfactory will be accepted.

ADVISORY TIME – *see FUTURE FOCUSED*

ALCOHOL, DRUG & TOBACCO POLICY (DRUG FREE SCHOOLS)

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The School Board of USD 311 reserves the right to allow periodic breathalyzer checks at school functions, particularly student dances. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 Amendments to the Drug Free Schools and Communities Act, P.I. 102-226,103 St. 1928. STUDENT CONDUCT

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 or use illicit drugs, inhalants (including solvents, aerosols, and gasses), controlled substances, tobacco products, electronic nicotine delivery system or alcoholic beverages on or off school district property, or at any activity, whether it is school sponsored or not. If the student is participating in an extracurricular activity, then the student will have to adhere to the coach/sponsor's training rules as well as the following sanctions. A complaint will be filed with local law enforcement in the cases when school officials and staff are aware of violation of laws pertaining to controlled substances.

USD 311 reserves the right to allow law enforcement agencies to conduct periodic, unannounced searches of school facilities and parking areas for illegal narcotics using trained drug dogs. Students in possession of illegal drugs through these procedures will face all penalties as outlined in the USD 311 Drug Free Schools Policy and shall be liable to legal penalties as apply. Administrators may give the Kansas Highway Patrol Drug and Alcohol Evaluation to students to determine possible chemical impairments. Students must not use or have possession or be under the influence of alcohol, drugs, or tobacco at any time. Any student in

possession of or under the influence of the above mentioned substances on school grounds; at school events; while in any way representing Pretty Prairie Schools; or away from school grounds when it can be substantiated by self-admission or a reliable source such as the police, a faculty member, or an administrator. Students found to be in violation will be subject to the following sanctions:

1. **First Offense:** A first time violator shall be subject to the following sanctions:
   a. A punishment of a 3 day suspension from school and
   b. a suspension from all extracurricular* activities for a minimum of 30 school days.
2. **Second Offense:** A second time violator during the same school year shall be subject to the following sanctions: a. A punishment of a long-term suspension from school and
   b, a suspension from all extracurricular activities for a period of 60 school days.
3. **Third and Subsequent Offenses**. A student who violates the terms of this policy for a third time during the same year, and any subsequent violations, shall be subject to the following sanctions:
   a. A punishment that includes expulsion from school for the remainder of the school year;
   b. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student along with parents, guardian or sponsor have completed a drug and alcohol education and rehabilitation program at an acceptable approved program;
   c. Suspension from participation and attendance at all school activities for twelve (12) months.

***Extracurricular activities include any school sponsored event**

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary actions against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with the names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

ANNOUNCEMENTS & SCHOOL NEWS

Elementary School

Announcements are provided every morning to the student body during Launch time. Teachers will send weekly newsletters that include announcements for parents/ guardians.

Middle/ High School

Daily announcements are available via intercom at the middle school and high school, and available on-line through PowerSchool and the district website.

USD 311 utilizes an automated communication system that includes text messaging, phone calls, and posts to the website live feed to inform parents and guardians of important school information such as cancellations due to inclement weather, school delays or emergency situations. It is also used to inform and update parents on various school activities and events and to provide access to certain PowerSchool reports. The communication system contacts parents/guardians through their cell phone(s) and or email accounts. Please make sure attendance buildings have updated, correct emails and phone numbers for all parents and guardians. Parents/Guardians can update their contact information through PowerSchool or by contacting the school office secretaries.

ARRIVAL AND DISMISSAL

Elementary School

The doors will open to students at 7:35am. Classes at the elementary school begin at 7:50am and school is dismissed at 3:25pm. Parents/guardians picking students up at the end of the school day should wait outside the building or in their vehicles for students to be dismissed. When the bell rings for dismissal, bus riders will exit the building through the gym doors; all other students will exit the building through the front doors. After school students will be dismissed in accordance with the after school schedule. Also, please know that we understand that plans sometimes change with little notice and emergencies arise quickly, but if dismissal plans for a student will be different from the typical arrangements (a child needs to ride the bus instead of being picked up, for example), please contact the office as early as possible to let us know, preferably before 3:00pm. Because the office is a very busy place at the very end of the day and because there are sometimes several people who need to be notified of those changes, it can be difficult to make sure those messages get to all the necessary people in those last few minutes of the day. A change in a child's dismissal plans must be made by an adult, via phone call, email or a written note; student requests will not be accepted.

Middle/ High School

The doors will open for students at 7:35am. Classes at the middle/high school begin at 8:00am. School is dismissed at 3:35pm.

ATTENDANCE (ABSENCES, EXCESSIVE ABSENCES, LEAVING SCHOOL, TRUANCY and TARDIES)

Attendance is very important to a successful learner's school experience. It is also mandated by state statutes.

Absences

There is a direct correlation between attendance and success in the classroom. Students are required by law to attend school.

Excused Absences – When a student is absent from school, a parent or guardian needs to call the school office between 7:30am and 9:00am to notify the school that the student is absent. Only a parent/guardian can verify a student's absence. Absences reported after 9:00am will be marked as unexcused.

Examples of Excused absences include (USD 311 Board of Education Policy, JBD):

a. Personal Illness (absences exceeding three days may require a physician statement)
b. Health- related treatment, examination, or recuperation (absences exceeding three days may require a physician statement)
c. Professional appointments (absences exceeding three days may require a physician statement) i) Medical/Dental (we highly encourage you to make these appointments outside of school hours) ii) Required county/state court appointments
d. Serious illness or death of a member of the family
d. Serious emergencies calling for the student to return home
e. Obligatory religious observance / instruction (not to exceed 3 hours in one week)
f. Participation in district-approved or school sponsored activity
g. Special situations / requests from parents pre-arranged with Principal will be dealt with at the discretion of the building principal
h. Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories may be considered an unexcused absence.

Unexcused Absences –When a student is absent from a class period (MS/HS) or school day (ES/MS/HS), and a parent or guardian does not call the school to report the absence, a student will have an unexcused absence. Students who are marked unexcused will not be allowed to make up assignments from the class they missed.

School-Sponsored Absences – Absences for school-sponsored activities and events WILL NOT count

against the student or be counted as absent by teachers when the student is under the direct supervision of a school staff member (field trips, athletic events, music events, academic competitions, club-organization events, etc.) The office will mark students out for school-sponsored absences, but this time away will not count against the student's attendance record.

Truancy

The State of Kansas has a compulsory attendance law for public schools. **Students having 3 consecutive unexcused absences, or 5 unexcused absences in a semester, or 7 unexcused absences in a school year, will be declared truant.** A student declared truant will have his or her name given to the Reno County Truancy Officer. When needed, truant students will also be reported to the Department of Children and Families, if the student is under the age of 13, or to the Reno County Attorney's Office, for students over 13 years of age, as set forth by K.S.A. 72 3121.

USD 311, A student acquiring more than 14 absences in a year, will be subject to making up class time in June or will be declared "not in good standing" (unable to participate in extracurricular activities) for the upcoming school year. If the student is a senior, he/she will make up the time during the senior release days prior to graduation.

Students who are absent for a significant part of any school day (two or more class periods at the MS/HS; more than two hours at the ES) shall be considered absent for the entire day as it applies to this policy. The USD 311 Board of Education's definition of a significant part of a school day is two (2) or more hours. Prior to reporting to the Department of Children and Family (if the student is under the age of 13) or the county/district attorney (if the student is 13 or more years of age but less than 18 years of age) a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Truancy Intervention Guidelines:

a. the parents will receive communication from the school office to review school policy.
b. A conference will occur between the school administration and the parents.
c. The administration will submit an official truancy report.

Extended Absences

Excused Absences for extenuating circumstances are allowed, but must be communicated and documentation provided (i.e. doctor notes, hospitalization release, funeral notifications, proof of competition, etc.), in order for the building principal to approve the absences. **Advanced Extended Absence Forms** are available in the office and should be used to give courtesy to teachers who are responsible for communicating assignments in advance with students.

Absences Due to Suspension/ Expulsion

The days a student is suspended/expelled shall not be counted as unexcused absences. The student must continue to work on classes while out of the building. All assignments must be completed and turned in on designated due dates. There is no leeway given for due dates when there is a suspension/ expulsion. Assignments will be graded for full-credit if turned in upon return. Students serving suspension/expulsion are not allowed to participate in or attend school activities and functions.

Leaving Classrooms

Students should remain in class for the entire period and leaving will be discouraged by the teacher. Only trips deemed necessary by the teacher will be granted permission to the student to leave. Students leaving a middle school classroom must have a room pass with them. Failure to secure a proper pass will result in a tardy for the student.

Leaving School
Parents must call to excuse a student from the building via phone (email and text messages will not be accepted by office staff to release a student.) Students who leave without a parent/guardian signing them out will incur an unexcused absence.

Tardies
The definition of a tardy is arriving late to school or class.

Attendance at the middle school and high school is taken for each class period. Students will be marked T (tardy) if they are late to class (10 or less class minutes missed.) Students who have a pass from another teacher or the office will be granted full attendance in class as if the student is there the whole time. Students late to class without a pass from another teacher or the office will be marked as an unexcused absence.

Exemption from tardy will be granted IF the student is in the restroom at the beginning of class. This will only be allowed if the student checks in with the teacher of the class period and asks permission to go to the restroom for the first minutes of class. If the student fails to ask permission from the teacher for the restroom, a tardy will be recorded.

Extracurricular Activities Attendance Requirement
To be eligible to participate in an extracurricular activity, students must arrive at school by 12:15pm from an excused absence situation. A student who has been unexcused from any part of the day on a performance day, will not be allowed to participate.

BACKPACKS/BOOK BAGS

A backpack or book bag is defined as any bag used to carry books, notebooks and/or school supplies. Students may not carry backpacks/book bags during the school day, or have in class. Students are to leave backpacks and bookbags in their lockers, throughout the school day including lunch. Elementary school students will hang their backpacks in classrooms.

BELL SCHEDULE

Complete class schedules are available on the district website and in the school office.

BEHAVIOR CONSEQUENCES (formerly Consequences for Behavior)

With any referral to the office, the student's parent/guardian will be notified either by phone or e-mail. All detentions will be assigned at the building principal's discretion. If a student does not show up for the assigned detention, it will result in double the assigned time, and time will be expected to be served on consecutive days if necessary. All time must be served by the student in order to remain in good standing to participate in or attend school activities and functions. Please see the Behavior Matrix as a guideline. The School Administration reserves the right to modify consequences on a case by case basis.

72-6114. Grounds for suspension or expulsion; who may suspend or expel. 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 guilty of any of the following:

(a) Willful violation of any published regulation for student conduct adopted or approved by the board of education; (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school; (c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity; (d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult; (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or (f) 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 impingement upon or invasion of the rights of others.

BEHAVIOR EXPECTATIONS

USD 311 Core Expectations	**Bulldog Behaviors:** I am Responsible I am Trustworthy I am Respectful I am Caring I am a good Citizen
Students are expected to treat adults and other students with respect.	
Students are expected to work hard, give their best effort, and not be a distraction to others.	
Students are expected to follow classroom rules that are posted.	
Students are expected to be where they are supposed to be and do what they are supposed to do.	
Students are expected to use classroom materials safely and appropriately.	

BEHAVIOR REFERRAL

Behavior referrals will be categorized as a Minor Offense or a Major Offense. Teachers will utilize a behavior referral form for communicating with the office. Consequences for behaviors will be assigned according to the Behavior Matrix.

The district will utilize Capturing Kids' Hearts as the foundation for counseling students for misbehavior in an attempt to learn why the misbehavior occurred and to ensure that a change in behavior is needed.

Pretty Prairie, USD 311 * *We Educate for Success*

BEHAVIOR REFERRAL

Major Offenses	Action
Major offenses are severe in nature, result in liability issues, and/or disrupt the learning process. These behaviors require immediate administrator involvement; consequences are listed in the handbook. Parent contact made by administration. nor offenses should be handled by the classroom teacher. Parent contact, if needed, made by teacher.	
o Bullying Behaviors o Cheating o Damaging School Property o Defiance o Discrimination o Dress Code Violation o Harming Others Verbally/Emotionally o Harming Others Physically o Misusing Technology o Sexual Harassment o Swearing o Threats Towards Others o Truancy o Weapon Violation **o REPEATED MINOR VIOLATIONS** o Other _____	**Administrator Notes:**
Minor Offenses	**Action**
Minor offenses should be handled by the classroom teacher. Parent contact, if needed, made by teacher.	
o Disrupting Instructional Time o Disrespecting Others with Actions o Disrespecting Others with Words o Inappropriate Talking o Interrupting the Teacher o Not Following Directions o Other _____	**Teacher Notes:**

_____ _____ _____

StudentSignature | Parent/Guardian Signature | Date

_____ _____ _____

Teacher Signature | Administration Signature | Date

Student Reflection Sheet

What did you do?	**The behavior choice I made was…**
What were you doing?	**The expectations during this time were…**
Why did you do it?	**My choice of behavior was inappropriate because…**
	In the future, I will…

This form will be used to communicate between teachers and administration, students and teachers, and/or administration and parents.

Behavior- Major/Minor Matrix

MS/HS consequences listed in BLUE;

ES consequences will be developmentally appropriate and are not listed

	School Expectations	Classroom Management	MINOR Offense	MAJOR Offense
Attendance & Tardies: *Unexcused Absence, including skipping class and arriving late*	Students are on time and prepared for daily classes.	Teachers report absences and tardies to the office	~~Skipping class or unexcused absence; third recorded tardy to class~~ Three unexcused absences; third recorded tardy to class 2 hour detention	**Truancy reported:** a. Three consecutive unexcused absences. b. Five unexcused absences a semester. c. Seven unexcused absences in a year.
Aggression/ Assault: *Fighting, Physical harm to others; threat of violence against faculty, staff, or students*	Respecting others' physical walking away from conflict; reporting possible conflicts	Teachers redirect behaviors until a student becomes physically damaging toward another	Rough play/ scuffling; 2 hour detention	Hitting or kicking; encouraging another to fight; retaliating 3 Days OSS
Bullying: *Repeated damaging behaviors toward another student*	Respecting others' physical, mental and emotional space in order to avoid repetitive offensive behaviors	Teachers redirect behaviors until a student becomes emotionally damaging toward another	Mocking/ Making fun of someone repeatedly 2 hour detention	Emotionally damaging remarks made repeatedly to someone 3 Days OSS

Bus Conduct: ***Creating an onboard environment for passengers to get safely to a destination.***	Stay seated at all times; keep the aisle clear; keep head, hands, and arms inside the bus; talk quietly; keep hands and feet to yourself; do not throw things inside or outside the bus window; follow school handbook rules.	Driver redirects any horseplay or failure to comply with one verbal warning.	**First warning:** bus driver reports to an administrator regarding inappropriate behavior on bus 2 hour detention	**-Second Warning** bus driver reports to an administrator regarding inappropriate behavior on the Bus. Loss of bus riding privileges for 3 days **-Third Warning** Loss of bus riding privileges for 30 days
Cell Phone Usage: ***Utilizing cell phones or other personal devices capable of accessing the internet, texting, and/or making calls.***	Bell to Bell usage of cell phones and other personal communication devices are not allowed during school hours.	Teachers take devices/ phones to the office if they see them being used during the school day.	**First offense:** Student receives phone back at the end of the day	**After the first offense:** Parents must come to pick up the phone from the office 2 hour detention **After multiple offenses:** suspension at principal's discretion
Damage to Property: ***Using school property/ equipment inappropriately***	Follow rules of safety; return items to appropriate	Teachers instruct how to properly use school equipment	Thoughtlessly or "accidentally" breaking another's property 2 hour detention and restitution	Intentionally breaking another's property 3 Days OSS, referral to law enforcement, Restitution, grounds for additional long-term suspension or expulsion

Dishonesty: *Lying, Cheating, Theft, Plagiarism, Forgery*	Produce authentic work; Be honest in words and actions	Teachers redirect misinformation and miscommunication in the classrooms	Borrowing without asking; taking property (minor value), refusing to return a borrowed item, substituting someone else's work for your own 2 hour detention and no credit for assignment	Taking another's property (significant sentimental or monetary value), not telling the truth when it involves someone's personal safety or property damage; second offense for plagiarism 3 Days OSS, no credit for assignment, referral to law enforcement, grounds for additional long-term suspension or expulsion for MS/HS
Disrespect: *Defiance, Noncompliance*	Act in a cooperative manner respectful of school and classroom expectations. Responding appropriately when addressed	Teachers redirect passive refusal to participate or comply	Ignoring reasonable request to stop a low-level disruption (excessive talking, computer Usage, PDA, etc.); overt refusal to Participate in assigned activity; talking back/arguing with ANY USD 311 employee (teacher, secretary, cook, custodian, and bus driver) at ANY time when they are on the school grounds, on school transportation, or at a school activity. Disobedience of a reasonable request will be considered insubordination. 2 hour detention	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation 1st Offense: 1 Day ISS; 2nd Offense: 3 Days ISS

Disruption ***Intentionally pulling attention away from learning***	Following school rules; Contributing appropriately to class discussions and activities; Cell phones off and Away while learning.	Teachers redirect participation issues and following rules; cell phones that are out during instruction are taken to the office	Repeated pattern of any disruptive behaviors; misuse of cell phone/electronic devices in class (taken by teacher to office) 2 hour detention	Behavior that stops the learning of the class; defiant response to cell phone usage Rules 1st Offense: 1 Day ISS; 2nd Offense: 3 Days ISS

Harassment: ***Teasing, Taunting, and/or Intimidation***	Language that honors and validates others; is socially appropriate, respectful and kind.	Teacher redirect teasing comments, sarcasm, and/or minor putdowns in the classroom	Targeted insults towards another; being annoying on purpose (after being asked to stop) 2 hour detention	Offensive remarks or gestures; Threat/ extortion; racist/ socioeconomic status/ sexual/ religious/ disability/ ethnicity/ sexual orientation/ cultural remarks; continued pattern of Minor offenses; continued proximity after separation; cyberbullying/intimid ation; Swearing used to harass, intimidate, show defiance, and create an unsafe climate. 3 Days OSS, referral to law enforcement, grounds for additional long-term suspension or expulsion

Possession: ***Controlled and/or illegal items***	Students refrain from bringing alcohol, drugs, and/or weapons on campus	Teachers report any suspicions or knowledge of possession to administration	inappropriate drug/alcohol references, talking about use, wearing clothing to promote or in possession of lookalike weapons 2 hour detention	under the influence, In possession of, and/or distribution of paraphernalia/ drugs/ alcohol/ or real or lookalike weapons at school or at school sponsored events 3 Days OSS, referral to law enforcement, AND additional long-term suspension or expulsion

BICYCLES

Bicycles are to be placed in the bicycle rack(s) on the school campus. Students are allowed to ride bicycles on the sidewalks, but not through the school yard. Bicycle riders should be mindful of those walking on sidewalks.

BULLYING/HARASSMENT

Pretty Prairie USD 311 is committed to providing a positive and productive learning and working environment. *Hazing, harassment, intimidation, menacing or bullying by students, staff or parent is strictly prohibited and shall not be tolerated in the district in accordance with K.S.A. 72-8286.*

KSDE defines harassment or bullying as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e. internet, cell phone, or wireless handheld device) that is reasonably perceived as being motivated either by any action or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Students whose behavior is found to be in violation of this policy will be subject to discipline, as found in the student handbook under Behavior Matrix.

Adults whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the principal or superintendent including but not limited to denied access to district facilities, vehicles and transportation.

USD 311 and the State Board of Education define sexual harassment as "unwanted or unwelcome or unsolicited sexual behavior." Each allegation of sexual harassment will be investigated by the administration and dealt with appropriately. Disciplinary action will follow the Behavior Matrix.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means will be used to notify parents of cancellation, including the school district's communication system (i.e. text alerts, phone calls, and social media posts).

The following media stations will receive notification no later than 7:00 a.m.:

RADIO: Eagle Radio in Hutchinson, 1450AM/98.5FM; 93.1FM, 102.9FM

TELEVISION: KAKE, KSNW, KWCH

SOCIAL MEDIA: USD 311 Facebook, Instagram, X

WEBSITE: usd311.com

CARE AND TREATMENT OF SCHOOL PROPERTY

We want students to take pride in the appearance of their school. Students must not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, marker, or any other instrument. Any student responsible for damage beyond normal wear and tear of textbooks or library books will be charged for the cost of rebinding or replacement. Students responsible for damage beyond normal wear and tear of school musical instruments will be charged for the costs of repairs or replacement. Students must not tamper with fire alarms, fire extinguishers or any electrical system in the school. Any student who shall intentionally or accidentally destroy or damage any school property will be required to immediately compensate the district for such damage. If the damaged property is a computer, the student will compensate the district for the damages before having access to another computer which could negatively impact classroom participation and grades. Any student causing damage due to vandalism, arson or larceny, or who creates a hazard to the safety of other students will be suspended from school and reported to the proper law enforcement agency. See Behavior Matrix.

CAREER & TECHNICAL EDUCATION ACADEMY

Junior and Senior students may apply to take courses through the Hutchinson Community College Career & Technical Academy. Most classes are for 3-units credit and students attend for three hours each day. A listing of courses is available through the school Counselor's Office and the HCTEA website. Students must apply through the Guidance. Office, generally the spring semester before attending, and final approval is made by both the HCTEA program directors and USD 311 Administration.

CELL PHONES & DIGITAL DEVICES

School Transportation

Device usage on a school transportation is at the discretion of the driver or teacher/activity sponsor, and inappropriate usage of devices on transportation will result in consequences (i.e. loss of usage of device on bus, loss of bus riding privileges, suspension, removal from activity, etc).

School Building

Cell phones and other personal digital devices that are enabled with texting or voice service (i.e. iWatch, Fitbit, Garmon, comparable devices) are not to be used during school hours. Devices must be turned off and put away in lockers and are not to be used during the academic day and/or appear visible in classrooms. Violation of this policy will result in confiscation of said device by the classroom teacher or staff. Confiscated devices will be turned into the school office and school administration will return it to the student at the end of the day. Continuous offenses (including refusals or defiance to hand over devices to teachers or staff) will result in parent/guardian being contacted and the student will have consequences as listed in the discipline matrix.

CHILD ABUSE– see also **MANDATORY REPORTING OF SUSPECTED ABUSE/ NEGLECT**

CLASS AND CLUB OFFICERS

The process of election of class officers will be determined by the class/club sponsor and approved by the school administration. All class and club officers must maintain a C average. If at the end of the semester they do not have a C average, the class or club will elect a new officer.

CLASSROOM PARTIES

Reward Parties (Reading Goals, Good Behavior, etc.)
Reward parties are permitted at various times throughout the year with principal permission and will be organized by classroom teachers. For these parties, students are allowed to bring their own healthy snacks to enjoy. Students will not provide snacks to share with everyone in the class.

School Parties
For special occasions, the school might celebrate by providing all students with food. Parents will be notified ahead of time when the school provides snacks for special occasions.

Birthday Parties (Elementary Only)
To celebrate birthdays, prepackaged items will be allowed to be shared with the class. Homemade treats will not be allowed. Classroom teachers will communicate to parents the allergies to avoid in the classroom. The following list of prepackaged, edible items is suggested for celebration. If you have questions about a snack you want to provide, you can reach out to the classroom teacher:

- Popcorn
- Cheese sticks
- Pretzels
- Yogurt
- Applesauce
- Goldfish
- Graham crackers
- Dried fruit
- Fresh fruit

COLLEGE/ONLINE COURSES

High School students are able to take college credit courses. Courses may be taken by any student who has attained senior, junior or sophomore standing or 15 units of credit. These courses are offered by Hutchinson Community College through ITV classes at PPHS, at the near-by colleges as night classes or can be taken by correspondence courses. Arrangements for such courses should be through the Principal or Counselor. Junior and Senior students may take advanced courses on-line for dual credit, or they may attend college classes off campus during the day or on campus after hours for dual credit if approved by the administration. High School credit may be earned by receiving a grade: A, B, C, D, or a successful pass/fail grade. Students with less than 24 credits earned or enrolled in must take the classes for a grade. Students taking courses that are needed to meet minimum school requirements must take classes for a grade. Students declare during the last week of September of the class if they are taking the course for dual high school credit.

COLLEGE VISITS

To assist in planning for their future, Juniors and Seniors will be allowed to make visits to colleges, universities, and/or vocational schools. Such visits must be approved in advance through the school guidance office in order for the school absence to be excused.

COMPLAINTS AGAINST STAFF MEMBERS

Complaints from students, parents, and the community about a USD 311 employee will be brought to the employee's attention within 24 hours.
Complaints should be handled in the following order, unless egregious in nature:
1. Address the person with whom you have a complaint via email, phone call and or face-to-face conversation;
2. If the issue is not resolved, communicate the complaint with the building principal where the employee works;
3. If the issue is not resolved, communicate the complaint to the Superintendent;
4. If the issue is not resolved, communicate the complaint to the Board of Education.

Anonymous complaints will not be considered unless criminal behavior is reported.

COMPUTER AND INTERNET USE – see also TECHNOLOGY EQUIPMENT

Students shall have no expectation of privacy when using district e-mail or computer systems or when using other electronic devices on our network. E-mail messages shall be used only for approved educational purposes and student emails are patrolled by BARK software. Students must use appropriate language in all messages and only converse about school appropriate topics via email. Students are expected to follow guidelines approved by the staff and board of education. Any email, computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. The purpose of the computer networking system is to enhance the educational opportunities of students through computer technology. Violations of this privilege include but are not limited to:

- using another student's log-on I.D. with or without permission.
- giving another student your login I.D.
- accessing programs not assigned by a teacher.
- accessing any drive other than A, C, or H.
- using any means to break out of the student menu.
- bringing programs from any source with the intent to access them here
- loading programs on the network or a stand-alone hard-drive
- accessing the internet without teacher consent
- using the information network for commercial or financial gain or fraud
- gaining unauthorized access to data files of others
- forging electronic mail messages or using an account owned by another user
- posting anonymous messages or materials
- requesting, transmitting, or possessing obscene or threatening material (judgment will be at the discretion of administration).

Violation of computer ethics is defined per Kansas State Statue 21-3755:

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other property;
2. Using a computer, computer system, computer network, or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services, or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other property.

Consequences of violations:

1. Confiscation of any questionable storage devices or materials
2. Payment for damages and/or costs of replacement
3. Charges for unauthorized printing at 25¢ per page
4. Conference with administration, in school suspension, or out-of-school suspension with the possibility of a due process hearing for a long-term suspension or expulsion.
5. After one warning, any computer violation will result in removal of computer privileges for the balance of the semester. Should a student be enrolled in a computer class, the student will be removed from the class and a grade of "F" will be recorded for the semester.
6. Students will be responsible for actions resulting from the use of their log-on I.D. Students are not to access or attempt to access the internet without approval and a signed parent consent form.

Internet Use

Access to the internet enhances the educational opportunities of students. When used responsibly, the internet provides students access to educational resources that may not otherwise be available: however, some parts of the internet may contain material that is not appropriate for student or school use. The purpose of this policy is to provide guidance for proper use of the Internet and to explain consequences of inappropriate use. Use of the internet and USD 311 computer communication network for any illegal activity is strictly forbidden. Illegal activity and improper network uses include but are not limited to:

• intentional disruption of network traffic, equipment or system performance

• use of the USD 311 computer communication network for commercial or financial gain or fraud • gain unauthorized access to data files of others, or vandalizing data files of another user, • gain or seek unauthorized access to resources

or entities
• forging electronic mail messages or use of an account owned by another user, invading the privacy of individuals • posting anonymous messages or material
• possessing any data which might be considered a violation of these rules in paper, magnetic or any other form Further transmission of any material over the internet that is in violation of
any state or federal law is prohibited. This includes, but is not limited to:
• copyrighted material
•threatening material
• obscene material
•inflammatory material

Use of the internet at school is a privilege. No use of the internet is allowed unless a signed consent form has been approved and is on file at the school. Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

• suspension or revocation of internet access
• suspension or revocation of computer network privileges
• suspension or revocation of computer access
• school suspension
• school expulsion, and/or legal actions and prosecution.

any time for any reason. USD 311 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer information network.

COURSE DESCRIPTIONS & CLASS SCHEDULE

Current course schedules and descriptions will be available in the Counselor's office and on the school website. Not all courses are offered every year.

COURSE RECOVERY

High School students needing to either make up courses or take special courses have the option to take on-line courses to recover credit. Students will need to self-advocate for this opportunity. Arrangements must be made with the school counselor and approved by the principal.

In order for Middle School students to be promoted to high school, students must pass all core classes in 7th and 8th grade. If a student is at-risk for failing core classes, the parents and students will have a meeting with the building principals to determine a plan of action to avoid failure. If the student fails a core class, he/she will be expected to attend Summer Academy for credit recovery. Details will be communicated with families and expectations will be determined by building principals for the credit to be obtained.

DANCES

Dances held/sponsored by Pretty Prairie High School are open to PPHS students and their date or guest. Each student will be limited to one date or guest. Any date or guest who does not attend high school at PPHS, will need to be approved through the office. (Forms are available in the office.) All dates and guests are subject to the same rules as high school students. Prom and homecoming dates and guests shall be no younger than freshman and no older than 19 years.

At different times throughout the school year the Middle School may have school-sponsored dances. If/when these events take place, the following rules will apply:

1) attendance will be open to PPMS students only
2) student handbook dress code and conduct at school events applies to all attendees.

DRESS CODE

USD 311 recognizes that the apparel of the student is primarily the responsibility of the parent/guardian. However, the school will insist upon attire that is conducive to the learning environment. The guidelines listed below are designed to prevent distractions and to provide an appropriate learning atmosphere. We ask that parents work with their students on using good judgment when making clothing choices. Administrators are the final authority as to whether clothing is or is not in compliance with dress code policy. Failure by the student to correct dress code violations will result in disciplinary action including suspension from school, school activities and functions.

The district's dress code is designed and intended to ensure that student attire does not interfere with student learning, the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that student attire does not impinge upon the right of other students in their participation of school, school activities, and functions. Students dressed in alignment with the dress code can be free to learn and not face unnecessary barriers to school attendance. Students have the right to be treated equitably and with dignity. These rights extend to application and enforcement of the district dress code.

The restrictions included in the dress code are necessary to support the overall educational goals of the district and its schools.

- **Top**
  - **Acceptable Tops include:**
  - ○ t-shirts, blouses, sweaters, sweatshirts, or dresses
  - ○ shirts w/sleeves
  - ○ dresses that have at least 2" wide straps
  - ○ hooded sweatshirts (hoods cannot be pulled up, over head)
- **Bottom**
  - **Acceptable Bottoms include:**
  - ○ jeans (rips/ holes may not show skin/underwear; avoid sagging to show underwear)
  - ○ athletic pants
  - ○ shorts and skirts/dresses that are at least as long as a fisted hand when the wearer's arms are relaxed at their sides
  - ○ leggings (with acceptable tops)

- **Shoes/ Boots**
  - **Acceptable Shoes include:**
  - ○ tennis shoes (required in PE classes for safety reasons)
  - ○ boots (not allowed in PE classes for safety reasons)
  - ○ sandals
  - ○ dress shoes

- **Headwear**
  - ○ hats/ headwear (only outdoors, at athletic events, AND on designated Spirit Week days)

Students cannot wear:

- Violent Language or images
- Spaghetti straps/ tube tops/ crop tops
- Cut-off shirts with arm holes that show underwear or skin
- Images or language depicting weapons, drugs or drug paraphernalia, alcohol, nicotine products, illegal items, or illegal activities.
- Hate speech, threats, or profanity
- Overalls without a shirt underneath
- Images or language that creates a hostile or intimidating environment
- Material that is see through
- Clothing or accessories that may endanger the student or others

● Costume outfits and accessories including headgear, gloves, footwear, etc.

Students determined to be in violation of the dress code will report to the school office. Please see the Behavior Matrix under disrespect for consequences. Students who participate in certain classes (i.e. Science, FACS & Ag) and/or interscholastic activities will be expected to adhere to the personal appearance standards developed by their sponsors or coaches of those activities and as approved by the building principals.

BOE Policy: JCDB Dress Code: Neatness, decency, and good taste are guidelines of the district dress code. Students shall not be prohibited from wearing traditional tribal regalia or objects of cultural significance at a public event. A "public event" is defined to include but is not limited to, "an award ceremony, a graduation ceremony or a meeting of a governing body." Approved 12/21

DRIVING

Students who can legally drive are allowed to drive to school. Parking is limited to legal parking spaces in the west parking lot and on Christy Street; students should not park in driveways or access areas around the buildings. Students are not to drive or be in their cars, without permission, during the school day.

Reckless driving in the parking lot will be reported to law enforcement. Surveillance of the parking lot is recorded on district cameras.

DRUG FREE SCHOOLS – *see ALCOHOL, DRUG & TOBACCO POLICY*

DUAL CREDIT – *see COLLEGE COURSES*

EIGHTH GRADE PROMOTION

Eighth grade promotion ceremonies ~~and accompanying reception~~ will be under the control and direction of school administration. Students must have all obligations cleared and be academically eligible with the school office to participate in promotion ceremonies. The school dress code policy will be enforced at promotion.

EXTRACURRICULAR ACTIVITIES & ELIGIBILITY

Conduct at School Events

Students, as individuals involved in an activity offered at our school, as either a participant or spectator, are recognized as an official representative of Pretty Prairie Middle/High School and this community. Conduct and sportsmanship on and off the school premises should display the highest possible standards.

Good Standing

Students must be in good standing (academically eligible, no unexcused absences, and no outstanding detention or suspension time) to attend and/or perform in school sponsored activities. Students who are serving time for in-school or out-of-school suspensions will not participate in or attend school activities and functions on the same days in-school or out-of-school suspension time is served. A student who is academically ineligible will not be able to participate or attend extracurricular events.

Extracurricular Activities:

KSHSAA sanctioned activities are open to students in grades 7-12. In addition, 6th grade students may participate in cross country, volleyball (girls), basketball and track. Before a student athlete is permitted to report for practice, he/she must have the following signed forms on file with the school office:

1) a physical examination and a completed, current KSHSAA physical examination form. Forms are available online at www.kshsaa.org or in the school office.

2) a KSHSAA Concussion & Head Injury Information Release form. All athletes will also be required to attend a Heat & Hydration Information Session before their first competition.

USD 311 recognizes all activities, athletics and special events as extracurricular and will adhere to the eligibility requirements listed below. Field trips, dances, athletics, and school sponsored activities are considered extracurricular.

Academic Eligibility:
Per KSHSAA regulations, all students must pass a minimum of 5 new subjects each semester to be eligible to participate in KSHSAA sponsored activities. USD 311 considers all student organizations extracurricular and will be governed by the same guidelines as KSHSAA sponsored activities.

The school has also set forth the following policy that will apply to all KSHSAA activities as well as any activities that the school determines to be "extracurricular": An Ineligibility List will be ran every week on Monday at 10am. Students with an initial failing grade for the semester will be placed on a one-week probationary period. If at the end of the probation period* the grade has not been raised to passing, the student will be declared ineligible. During the initial probation period only will a student be able to continue to travel and participate with the team in any contest. After the student's probation period, a student failing one or more classes will be determined ineligible for the minimum length of 1 week and for as long as said grade(s) remain "failing". An "Ineligible" student may not participate in any contests (games, meets, etc.). To become eligible, a student must bring their grade to a passing grade.

*Probation is allowed for each student, only once a semester.

Attendance Requirement:
To be eligible to participate in an extracurricular activity, students must arrive at school by 12:15pm from an excused absence situation. A student who has been unexcused from any part of the day on a performance day, will not be allowed to participate. Students whose suspension or expulsion goes through the school day on Friday will not be able to participate in any weekend activities/competitions.

Transportation:
Students and athletes are expected to ride to an activity in school transportation; they should also ride home in the school vehicle provided. If the student has a permission note from parents or guardian, he/she may ride home with them. Parents may also sign a permission form provided by the coach or sponsor which allows for transportation by the parent or guardian following the activity.

Any alternate arrangements for transportation of students or athletes should be made through the office at least 24 hours in advance and approved by the principal. Students and parents must understand that the school seriously considers the safety of the child when making transportation arrangements to and from activities. Students riding with adults other than their parents must have the written permission of their parent/guardian and the adults with whom they ride. Emergency situations will be handled on an individual basis by the principal, sponsor, or coach. (BOE Policy JGG)

FEES All students will be assessed a book fee and an I-pad/Chromebook Fee. Other fees may be assessed for specific activities that a student chooses to be involved in. Students may also be assessed fees for a specific reason such as library late fees or damage to school property. A complete listing of school fees is available in the school office and on the district website. All fees will be administered through PowerSchool. Arrangements may be made through the school office, for families to set up payment plans and/or make payments.

FIELD TRIPS

Teachers and principals will work together to provide educational opportunities in the form of off-campus field trips. Informal field trips that are in Pretty Prairie (i.e. school farm, park, downtown businesses, another school building, etc.) do not require parent permission slips. Formal field trips outside of Pretty Prairie (i.e. Wichita, Hutchinson, etc.) do require parent permission slips.

FIRE, TORNADO, AND CRISIS DRILLS

Fire, tornado, and crisis drills are required by law and are held periodically so emergency response and/or evacuation of buildings can be accomplished as calmly as possible and without panic. When an alert for a drill is sounded, students are to walk quickly and quietly without books, materials, or supplies. Students should follow directions from staff and refrain from talking or visiting during the drill, and should remain together in class groups so teachers can account for all students and give any announcements necessary. Each room will have instructions posted as to the location of protected areas.

FUTURE FOCUSED - *ADVISORY TIME*

This is a daily advisory and planning time provided to students for teachers to help them prepare for career exploration, course planning, post-secondary planning (workforce, technical school, or college), life skills, character building, and portfolio development (cover letters and resumes for mock interviews). Students from grades 7-12 will be at different stages of future planning, and each grade level has tasks and skill building. Teachers will work with students to help them prepare for student-led conferences each semester with their Parents/Guardians and Future Focused/Advisory Teacher.

GRADING POLICY

Student grade cards will be provided to parents at the end of each semester. Student-Led conferences will take place twice each year in the fall and in the spring.

GRADING SCALE

USD 311 Grading Scales

Grades K-2			Grades 3-12	
3	Meets Standard		A	90- 100%
2	Developing		B	80-89%
1	Beginning		C	70-79%
			D	60-69%
			F	59% and below

GRADUATION EXERCISES (Commencement Ceremony)

Formal public graduation activities will be conducted at the high school level for seniors and for students who have met all graduation requirements as set forth by USD 311 and the State of Kansas. Graduation exercises will be under the control and direction of the building principal. School dress code policy will be followed for attire worn under the school approved caps and gowns worn by students participating in high school graduation exercises. Aside from earrings and typical jewelry, anything that is not a school organization or club issued stole, cord, or medal should not be worn. All gowns must be uniform and any added images, patches, personalized tailoring, etc. must be removed before the graduation exercises. Tops of caps may be decorated for individual purposes and approved by the principal. Cap decorations must lay flat or not exceed one inch in height. Students may not display inappropriate phrases or gestures either individually, or as a group. The school dress code is still enforced at all graduation related ceremonies.

All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participation is denied for just cause by the Board of Education. In emergency situations, either the building principal or superintendent may deny or permit participation. Diplomas will be awarded when all obligations are resolved. A student not receiving a regular diploma may be granted permission by the building principal to participate in graduation exercises.

GRADUATION HONORS

For classes graduating in 2025- 2027: The school shall recognize a senior class Valedictorian(s) and Salutatorian(s). These honors will be determined by the final Class Ranking which is calculated by a student's Cumulative Grade Point Average. The class Valedictorian(s) & Salutatorian(s) will be awarded a medal and asked to give a speech at the Graduation Ceremony. National Honor Society members and volunteer firefighters will also be recognized and given an honor cord to wear at the Graduation Ceremony.

For classes graduating in 2028 and beyond: The student with the highest GPA while completing the Kansas Regents Curriculum will be valedictorian; the second highest GPA for a Kansas Regents Curriculum completer will be salutatorian. If a tiebreaker is needed, ACT scores will be used to determine valedictorian and salutatorian. If there are no students in the graduating class who complete the Regents Curriculum, honors will be determined by the final Class Ranking which is calculated by a student's Cumulative Grade Point Average. ACT test scores will be used for tie breakers when needed.

GRADUATION REQUIREMENTS

The Kansas State Department of Education cites that each local board of education must have a written policy specifying that students are eligible for graduation only upon completion of set requirements. The local requirements must meet the minimum state requirements but are not limited to the state requirements, and can be increased by the school board. The USD 311 Board of Education has set forth the following requirements for high school graduation: 1 semester = .5 units of credit.

***Exemptions to graduation requirements may be made for transfer students if necessary.**
Any exemption must be approved by school administration.

Graduation Requirements Chart	State of Kansas	Classes of '26 and '27 for USD 311	Classes of '28 + for USD 311	Board of Regents
English	3	4	4	4
Communications	.5	X	.5	X
Math	3	3	3	4 w/ Adv. Math
Science	3	3	3	4 w/ Physics
Social Studies	3	3	3	3
Fine Arts	1	1	1	District
PE/ Health	1	1	1	District
FACS	X	.5	0.5	District
Financial Literacy	.5	X	0.5	District
STEM (technology)	1	.5	1	District
Electives	5.5	8	7.5	District w/ 2 World Language
Total	21	24	25	<-- 24 or 25

"District" denotes USD 311 requirements are upheld.

GUIDANCE OFFICE

The guidance office and counseling services are designed to assist students in making the most effective use of their assets and in setting reasonable and attainable goals. Students wishing to receive help with class schedules, college information, career materials, scholarship information or credits as well as personal problems and concerns are encouraged to make appointments to see the school counselor. Students should make appointments to avoid missing classes.

GYMNASIUM AND WEIGHT ROOM

The gymnasium and weight room must be used with direct staff supervision. Students are not to be in the rooms or using any of the equipment without direct supervision of a staff member. Students should not be on the gym floor in street shoes and/or boots. When enrolled in a PE course, students must wear athletic shoes for safety purposes.

HAZARDOUS WASTE INSPECTION AND DISPOSAL

Inspection: Regular inspection of district facilities for hazardous waste shall be conducted by Custodial Staff. Written records of these inspections shall be maintained.

Disposal: When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal rules and regulations, or current law. **Rules:** The superintendent shall develop written rules and procedures for notifying district administrators that hazardous waste has been discovered and/or produced and rules for reporting the proper disposal of waste. These rules and regulations shall be distributed to all staff members in classified and certified handbooks. (BOE Policy EBBA)

HEALTH/ MEDICATIONS

A health room is available when a student becomes ill at school. A student must have permission from the teacher or the office before going to the health room. School staff are not allowed to give medicines, give treatments, or make a diagnosis- this includes pain relievers (aspirin, ibuprofen, etc.) and cough drops without parental permission. The staff only provides first aid when needed. No student will be sent home until parents or other responsible persons have been notified. Each student must have a person's name and phone number on file in the office to call in case of illness or emergency.

When prescription medication is necessary for a student to remain in school, it will be kept in the school office. All prescriptions must be in their original container from the pharmacy and a medication authorization form completed by the parent. All medication will be self-administered by the student, under the supervision of office staff. If the student needs assistance with medication administration at school, instructions must be provided on the medication authorization form.

Recommendations for Students with Specific Contagious Diseases

(Kansas Department of Health and Environment)

Conditions for Exclusion from School	Conditions for Returning to School
1) Oral temperature of 99.6 degrees or above with headache, sore throat, nausea, coughing/sneezing or other symptoms.	1) Free of fever for 24 hours.
2) Oral temperature of 100.4 or above will be sent home even when there are no other symptoms.	2) Free of fever for 24 hours.
3) Severe cough where students gets red or blue in the face or makes high pitched "croupy" or "whooping" sounds after coughing.	3) Symptom free or physician's written approval to return to school.

4) Diarrhea, maximum of two watery stools in a four-hour period.	4) Free of diarrhea for 24 hours.
5) Vomiting	5) Free of upset stomach and vomiting for 24 hours.
6) CONJUNCTIVITIS, BACTERIAL (Pink eye) – inflammation of the conjunctiva of one or both eyes, swelling of the eyelids, and a purulent discharge.	6) Excluded from school until 24 hours AFTER treatment has been initiated.
7) Infected areas of the skin with crust, yellow, dry area or rash, e.g. impetigo, ringworm, etc.	7) Return to school 24 hours AFTER treatment has been initiated.
8) Severe itching of the body or scalp or constant scratching of the scalp, e.g. head lice or scabies	8) After treatment, including free of LIVE lice.
9) Fainting or seizures (other than pre-existing conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.	9) Symptom free or physician's written approval to return

Parents/Guardians are requested to report a physician's diagnosis to the school.

HONOR ROLL

Honor Roll will be calculated at the end of each semester and based on the student's Semester Grade Point Average. GPAs will be recognized as follows: 3.85-4.0 High Honors (Blue Ribbon), 3.51-3.84 Honors (Red Ribbon), 3.0-3.5 Honorable Mention (White Ribbon). A listing of all Honor Roll students will be published at the end of each semester.

IMMUNIZATION REQUIREMENTS

Students enrolled in Kansas schools will present evidence that required immunizations have been received and are current OR that a medical or religious exemption has been claimed. The only exemption allowed is students transferring into this district within the past three months and who are awaiting transfer of records. All students entering Kindergarten, 7th grade, and 11th grade require additional immunizations prior to the first day of school. It is the responsibility of parents/guardians to ensure your students are up to date on immunizations. Parents/guardians of students not meeting minimum immunization requirements shall:

- Be notified in writing 45 calendar days after school entrance to complete required immunizations ●
  If necessary, be notified a second time after 80 days of school as a reminder to complete required immunizations
- Be notified in writing by the building principal if student has not completed his/her immunizations within the 90-day time period that said student will be excluded from school attendance until immunization requirements are fulfilled and evidence is submitted

Any student whose immunization information is not updated (exemption signed or immunization record provided) in the office on or before the start of the school year will not attend classes until said information is on file. Contact the school health liaison for more information.

LIBRARY

Library hours are 8:00 a.m. to 3:35 p.m. Books may be checked out for three weeks and are renewable. A student may request an extended due date at check-out time, if necessary. Overnight books that are checked out should be returned by first period the following day. When library materials are lost or damaged, replacement cost is charged. Current periodicals and newspapers may be checked out for one day. Students with overdue interlibrary loan books will be assessed a fine of 10¢ per day. Interlibrary loan books will not be ordered or checked out to students who have overdue items or outstanding fines. Candy, food, and beverages should not be brought into the library.

LOCKERS

(BOE policy JCAB) Lockers belong to the school, they are under the supervision of school officials, they are subject to periodic announced or unannounced searches and students are only to keep items needed to conduct their business as students and athletes in their lockers.

At the time of enrollment each student is assigned a locker. It is the student's responsibility to secure his/her belongings. Students are cautioned not to leave money or valuables in their lockers. The students, not the school, are responsible for student valuables. Lockers are to be kept clean and tidy at all times. Students may decorate the inside of their lockers with easily removed pictures or personal items. No pictures of alcohol beverages, tobacco products, drug paraphernalia, drugs, scantily clothed human bodies, or anything which might be considered objectionable shall be put in or on the lockers.

LUNCH PROGRAM & SACK LUNCH POLICY

USD 311 participates in the National School Lunch Program (NSLP). Breakfast & Lunch are available to students every day that school is in session. Participation in the lunch program qualifies the district to receive reimbursement from the USDA for each meal served to eligible students. In return, the district must serve lunches that meet federal requirements, offer reduced price and free lunches to eligible students and follow federal fiscal and administrative guidelines.

Free & Reduced Lunch Applications: will be available to all families at enrollment and are available throughout the school year in the school offices. Eligibility for this program is set by the USDA and is based on family size and household income.

Payment Policy: All students purchasing school breakfasts, lunches or a la carte items are required to have a positive balance on their lunch account. Student lunch account balances can be viewed in PowerSchool or obtained from the building secretary. Payment should be made to the building secretary BEFORE the account goes negative.

FOOD SERVICE PRICING

Extra Milk 70¢	**Breakfast** $2.85/ meal	**PreK- 8 Lunch** $3.25/ meal	**9-12 Lunch** $3.50/ meal
	Note: A carton of milk is included with these meal prices, if students want extra milk, it costs 70¢.		

Unpaid Meal Charges

The district's meal charging requirements are as follows:

A charge account for students paying full or reduced price for meals may be established with the district. Payments for school meals may be made at the school or district office. The parent/guardian is responsible for prepaying the student's account. When meal accounts get low and/or fall delinquent, the building secretary will communicate with the student and parent/guardian, and payment reminders will continue to be sent home with the students. Staff will maintain records of how and when the messages are communicated.

The grace period amounts are as follows:

Reduced Paid Meals	Full Paid Meals
PreK-5- $3.00	PreK- $14.25
6-12- $3.00	6-12- $15.00

After the grace period amount has been reached, the school principal will communicate with the parent/guardian to speak of the delinquency and to ask that sack lunch(es) be sent with the student until the delinquent account is paid. Those who have charged the maximum allowance (double the grace period allotments) and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a sandwich, fruit choice and milk choice. The district office staff will call the parent/guardian to discuss repayment of the delinquent account.

Lunch Procedure for ES: All students will report to the elementary school lunchroom. After eating, students are to remain in the lunchroom until dismissed. Disruptive behavior during the lunch period will not be tolerated and will be dealt with accordingly by the lunch room monitor.

Lunch Procedure for MS/HS: All students will report to the high school lunchroom. After eating, students are to remain in the lunchroom until dismissed. Students are not allowed to reenter the school building during their lunch period. Disruptive behavior during the lunch period will not be tolerated and will be dealt with according to the Behavior Matrix under Disrespect. See BOE policy EE for more information.

School Sack Lunch Policy

Students are welcome to bring a sack lunch from home. To support a healthy school environment, we ask parents to follow these guidelines:

- Please provide nutritious items in your child's lunch to promote healthy eating habits.
- High-calorie beverages, energy drinks and soft drinks are not allowed.
- Candy should not be included in sack lunches.
- Sack lunches with fast food advertisements (e.g., McDonald's, Wendy's, etc.) are not permitted in the cafeteria.

Meal Modification Policy

The food service staff is capable of making meal modifications for students. To request a modification, parents or guardians must complete and submit the **"Medical Statement to Request Meal Modification"** form, signed by a licensed medical authority citing the need for the modification. Please return the completed form to Lindsay Morrisey, USD 311 Health Coordinator. Meal modifications will be made only after the form has been received and reviewed.

MAKE UP WORK

USD 311 Board of Education Policy states that it is the student's responsibility to obtain make-up assignments from teachers following an absence. A student may make up work and receive a recorded grade for work missed due to an excused absence. Upon return from an excused absence, students should meet with each teacher and form a plan as to when assignments are due. A student will not receive credit for work missed due to an unexcused absence.

MAKE UP WORK & ABSENCES DUE TO SUSPENSION

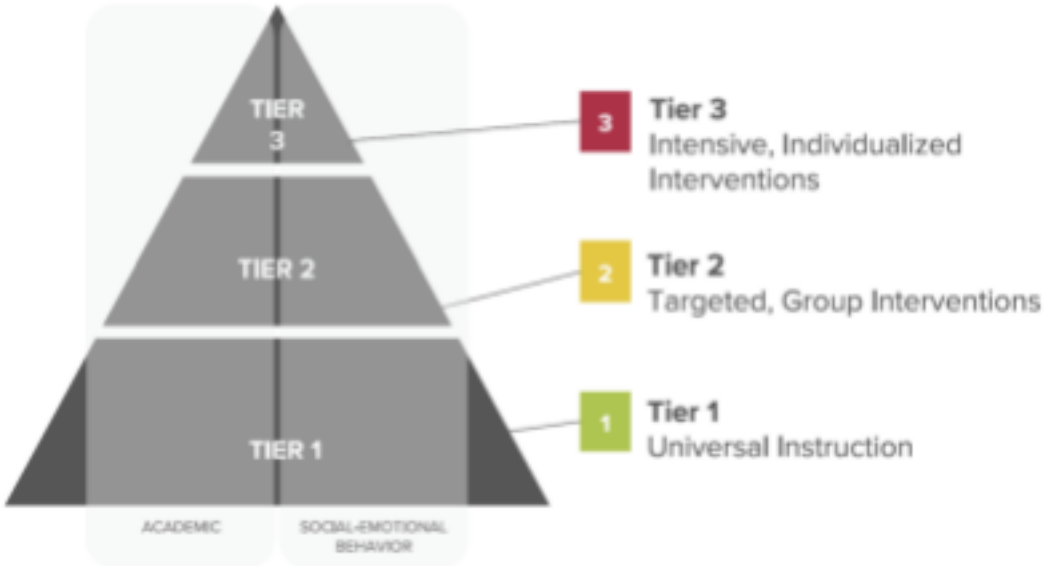
When suspended, students will be allowed to make up major assignments and tests. Credit will be given for daily work missed during suspension. However, suspended students must contact the school office to obtain assignments, and those assignments will be due when the student returns to classes. USD 311 Board of Education Policy JDD states that the days a student is suspended or expelled shall not be counted as unexcused absences in allowing make-up work, since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion. However, the time allowed for make-up work due to a suspension or expulsion can be less time than allowed for an excused absence.

MANDATORY REPORTING OF SUSPECTED ABUSE/NEGLECT

Every physician/ surgeon, including doctors of medicine and dentistry, licensed osteopathic physicians, certified psychologists, doctors of chiropractic, residents, interns, social or case workers, examining, attending, or treating a child under the age of eighteen (18), and every registered nurse, or school nurse, examining, attending, or treating such a child in the absence of a physician or surgeon, and every teacher, school administrator, or other employee of a school which such child is attending, and having reasons to believe that such child has had serious injury or injuries inflicted upon him or has as a results of abuse or neglect, shall report the matter promptly to the juvenile court of the county in which such examination or attendance is made, treatment is given, or school is located. (House Bill No. 1096 passed by the 1970 Session of the Kansas Legislature.)

MULTI- TIERED SYSTEM OF SUPPORTS (MTSS)

USD 311 will implement a Multi-Tiered System of Supports (MTSS) for our students in all our buildings. Here is a graphic that explains the tiers of this process.



NOTICE of STUDENT INFORMATION POLICY

Notice to parents/guardians of students enrolled in the schools of Pretty Prairie USD 311, and all persons who are or will be eighteen years of age and will be students of USD 311 and all other persons concerned: Each of you is hereby notified that the Board of Education of USD 311 has designated the following student information as Directory Information:

- Name, address & telephone listings
- Grade level, class rosters
- Participation in officially recognized school activities and athletics
- Athletic roster information including height & weight
- Honors achieved
- Diploma and awards received

The above information will become public record of each student unless you inform the Superintendent of USD 311, in writing that any information designated shall not be released without your prior consent. The above notice is required to be published by the Family Educational Rights and Privacy Act of 1974.

OFFICE TELEPHONES

The School Office phones should be used in situations of necessity only. The line into the building must be kept open as much as possible to accommodate school business. Students will not be excused from class to receive a phone call unless it is an emergency. Rather, a message will be taken and given to the student between classes.

PEP BUS

Pep buses to special games or activities may be offered for spectators.

General guidelines are listed below:

- Middle school and high school students and patrons of USD 311 may ride the activity bus. Students have priority. ● At least 20 riders must sign up and ride or the trip will be canceled.
- Riders must be signed up before 12:00 noon the day prior to the trip. Departure time will be on the sign-up sheet.
- The sign-up sheets will be in the high school office.
- Stops for meals will be up to the driver and principal.
- Sixth grade and younger children must be accompanied by a parent/legal guardian.
- Bus rules apply.

Riding the activity bus is a privilege. Students breaking bus rules or school rules at the activity will lose riding privileges.

POWERSCHOOL

USD 311 utilizes PowerSchool as its student information system (SIS). The schools use the SIS to document, maintain and store student information including, but not limited to, current grades, historical grades, student attendance, school and lunch fees, and other necessary information. Students and parents are given access to certain information through an on-line PowerSchool student or parent account. Other district information and calendar information is also accessible.

PUBLIC DISPLAYS of AFFECTION

Proper relationships between students are expected at all times during school and at school sponsored events. Displays of affection other than holding hands will not be acceptable. Disciplinary action will result from improper displays (see Behavior Matrix under Disrespect) of affection.

PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

If you have input you wish to share with the Board of Education, you should follow these guidelines:

• You are reminded that Board policy requires that any person wishing to speak to the Board shall notify the superintendent seven days prior to the meeting and state the reason(s) for the request.

• The board president may, at his discretion, ask those patrons attending the board meeting if any of them have something to bring to the board's attention. Indicate to the board president prior to the meeting your desire to speak and the topic on which you wish to speak.

• The board president may impose a limit on the amount of time a visitor may have to address the board.

• Appoint a spokesperson if several people are interested in addressing the same topic.

• You are reminded that discussion concerning identifiable individuals may need to be done in executive session in order to protect the interests of that person.

Most issues can be resolved before reaching the board of education level. The board can operate more efficiently when those most directly involved cooperate to solve problems or find better ways of doing things.

RELEASE OF STUDENT INFORMATION FOR RECRUITMENT PURPOSES

The school district, as required by federal law, provides to military recruiters and institutions of higher education, upon request, the name, address, and telephone number of each secondary school student, unless the student or the student's parent has advised the district that this information is not to be disclosed without prior written consent. If a parent does not want the district to disclose any of this information, or any specific item of information, without the parents' prior written consent, the parent must notify the district, in writing or at enrollment.

SCHOOL BUS SAFETY

Parents should study with the pupil the list of transportation regulations issued by the school. The importance of observing these regulations should be stressed to the pupil not only for his own safety but to protect the lives of all students riding the school bus. Help the driver maintain his schedule by making sure that pupils are ready on time. If parents send their children late to bus stops the time consumed by the driver in waiting for these pupils could increase the bus time up to one half hour beyond its normal schedule. Bus schedules are planned with sufficient time for pupil loading at each stop but no time has been allotted for tardy pupils. According to state rules and regulations and because of insurance coverage, students are to be discharged only at regular bus stops. Stops for personal activities should be handled by the parent.

SCHOOL BUS REGULATIONS / STUDENT DISCIPLINE ON BUSES:

1. Students shall board the bus without crowding and pushing, and shall remain seated while the bus is in motion. 2. Students shall not extend arms, legs, or heads out of windows.
3. Students shall not talk to the driver while the bus is in motion.
4. Students shall not open bus windows except when permitted by the driver.
5. Students shall not mar or deface the bus or its equipment. Damage to seats, etc., must be paid for by the offender.
6. Students shall not indulge in fights or scuffles, throw any objects from bus windows or use profane language.
7. Books, lunches and other objects shall be kept out of the aisles.
8. Students are expected to be at the assigned bus stop at the scheduled time. Buses will enter lanes only at turnarounds and in bad weather. Special cases for entering lanes will be considered. 9. Buses will not stop on the highway to discharge students after an activity trip.
10. Students not going home on the school bus, wanting to leave the bus at another destination along the same route, or planning to ride a different bus, must bring a written parental request to the building principal prior to departure.
11. Students are not to leave the building to lad on buses until all buses are in their stall, even though the dismissal bell has rung.
12. Students are not permitted to leave the bus until they have reached their home unless they have permission from the office.
13. No pop or candy shall be eaten on the bus during the regular route, unless given to riders by driver and/or approved by driver.
14. Be courteous and responsible passengers at all times. Help look after the comfort of small children.

SITE COUNCIL

The School Site Council is responsible for providing advice and counsel in evaluating state, school district and school site performance goals and objectives and in determining the methods that should be employed at the site to meet these goals and objectives. Parents and community members are asked to serve on the site council by the school administration. The council meets twice a year during the school year. Meetings are open to the public.

STUDENT CLASSIFICATION for HS STUDENTS

To be classified as a Sophomore, a student must have successfully completed 6 units of credit. To be classified as a Junior, a student must have successfully completed 12 units of credit. To be classified as a Senior, a student must have successfully completed 18 units of credit. One Semester = .5 unit of credit. Student Classification is primarily used for KSHSAA purposes.

STUDENT CONDUCT

Students are under the authority of ANY USD 311 employee (teacher, secretary, cook, custodian, and bus driver) at ANY time they are on the school grounds or at a school activity. Students are to be respectful to all district employees at all times and are to follow all reasonable requests made by staff members. Disobedience of a reasonable request will be considered insubordination.

Classrooms shall be orderly and shall be conducted in such a manner as not to interrupt other classes. The responsibility of an orderly room is the teacher's, but each student should cooperate in maintaining a well disciplined room.

Students are to pass in an orderly manner in the halls and throughout the buildings at all times. Students are expected to be responsible for self-discipline. Pushing, shoving, wrestling, loud talking or shouting, or cell phone use will not be acceptable (see Behavior Matrix under Disrespect).

STUDENT COUNCIL

Elementary/ Middle School: Student Council members will be elected in the Fall. Students must maintain a 2.5 GPA, or higher. Students must have acceptable attendance. Students must display appropriate behaviors. Lower GPAs, poor attendance and office referrals may result in dismissal from the organization.

The student government for the high school will be the National Honor Society.

TECHNOLOGY EQUIPMENT

All students will be issued an iPad or a Chromebook for school use and charged a yearly maintenance fee. All Chromebooks are the property of USD 311. Use of this equipment in school falls under the guidelines of the school's Acceptable Use Policy for Technology. Students will be required to sign a Technology Usage Agreement, detailing the terms of use. Chromebooks that need to be repaired due to any action other than an accident or hardware failure will range from $25-$100 based on the damage and cause (as determined by IT Director.) Lost chargers will be $20. Students will be responsible for replacing the entire machine should they intentionally destroy it. This is communicated in detail in the Technology Agreement signed at enrollment.

For intentional damage to an iPad, rendering it unusable, the student will pay the district $325.

For the intentional damage to a Chromebook, rendering it unusable, the student will pay the district $250.

TOYS AND VALUABLES

Items such as electronic devices, expensive jewelry, and large amounts of money are NOT to be brought to school without prior approval from the principal or from the child's teacher. Additionally, students should not bring toys or other play items to school unless they have specific permission from school staff to do so, as these items are often a distraction to students and frequently cause conflicts with peers. Additionally, students who ride bicycles, scooters, or skateboards to school must leave them in the assigned area when arriving upon school grounds, or they will not be permitted to continue using those items.

TREATMENT OF SCHOOL PROPERTY

We want students to take pride in the appearance of their school. Students must not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, marker, or any other instrument. Any student responsible for damage beyond normal wear and tear of textbooks or library books will be charged for the cost of rebinding or replacement. Students responsible for damage beyond normal wear and tear of school musical instruments will be charged for the costs of repairs or replacement. Students must not tamper with fire alarms, fire extinguishers or any electrical system in the school. Any student that intentionally destroys or causes damage to school property will immediately compensate for said damage. Any student causing damage through vandalism, arson or larceny will be suspended from school and reported to the proper law enforcement agency.

VISITORS

All visitors to USD 311 facilities must be approved through the office, before the date of the visit, and must report to the office upon their arrival. Minors not enrolled, suspended or expelled from USD 311 may be on school property for business purposes only. Parents are encouraged to visit the school only when prior arrangements have been made with the student's classroom teacher or the administration. Non-approved visitors will be asked to leave the premises. Failure to leave when asked will be construed as an act of trespassing.

WEAPONS POLICY

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

This policy shall include any weapon, any item used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of Board policy.

As used in this policy, the "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce; mine, or other device similar to any of these devices.

USD 311 reserves the right to allow law enforcement agencies to conduct periodic, unannounced searches of school facilities and parking areas for firearms and/or ammunition using trained dogs.

WITHDRAWAL OF STUDENTS

Any student wishing to withdraw from Pretty Prairie High School must report their intentions to the main office. A record is made of books checked in, equipment checked in and settlement of all bills owed or credited to their account. Students under the age of 17 must have a parent/guardian officially withdraw them.