USD #496

Pawnee Heights

2026-2027

PreK-12

Student/Parent Handbook

PAWNEE HEIGHTS USD 496
Home of the Tigers

Mascot:	League:	Colors:
Tiger	Southern Plains Iroquois Activity Association	Royal Blue & Red

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You are encouraged to read the information provided in this handbook. Many of your questions and/or concerns about school may be answered by the material presented.

The handbook provides information about:

- **School Board Policies**
- **Faculty and Staff Regulations & Procedures**
- **Student Rules and Requirements**
- **Club Requirements, Class Activities and Senior Trip Requirements**
- **Specific and General Information for the 26-27 school year.**

May this school year be a successful journey toward achieving your academic and extracurricular goals as well as building lifelong friendships with ALL of our Tiger family.
Dr. Brad Meyer, Superintendent

Pawnee Heights K-5 Mission Statement

All students will be challenged to attain their highest level of learning in a stable environment.

Pawnee Heights JR-SR High School Mission Statement

All students will be challenged to attain their highest level of mastery in a safe, stable, drug free, nurturing environment, ensuring that they learn the necessary academic and technological skills they will need in the future.

District Mission Statement

The Pawnee Heights Board of Education mission is to guarantee all students a secure place and opportunity to acquire the scholastic, technical, social, and lifelong learning skills essential for success as productive citizens.

Elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment are hereby notified that Unified School District 496 does not discriminate on the basis of race, color, national origin, sex, handicap/disability, age or religion in admission, access to, treatment, or employment in its programs and activities. Any person having inquiries concerning USD 496 compliance with the regulation implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the American with Disabilities Act (ADA) of 1990 is directed to contact the ADA and Section 504 Coordinator Dr. Brad Meyer, Supt. PO Box 98 Rozel, KS 67574, 620-527-4514.

Faculty & Staff

Amspacker, Lana	**5th & 6th Grade**
Archuletta, Heather	**Tri-County Para**
Brooks Haley	**Primary Bldg. Secretary, Social Media Coordinator**
Bryant, Susan	**Transportation Director, Bus Driver**
Carlson, Colleen	**9-12 Math, Chemistry**
Carlson, Regan	**6-8 Math, Robotics**
Carlson, Rick	**K-12 Physical Education, Health, Weights, Athletic Director**
Casco, Judy	**7-12 Computers, Business, Personal Finance, Yearbook**
Cassidy, Kirsten	**Tri-County Para**
Catlin, Paula	**Bus Driver**
Colglazier, Tricia	**3rd & 4th Grade**
Corpening, Emily	**Food Service Director, Head Cook**
Dorall, Sasha	**1st Grade**
Doyle, Linda	**Assistant Cook**
Ewy, Britt	**7-12 Social Studies**
Haas, Tammy	**2nd Grade**
Hagerty, Pam	**Bldg. Aide**
Hickey, Jaylene	**PreK & Kindergarten**
Hier, Theresa	**7-12 English**
Holaday, Patty	**Tri-County Special Education Teacher**
Kautz-Johansen, Constance	**Tri-County Para**
Lamon, Ashley	**Bldg. Aide**
Martel, Julie	**7-12 Art, FACS**

Mauricio, Heather	**7-12 Science**
McCoy, Jolene	**Bus Driver**
Nava, Samantha	**Bus Driver, Asst. Social Media/IT**
Meyer, Dr. Brad	**Dist. Superintendent, PK-6 Principal**
Nuckolls, Traci	**District Clerk, BOE Clerk**
Powell, Kayland	**Custodian**
Prescott, Kara	**Tri-County Para**
Reece, Jason	**Part-Time Maintenance**
Reece, Teresa	**Tri-County Para**
Vondracek, Augustina	**7-12 Principal, FFA Advisor, NHS Sponsor, Activities Director**
Wilson, Kam	**3-12 Bldg. Secretary**
Wordelman, Kristi	**K-12 Music & Band, Drama**

Coaches/Sponsors

Brooks, Haley	**HS Volleyball, Freshman Class Sponsor**
Brooks, Thomas	**HS Asst. FB, HS Head Girls BB**
Carlson, Rick	**HS Cross Country, HS Head Track, Senior Class Sponsor**
Carlson, Regan	**HS Asst. VB, HS Asst. Girls BB, HS Asst. Track**
Casco, Judy	**Sophomore Class Sponsor**
Colglazier, Tricia	**Elem StuCo, Asst. JH VB, Head JH Girls Track**
Delaney, Kay	**HS StuCo, HS & JH Scholars Bowl**
Dorall, Sasha	**Junior Class Sponsor**
Enabnit, Lorelee	**Head Concessions**

Hier, Theresa	**Freshman and Senior Class Sponsor**
Hoffman, Chrystal	**JH FB Driver, Asst. Concessions**
Josefiak, Ty	**HS Head Football**
Josefiak, Richard	**JH Head Boys & Girls Basketball**
Korf, Ashley	**HS Asst. Cheer**
Nava, Samantha	**JH Asst. Boys & Girls Basketball**
Pelton, Kelcee	**HS Head Cheer**
Pelton, Kelly	**JH Head Boys Track**
Prescott, Kara	**JH Head VB, JH Cheer, Sophomore Class Sponsor**
Reece, Teresa	**Junior Class Sponsor**

Board of Education Members

Carrie Reece (President), Tracy Hands, Brandon Enabnit, Roger Scott, Sara Selfridge, Rebecca Nash

School Board Meetings BCAB

The Board of Education shall meet in regular session on the second Wednesday of each month. The time, place, and date of regular settings will be established by resolution of the first meeting in July of each year. Any regular meeting of the board of Education may be adjourned to another time and place. Unless specified, all regular meetings will be held at 7:00 pm in the Primary School activity room.

July 8, 2026	**January 13, 2027**
August 12, 2026	**February 10, 2027**
September 9, 2026	**March 10, 2027**
October 14, 2026	**April 14, 2027**
November 11, 2026	**May 12, 2027**
December 9, 2026	**June 9, 2027**

Addresses and Phone Numbers

Pawnee Heights USD 496 District Office **Phone: 620-527-4212**
100 West Grand St. Rozel, KS 67574 **Fax: 620-527-4515**

Pawnee Heights USD 496 Primary PK-2 School **Phone: 620-527-9308**
201 N. Lowery St. Rozel, KS 67574

Pawnee Heights USD 496 3-12 School **Phone: 620-527-4211**
100 West Grand St. Rozel, KS 67574 **Fax: 620-527-4215**

Office Hours & Visitors

Business in the office should be conducted between the hours of 7:45 - 3:45 p.m. We encourage parents to visit the school. We would recommend that all visitors contact the individual teacher at least one day prior to a visit. Visitors are required to enter either school through the main front entrance and check into the office immediately upon arrival. Students must arrange in advance with the building administrator to bring visitors to school.

PowerSchool

PowerSchool can be accessed through the website www.phtigers.net. PowerSchool is a way for parents to keep up with students' grades, attendance and fees. Please see the Main Building Secretary for assistance in obtaining login information for PowerSchool.

Emergency School Closing AFC

As soon as it is determined that weather conditions warrant an early dismissal or cancellation of school, the television stations listed below will be notified. Parents and guardians will also be notified through the ThrillShare messaging system using the phone numbers and email addresses provided in PowerSchool. Parents may opt in to receive texts, phone calls and/or emails. In cases of an unplanned early dismissal due to inclement weather, parents of children in grades PK -12 will receive a phone call and text to ensure someone will be home for those riding the bus, to obtain permission for a student that drives to school to drive home or wait to be picked up, and/or to be notified to pick up their child early. If the parents cannot be reached, the school administration will keep the students at school until a parent is contacted. If the parents of students who ride the bus cannot be reached, these children will not be sent on the bus route. In all cases, the Thrillshare call/text/email messaging system will be the primary source of notification. Facebook will also be used to get information out to parents and students.

- **KWCH**
- **KAKE**
- **KSN**

Buses In Severe Weather EBBC-R-

Buses will not leave when severe weather conditions are in effect: however:

- **If a tornado is sighted as a bus is in route to or from school and near an approved area, students shall be taken to that location and evacuated.**
- **If a tornado is sighted as a bus is in route to or from school and shelter is not near, the bus shall head on a path perpendicular to that of the tornado.**
- **If escape seems impossible, the bus shall be evacuated and students led to a ravine, ditch, or culvert where they will lie face down in an area away from the bus or other moveable objects.**

If help is needed after danger has passed, an older, responsible student shall be sent or asked to call for help. The driver shall remain with the students. In all cases when severe conditions have passed, the safety of the students and the extent of damages or injury shall be reported to the Superintendent's office as quickly as possible.

Pre-enrollment & Enrollment Time Frame JBCCB

Pre-enrollment for each new school year shall take place in the spring of the previous year. Each student shall receive a copy of possible course offerings, a description of classes, and an enrollment form. Class choices on the enrollment form shall be approved by the student's parents and principal. Pre-enrollment data is used as the basis for the upcoming year's class schedule.

Final enrollment will take place during the week preceding the first day of school in August. At this time, the student will complete his/her final enrollment form, receive room assignments and the policies and procedures manual, pay fees, etc. Forms can be found on the website www.phtigers.net.

Each course offering will carry a unit of credit value. "Unit of Credit" as defined as a credit earned for satisfactory completion of any approved subject taught for a minimum of 40 minutes daily, five periods a week, for 36 weeks or 120 clock hours. One half (½) unit of credit is earned for approved subjects taught for a minimum of 40 minutes daily, 5 periods a week, for 18 weeks or 60 clock hours.

Entrance Requirements

Any student entering the Pawnee Heights School District for the first time must have a complete Immunization Certificate. Kansas law also requires school authorities to secure proof of identification for the child. Proof of identification may be in the form of a birth certificate, copy of a court order placing the child in custody of SRS, certified transcript or other similar pupil record, or other documentary evidence that the Board considers satisfactory. Prior to enrollment, any out of district student who is new to the district must complete the Out of District Enrollment application. Final approval for the student attending school at Pawnee Heights will be made by the Superintendent, Principal and Board of Education. This form can be found at www.phtigers.net in the enrollment section.

3 and 4 Year Old Pre-school Enrollment Criteria

- **Students must turn three years old on or before August 31st.**
- **Students must turn four years old on or before August 31st.**
- **Students must be toilet trained and be independent in the bathroom. Children may wear pull-ups (not diapers) but they must be independent in the bathroom with little assistance unless the student holds an IEP or other general education plan that includes a functional goal for toileting or has a medical condition verified by a doctor.**
    - **Parents/Guardians must supply all toilet training supplies (diapers, pull ups, wipes etc…)**
- **Turn in all required enrollment documents to the school office before the first day of school. These documents can be viewed on the district website under the "Enrollment and Open Enrollment" tab.**
- **3 and 4 year olds may attend 5 days a week.**
    - **3 year olds must attend at least 4 days a week and on a consistent schedule each week.**
    - **4 year olds must attend at least 4 days a week and on a consistent schedule each week.**

Pre-school Early Learning Standards

The Kansas Early Learning Standards include eight domains/ developmental content areas. A copy of the standards can be found at:
https://www.ksde.gov/student-success/early-childhood/kansas-early-learning-standards

Textbook Rental

Books are rented to students for the period of time they are enrolled in the course. Students are expected to return books in good condition and replace lost and/or damaged books. Book fees are established yearly. A book fine will be charged by the Board of Education. This fee is $85.00 per student with a household maximum of $255.00. A band fee of $10.00 will be charged. Pre-school students will be charged $42.50 per year. Fees for qualifying families may be reduced after completion of the National School Lunch Program application.

Lunch Program

Pawnee Heights sponsors a hot lunch program. Extra milk may be purchased. Meal and milk prices are established yearly by the Board of Education. Applications for free and /or reduced price meals are available online. Fees are as follows.

Lunch		Breakfast	
K - 5	$3.30	PK-12	$2.40
6-12	$3.55	Staff	$3.00
Student Guest	$3.30 or $3.55	Student Guest	$2.40

Staff	**$5.00**	**Adult Guest**	**$3.00**
Adult Guest	**$5.00**	**Extra Milk**	**$1.00**

Standard Grading Procedure

K-2 teachers use a standards-based grading system. Grades 3-12 teachers will employ the standard grading procedure below. Grades will be composed of either total or weighted points, determined by the teacher. Grading procedures will be notified to parents by each individual teacher.

100-96	**A**	**76-74**	**C**
95-90	**A-**	**73-70**	**C-**
89-87	**B+**	**69-67**	**D+**
86-84	**B**	**66-64**	**D**
83-80	**B-**	**63-60**	**D-**
79-77	**C+**	**59-0**	**F**

Primary Building Schedule

Start Time	**8:05**
Recess	**10:20 - 10:35**
Lunch/PE/Music (Main Bldg)	**10:40-12:00**
Recess	**2:00-2:15**
Dismissal	**3:30**

Main Building Elementary Schedule

Start Time	**8:05**
Lunch	**11:10 - 11:35**
Recess	**2:15 - 2:30**
Dismissal	**3:30**

JH & HS Bell Schedule

1st Hour	**8:05-8:55**
2nd Hour	**8:58-9:45**
3rd Hour	**9:48-10:35**
PAWS	**10:38 - 11:08**
4th Hour	**11:11 - 11:58**
Lunch	**12:01 - 12:26**
5th Hour	**12:29 - 1:16**
6th Hour	**1:19 - 2:06**
7th Hour	**2:09 - 2:56**
8th Hour • **HS Choir** • **6-8 PE** • **HS Seminar**	**2:59 - 3:30**

Add/Drop Policy & Procedure JBCCB

Class change request will be considered only during:

- **The first five (5) days of the first semester.**
- **The first five (5) days of the second semester**

Procedure is as follows:

1. **Students shall request class add/drop forms from the principal and/or high school office.**
2. **Students shall arrange a conference with the teacher of the class which is to be dropped. The Student will discuss his/her reasons for the request to drop a class. The student must secure the instructor's signature on the add/drop form.**
3. **Students shall request a conference with the principal to discuss reasons for class change.**
4. **Students shall secure permission of the instructor into the class for which they wish to enter.**
5. **Students must have their parent's permission to change a class.**
6. **An Add/Drop conference may be scheduled with the instructor, a parent and the student. Denial or approval shall be determined at the conference. The building principal may be consulted if there is a conflict during the A/D conference. His/her decision shall be final.**
7. **Any class offered with a final enrollment of two or less may not be dropped. If enrollment in a class falls below 3 students, no additional drops will be made.**

Online APEX Courses & Credit Recovery

Only students on gifted IEPS may opt to take a course we offer in person but is available through APEX due to an advanced class scheduling conflict or if such strategy is applicable during the SIT (Student Intervention Team) process working toward a gifted IEP. The only exception is for students that need it for credit recovery that is required for graduation but can not take the class in person due to a scheduling conflict. Credit recovery are those credits that a student did not obtain due to failing the in-person class.

High School Seminar (End of Day) – Course Description

High School Seminar is a structured period held at the end of the school day that provides students with dedicated time for academic support, organization, and personal responsibility. Students use this time to complete assignments, receive extra help from teachers, make up missed work or assessments, participate in interventions or enrichment activities, and prepare for upcoming coursework. Seminar also promotes effective study habits, time management, goal setting, and communication skills, helping students stay on track for academic success while providing a positive and productive transition to the end of the school day.

Report Cards IHAB

K-12 report cards will be mailed home upon completion of each nine week period.

Honor Roll

Honor Roll will be computed at the close of each nine-week grading period for students in grades 6-12. Grades will be averaged for all subjects and computed on a four point scale.
Note: The Friday before the achievement banquet will be used to determine the 4th 9 weeks honor roll status announcement.
Superintendent's Honor Roll: Students who receive a 4.0 grade point average in all their current courses.
Principal's Honor Roll: Students who receive a 3.4 grade point or higher in all their current courses.
It shall be the policy of the Pawnee Heights High School to recognize at the time of graduation, the students who have averaged a 3.5 or better as Honor Graduates of the Senior Class. The rules for Valedictorian and Salutatorian are as follows:

- **The top ranked senior will be Valedictorian and second ranked senior shall be Salutatorian.**
- **Students must have completed the Board of Regents qualified admissions recommended curriculum.**
- **Students must have attended Pawnee Heights for a minimum of five (5) semesters.**
- **Valedictorian and Salutatorian will be announced following the end of the seventh semester of high school (December of Senior Year).**
- **Any ties will be broken according to students' ACT scores.**

Graduation Requirements IHF

A student shall be eligible for graduation from Pawnee Heights High School upon successful completion of 24 units consisting of those required credits listed below, plus electives.

- **4 units of English Language Arts**
- **3 units of Social Studies**
- **3 units of Mathematics**
- **3 units of Science**
- **1 unit of Advanced Stem (Computer Applications)**
- **1 unit of Physical Education - must include Health**
- **1 unit of Fine Arts**
- **1 unit of Financial Literacy**
- **½ unit of Speech**
- **6½ units of electives**
- **2 state required Assets (beginning with the class of 2028). A list of approved Assets are available on the school website.**

All annual courses offered at Pawnee Heights High School carry one unit of credit unless otherwise designated during enrollment. To receive any prorated credit, the student must complete the entire course. Semester courses or one-half unit courses are not eligible for prorated credits. Prorated credits will be units no smaller than one-half. Exceptions to the above must be approved by the School Board and will be considered on their individual merits. This policy became effective the 2012-2013 school year.

Commencement exercises shall be held on either the Saturday or Sunday preceding the last scheduled day of classes.

Tardiness

Each time a student is tardy to class, the classroom teacher will assign a lunch detention for every unexcused tardy. A pass or phone call from the prior class's teacher will be acceptable as an excused tardy. It is the responsibility of the student to ask for a pass or have the teacher call if they have been delayed by that teacher and can not make it to the next class before the bell. Tardies are reported in PowerSchool by the teacher and become a part of the student's permanent record.

Attendance & Absences JBD

All young people between the ages of 7-16 are required by law to be in regular attendance at school. Every effort should be made to be in school. No amount of make-up can take the place of day-to-day activities in the classroom.
On the day a student is absent from school, *the parent or guardian of the child is requested to call the school by 9:30 a.m.* The school secretary will attempt to contact the parent or guardian if he/she has not called the school. *Notes are not acceptable for students in grades 9-12.* Texting your child's teacher or building secretary is prohibited. Please call the PK-12 secretary at (620-527-4211) to ensure communication of the absence has been received at the attendance office. The PK-12 secretary will inform the child's teacher(s). Your child will be recorded as unexcused if no phone call is made.

TruancyJBE

According to state law, 72-1113(c)(1)Truancy is defined as any three consecutive unexcused absences, any five or more unexcused absences in any semester, or seven unexcused absences in a school year, whichever comes first, the child shall be considered to be not attending school as required by law. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part (4 hours of the school day) shall be considered truant. Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 to 17), a letter shall be sent to the student's parents(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported as truant.

Doctors Notes

Once 10 days of excused and/or unexcused absences have been recorded within a semester, a doctor's note will be required for all future absences or they will be recorded as unexcused.

Chronic Absenteeism

Kansas keeps data on each school's chronic absenteeism.
***What is Chronic Absenteeism?* Being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons.**
***Why does this matter?* This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout. In fact, missing 10 percent or more of instructional days can translate into third-graders unable to master reading, sixth-graders failing subjects and ninth-graders dropping out of high school.**
A letter will be sent home when your child is approaching chronic absenteeism. The letter will include the importance of attending school and the statistics that show how frequent absences can affect the student's academic and social/emotional progress.

Appointments

Students are permitted to leave the building during school hours for doctor or dental appointments and family emergencies. A parent or guardian must call the PK-12 secretary as notification that the student will be leaving prior to the student's departure from school. Texting or calling the classroom is prohibited. All students and/or parents must notify an administrator, the office personnel, and/or school secretary before signing out of the office and leaving the building. Students returning to school before the school day is complete must notify the office personnel and sign in upon their return. No student is to leave the building during the day without the principal's and/or the office's permission.

Makeup Work

A student returning from an unexpected absence, on the day of their return, should arrange to complete missed assignments. Students will have two days per day of absence to submit the work identified by the teacher as make-up. The initiative to complete the makeup work rests with the student. It is the student's responsibility to get assignments *prior* to a planned absence or make other arrangements with the teacher. Students are required to turn in any assignments that are due on a day prior to leaving for any school activity. Students may turn in assignments before school, during lunch, or study hall. Only if a teacher is unavailable to turn in the assignment in person, should the student ask the building secretary to place the assignment in the teacher's mailbox. Students are expected to email their teacher that their work was given to the secretary if such a situation occurs.

If a student misses more than 7 full days for the semester, any school work assigned on those missed days will be recorded as zeros until the work is made up. It is the student's responsibility to use time provided to receive help from their teacher and/or complete the work before school, after school or during seminar. Missing a class period for the first fifteen minutes or more is significant and will be considered an absence from that period.

School Communication

Communication between parents and the school is an important part of supporting student success. If you have a question, concern, or need to discuss an issue involving your child, we encourage you to communicate with your child's teacher. For the safety and security of all students, parents and visitors are asked to remain in the school office until their child has been brought to or from the classroom. If you are meeting with a teacher, please remain in the office until the teacher arrives. Teachers are always willing to listen and work with families to address questions or concerns. They are happy to visit with you by phone or arrange a convenient time for an in-person conference.

The first point of contact for a classroom-related question or concern should always be the individual classroom teacher. Open, respectful communication between families and teachers helps ensure that concerns can be addressed effectively and in the best interest of the student. If, after visiting with the teacher you feel like there is still a problem, please refer your concern to the building principal. The principal will be glad to arrange a conference with you and the teacher if deemed necessary.

If, after visiting with the teacher and building principal you feel the problem still persists, please contact the Superintendent of Schools. The Superintendent will visit with you and the other involved individuals in an effort to bring the concern to a positive conclusion.

USD #496 Board of Education policy states that anyone can be put on the agenda for a regular meeting, but must follow the proper line of communication before requesting to be on the Board agenda. This involves calling the District Office and requesting to the superintendent that you be added to the agenda.

We encourage all parents to take an active role in their child's education. Please remember that you are invited to visit the schools. We are proud of our students, teachers, and staff and want you to remember that the school is a reflection of our community.

We believe we have an outstanding school system and with your positive help and involvement, this will be an excellent school year.

USD 496 will use Thrillshare through email, text or voice call, Facebook and the website to communicate with parents, students and the community. If parents do not have a current email or phone number on file in PowerSchool, they are encouraged to do so, as this will be a primary means to communicate with parents.

Before School & Breakfast Procedures

To ensure the safety for all students the following procedures have been put in place for all students and staff to follow.

- **PK-2– Students may arrive at the Primary building at, but no earlier than, 7:30. Students will be assigned a seating area in the supervised activity room upon arrival to school. Students will be escorted by their teacher to their classroom at 8:05. Students that arrive after 8:05 should go directly to the classroom. Students may eat breakfast from 7:35 - 8:00.**

- **Grades 3-6–Upon arrival students are expected to sit in their grade level area in the supervised gymnasium. Students that do not eat breakfast will be dismissed at 8:00 to put away their instruments and/or athletic equipment on the way to class. Students that would like to eat breakfast will be dismissed at 7:35 to go to the cafeteria. Those students will remain in the cafeteria until being dismissed at 8:00 to go to class or to put away their band and/or athletic equipment.**
- **Grades 7-8–Upon arrival students are expected to sit in the assigned middle school area in the supervised gymnasium. Students that do not eat breakfast will be dismissed at the first bell to put away their instrument and/or athletic equipment before going to first period. Students that would like to eat breakfast will be dismissed at 7:35 to go to the cafeteria. Students may go back to the gym after finishing breakfast.**
- **Grades 9-12 –Upon arrival students will store their sack lunch in the district office refrigerator and upon arrival students may choose to sit in the designated area in the supervised gym or in the supervised high school hallway. Only with permission by the classroom teacher that agrees to provide supervision, may the students congregate in the classrooms before or after school. If the teacher needs to leave the room for any reason, the students are expected to go to the supervised gym or supervised high school hallway. The bandroom and locker rooms will not be opened until 8:00 a.m. for students to put away their instruments and/or athletic equipment on the way to first period. The locker rooms will be locked from 8:30 until 3:00.**

7-12 Lunch Procedures

At 12:01 p.m., students in grades 7–9 will report to the cafeteria for lunch. Students in grades 10–12 are expected to report promptly to the gym at 12:01 p.m. and remain in their assigned areas or participate in an activity approved by administration until they are dismissed to the cafeteria at approximately 12:10 p.m. When a grade level is called to the cafeteria, all students in that grade level are expected to report to the cafeteria and remain seated and socialize, regardless of whether they choose to eat lunch.

At approximately 12:15 p.m., students in grades 7–9 will be dismissed from the cafeteria to the gym. Students in grades 10–12 will remain in the cafeteria until the lunch period ends and the bell rings.

Approved Gym Activities:

Students in the gym may participate in the following activities:

- **3-on-3 basketball: Half-court play on the north end of the gym**
- **Cornhole: On the stage**
- **Organized games: Activities approved by the middle/high school lunch supervisor on the south end of the gym**
- **Socializing: Students may sit and socialize on the bleachers**

Students are expected to follow all school rules and supervisor directions throughout the lunch period.

Closed Lunch PeriodJBF

Students in grades K-12 will not be permitted to leave the school grounds during the lunch period except if permission is given to the school by a phone call only from the student's parent/guardian and permission is granted from the administrator. Texts and written notes will not be accepted.

Food and Drinks in the Classroom

Students may only bring water bottles with water into the classroom. Food and candy brought by the student for individual use are prohibited in the classroom. Food and other drinks are only allowed if the teacher has allowed a whole class celebration periodically. Teachers may or may not allow gum in their classrooms. All students are expected to follow the food and drink procedure as well as each teacher's gum policy.

Dress CodeJCDB

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco, or is determined to be gang related is prohibited. Student apparel and grooming must also meet requirements of any courses, which are part of the approved curriculum in which they are enrolled.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event. No head coverings in the building unless it has administrative approval.

Dress codes shall be published in the appropriate student handbooks.

Illness or Accident

In the event of an illness or accident, the parent or a responsible adult designated by the parent will be called and asked to come to school and pick up the student. If a parent or responsible adult designated by the parent cannot be located, the building principal may make the appropriate arrangements. As a general rule, students will not be allowed to go to a home unattended by a parent or parent-designated responsible adult.

Communicable Diseases JGCC

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

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

Medications At SchoolJGCD

In certain circumstances, when medication is necessary in order that the student remain in school, the school may cooperate with parents in the administration of medication; the medical person authorized to prescribe medication must first send a written order to the building administrator who may administer or supervise the administration of the medication or treatment, with the written order to include as a minimum, the identification of the medication; the method for taking the medication; and the amount of medication to be taken and dispensed at one time. In addition, the parents of the student must submit a written request to the building administrator requesting the school's cooperation in the administration of medication and further releasing the school district and personnel from liability.

Use of Artificial Intelligence (AI)

AI may be used to enhance not replace learning. All AI information should be checked for accuracy and all AI information used in any course work/assignment must be cited according to each teacher's syllabus in order to avoid plagiarism. Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in the place of student work.

Use of Phones/Personal Electronic DevicesJCDC

(in accordance with HB2299)

The phone in the school office is a business phone, and not intended for student personal use. Students will not be called to the phone during a class period except in dire emergencies. PK-4 students are expected to turn in their phones/personal electronic devices to their classroom teachers for safe/secure storage. 5th through 12th grade students will turn in their powered off cell phone/personal electronic devices into the staff member in the office cellphone room upon entry to the building. The phones will be locked and secured during the day. Each student will have a labeled slot for their phone. If a student indicates they do not have their phone, a colored place holder will be put into the phone's slot to indicate that. If a student leaves for a school activity during the school day the coach or sponsor will collect the phones/devices. It will be to the discretion of the coach or sponsor on the distribution of the electronic devices. Otherwise, phones will be checked back out at the end of the school day.

If a student does not own a cell phone or is not allowed to bring a cell phone to school, the parent needs to contact the school administrator to make them aware. If a student uses his/her electronic device unauthorized during school hours, the following will occur:

K - 4 students: at the discretion of the administration.

5th - 12th Grade Students:

- **1st Offense: Students will turn in their phone/personal electronic device to the teacher. The parent will be contacted to pick-up their student's personal electronic device and an admin, parent, student conference will be held at that time. Five days of lunch detention will be served.**
- **2nd Offense: Students will turn in their phone/personal electronic device to the teacher. The parent will be contacted to pick-up their student's personal electronic device and the student will serve a one day in-school suspension. If the student continues to not follow the phone/personal electronic device policy, additional days of in school suspension will increase each time there is another offense.**

E-Mail & Use of Electronic Devices IIGB

District issued computer systems and electronic devices (including but not limited to Smartboards, tablets, smartphones, eReaders, and eBooks) are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion for violation of this policy.
Students shall have no expectation of privacy when using district email or other official communication systems. Any email or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be property of the district.

Camera Use In School IIBG

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.
For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone camera (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

Leaving the Room

Students will not be allowed to disturb other classrooms during class periods. It is the responsibility of each student to go to each period prepared to do the classroom work. Any students wishing to go from one room to another during a class period must obtain permission from the teacher they are leaving and permission from the teacher they are visiting.

Leaving the Building

Students leaving for a doctor's appointment and/or other necessary reasons *must* first have a parent guardian *call* the office and obtain permission from an administrator before checking out through the office before leaving the building. Students who are ill or injured must report to the office before leaving school. Students may only be released from school by the permission of a parent or guardian. Any student who leaves school without permission from an administrator will be subject to in or out of school suspension. Any student walking out of school after an argument with a teacher or administrator will be subject to in or out of school suspension.

Conduct Between Students

Displays of affection involving bodily contact between students while school is in session or while said students are on school property or during activities, are not allowed.

Philosophy of Discipline

Good discipline is positive rather than negative in nature. The teachers are the authority in their rooms, in the halls, or at a school function. When teachers and administrators operate within the framework of the policies of the Board of Education, they will be supported by the Superintendent and the Board of Education.

Class & Building Conduct

Our teachers have been employed by the Board of Education because they are specialists in their field. They have been asked to conduct their classes as they see fit. They are the authority in their rooms, in the halls, or at a school function. If there is a misunderstanding between the student and the teacher, it is of necessity that the teacher has the final authority. A student who repeatedly violates classroom policies or misbehaves in class shall be subject to a lunch detention, make up time after school, or upon an office referral, an In-School Suspension or Out-of-School Suspension. Students are expected to obey the instructions of any staff member. Behaviors have been organized into minor or majors and the districtwide protocol for each. Parents may opt in/opt out to receive a phone call then email if unable to contact parent by phone during the warning/reteaching stage.

***See Behavior Matrix on the following pages.**

Staff Directions: Before sending an office referral, all tasks in the WARNING and MINOR columns must be completed unless it is automatically a major offense. Each documentation must include the date and any other specific documentation in red print. A warning is a friendly reminder and opportunity to reteach the expectation. Majors will result in an automatic office referral that will include a parent contact and consequence based on district policy or discretion of administration.

OFFENSE	WARNING Use Behavior Matrix to reteach	MINOR The teacher assigns own consequence.	MAJOR Parent Notification and District Policy is followed.
Inappropriate Language *Profanity or offensive/unacceptable word choice.*	● **Parent Contact** • Y • N	• Classroom/coach Consequence • Parent Phone Call	●
Physical Contact *Rough play, respecting others' personal space.*	● **Parent Contact** • Y • N	• Classroom/coach Consequence • Parent Phone Call	●
Fighting/Physical or Verbal Aggression *Physical contact (hitting, kicking, touching etc) or any verbal threat creating an unsafe climate.*			●
Defiance/Noncompliance (*Passive, refusal to participate)*	● **Parent Contact** • Y • N	● Parent Phone Call	●
Disrespect/Defiance *Ignoring any reasonable request of the adult in charge or not following established classroom rules.*	● **Parent Contact** • Y • N	• Classroom/coach Consequence • Parent Phone Call	●
Disruption *Behavior that interferes with instruction and/or with the learning of others. (Noises, talking etc…)*	● **Parent Contact** • Y • N	• Classroom/coach Consequence • Phone Call Home	●
Disrespect/Harassment/Bullying *Verbal or physical threats based on ethnicity, disability, gender, religion, cultural or other personal characteristics toward a staff member or student.*	● **Parent Contact** • Y • N	• Classroom/coach Consequence • Phone call home	●
Property Damage/Vandalism			●
Theft			●
Lying/Cheating		• Phone Call Home	●
Technology Misuse *Use of technology, personal or school, in an inappropriate way without teacher permission. (unapproved website, cell phone, camera etc…) *Teachers are expected to use/check Go Guardian.*			●

Possession of Controlled/Illegal Item			●

Behavior Expectations

In order to ensure a safe and productive learning environment, the USD 496 staff developed the following expectations in multiple areas of the school. This will ensure that students are provided clarity of what their behavior expectations consist of. Students are expected to follow the displayed expectations around the school and to obey the instructions of any staff member. The primary and middle/high school expectations can be found at the end of this document.

Acts of Behavior Considered UnacceptableJDD

Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other students will not be considered acceptable. The specific acts of behavior applicable to students in respect to school activities or on school property which are deemed to be grounds for suspension or expulsion are:

- **a) Breaking of school rules repeatedly**
- **b) Extortion**
- **c) Failure to comply with reasonable requests (willful disobedience)**
- **d) Fighting**
- **e) Intimidation**
- **f) Obscenity**
- **g) Open defiance**
- **h) Possession, consumption, or sale of alcoholic beverages, illegal drugs, narcotics, and tobacco**
- **i) Possession or use of lethal weapons**
- **j) Vandalism**
- **k) Profanity**
- **l) Stealing**
- **m) Excessive tardiness**
- **n) Temper tantrums**
- **o) Cheating and plagiarism**
- **p) Truancy**
- **q) Threats (by word or deed)**
- **r) Excessive unauthorized absences**
- **s) Unruly conduct that disrupt school**
- **t) Any other act of behavior which is socially unacceptable or disruptive to the school environment or welfare of school employees or students.**
- **u) Academic dishonesty (Plagiarism) is not acceptable. Cheating, defined as copying another's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, 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 other disciplinary measures.

Destruction of school property is not acceptable. If a student intentionally damages school property, then that student is responsible to pay for the property to be repaired or replaced. In an act of reckless destruction, if a student damages school property then that student shall be responsible to pay for the repair or replacement of the damaged property. If a student accidentally damages school property, then the school will have the responsibility of repair or replacement. For Example: Jane Doe throws a basketball recklessly across the gym and breaks a speaker, Jane will be responsible to have the speaker repaired or replaced. John Doe is working on a project in shop class, while cutting a piece of wood a piece breaks off and breaks a window, he would not be responsible for repair or replacement.

Bullying JDDC

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas Law.

"Harassment" or "Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, cellphone, personal digital assistant or wireless hand held device) that is reasonably perceived as being motivated either by an actual 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. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function or in a school vehicle.

"Harassment" or "Bullying" is conduct that meets any of the following criteria:

- **Is directed at one or more pupils**
- **Substantially interferes with educational opportunities, benefits or programs of one or more pupils.**
- **Adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so so severe, pervasive, and objectionably offensive as to have this effect**
- **Adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,**
- **Is based on a pupil's actual or perceived characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics.**

Pawnee Heights, USD 496, expects students to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff and volunteers. Standards for student behavior must be set

cooperatively through interaction among the students, parents and guardians, staff and community members of the school, producing an atmosphere that encourages students to grow in self-discipline.
Pawnee Heights, USD 496, believes that the best discipline is self-imposed, and that the harassment of bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, as set forth in the student handbook. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance.
Remedial measures shall be designed to:

- **Correct the problem behavior;**
- **Prevent another occurrence of the behavior;**
- **Protect the victim of the act.**

Factors for Determining Consequences

- **Age, development, and maturity levels of the parties involved;**
- **Degree of harm**
- **Surrounding circumstances**
- **Nature and severity of the behavior(s)**
- **Incidences of past or continuing pattern(s) of behavior**
- **Relationship between the parties involved**
- **Context in which the alleged incident(s) occurred**

Tobacco-Free School Grounds for Students JCDAA

The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.
"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter "ENDS"), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes,

charging devices, pouches, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

"Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.
"Promotion" includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Drug And Substance Abuse JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The possession, use, sale , or distribution of illicit drugs and alcohol by students on or in school property, or as a school sponsored activities or events is prohibited.
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, sell, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages at school on or in school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

1) **First Offense: A first time violator will be subject to the following sanction**
    a) **A punishment up to and including short-term suspension**
    b) **Suspension from all student activities for a period of not less than one month**
2) **Second Offense: A second time violator will be subject to the following sanctions**
    a) **A punishment up to and including long-term suspension; not less than one semester or four months**
    b) **A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program (Names of acceptable programs are on file with the board clerk.) If at any time the student fails to make satisfactory progress in the program, the suspension will be re-imposed.**
3) **Third and Subsequent Offenses: A student who violates the terms of this policy for the third time, and any subsequent violations, will be subject to the following sanctions:**

a) **A punishment up to and including expulsion from school for the remainder of the school year;**
b) **Suspension from participation in and attendance at all school activities for the year.**
c) **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 has completed an acceptable drug and alcohol education and rehabilitation program.**

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, KS.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of the such program will be borne by the student and his or her parents. A list of area drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for each program or 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 parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Alcohol Use JCDAB

There shall be no drinking of alcoholic or cereal malt beverages permitted by any student, faculty member, or employee on school district property under the direct control of said school district. Nor shall any student, faculty member, or employee of the school district appear on any property or premises of the school district or under the direct control of the school district, in such a state and manner as to give reasonable men reasonable grounds to believe such student, faculty member, or employee has been using cereal malt beverage or alcoholic liquor. Any person, other than a student, faculty member, or employee of the school district, who shall use alcoholic or cereal malt beverages on school district property or premises, or on property or premises under the direct control of said school district, or, who shall appear on any property of premises of the school district or under the direct control of the school district, in such a state and manner as to give reasonable men reasonable grounds to believe such person has been using cereal malt beverage or alcoholic liquor to the extent it is obviously offensive to others in the immediate area or, to such an extent that such person outwardly appears to be under the influence of such cereal malt beverage or alcoholic liquor, then and in any such event or circumstance, such person not permitted to remain on any school district property or premises under direct control of the school district; and, such person shall be asked to leave said premises or property by an administrative member of the faculty, or other faculty member or employee so designated to make such a request by an administrative member of the faculty. In the event of a refusal by such person to comply with said request to leave said property or premises then such actions are to be

reported immediately to the proper local authorities to be dealt with by said local authorities in their discretion according to the facts and circumstances involved in each case.

Weapons JCDBB

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

Weapons and Destructive Devices

As used in this policy, the term "weapon and/or destructive device" shall include, but shall not be limited to:

- **Any weapon which will, or is designed to , or may readily be converted to expel a projectile by the action of an explosive;**
- **The frame or receiver of any weapon described in the preceding example;**
- **Any firearm muffler or firearm silencer;**
- **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 ¼ ounce, mine, or similar device;**
- **Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than ½ inch in diameter;**
- **Any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.**
- **Any bludgeon, sand club, metal knuckles, or throwing star;**
- **Any knife, commonly referred to as a switchblade, which as a blade that opens automatically by hand pressure supplies to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;**
- **Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.**

Penalties for Weapon Violations:

Possession of a weapon and/or destructive device listed under the "Weapons and Destructive Devices' ' heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case by case basis.

Possession of handling of, and/or transmitting a weapon of a type other than described under the "Weapons and Destructive Devices" heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for Departments of Children and Family (DCF) or the Secretary of Kansas Department of Corrections (KDOC) as appropriate. Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related event sponsored by an organization held at school or when in transit to or from such activities held off district property.

Sexual HarassmentJGEC

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination of the basis of sex under Title IX of the education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, an at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1). Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;

2). Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment ma include, but is not limited to: verbal harassment or abuse, pressure for the sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcomed touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curriculuar activities, etc.

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

Any student who believes that the or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff members. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is that alleged harasser the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances , the alleged behavior constitutes sexual harassment under the definition outline previously. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response ot complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or Department of Children and Families (DCF) authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon th individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Student Suspension and Expulsion JDD-R

Students may be suspended or expelled for one or more of the following reasons:

- **Willful violation of any published regulation for student conduct adopted and/or approved by the Board of Education, or**
- **Conduct which substantially disrupts, impedes, or interferes with the operation of school, or**
- **Conduct which substantially impinges upon or invades the rights of others, or**
- **Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or**
- **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 to result in disorder, disruption or interference with the operation of school or substantial and material impingement upon or invasion or rights of others.**

Short-Term Suspension- Except in an emergency, a short-term suspension (Not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend. At the informal hearing the student shall have the right to be present and notified: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion - Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing office authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- **The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.**
- **The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.**
- **The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative**

officer, or other certified employees of the district in which the student is enrolled, or by an officer appointed by the board.

- **Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.**
- **Finding required by law shall be prepared by the person or committee conducting the hearing.**
- **A record of the hearing shall be available to students and parents or guardians according to Kansas law.**
- **Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result**

Rules Which May Apply in all Cases When a Student May be Suspended or Expelled:

- **Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.**
- **A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide service to improve the student's attitude and behavior.**
- **A student who has been suspended or expelled shall be notified of the day the student can return to school.**
- **If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on propagation**
- **If the expulsion is related to a weapons violation, the superintendent may establish appropriate requirements to the student's future behavior at school and may place the student on probation if the student is allowed to return.**
- **The days a student is suspended or expelled are not subject to the compulsory attendance law.**
- **During the time a student is suspended or expelled from school, the student may not:**
    - **Be on school property or in any school building without the permission of the principal;**
    - **Attend any school activity as a spectator, participant, or observer.**

A student over the age of 18, or the parents or guardian of a student who is suspended for more than 10 days, or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results. When suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Emergency Safety InterventionsGAAF

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of

an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, and positive behavioral intervention strategies.

Prohibited Types of restraint

All staff members are prohibited from engaging in the following action with all student:

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

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of ESI. Use of an ESI for the purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Training

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

Notification and Documentation:

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

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

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

Students Use of Personal Vehicles JGFF

Students who drive a vehicle to school will be required to park in the designated parking area. The speed limit in the parking lot is 5mph, absolutely NO reckless driving. Students shall not be permitted to enter the parking lot or their vehicles during the school day without permission from the high school office. Once on campus, students must remain on campus.

Student Transportation

USD#496 will provide transportation to and from school for all students residing outside the city limits of Rozel, Burdett, and within the boundaries of the district. The pick-up point shall be the school in the town in which a student resides. Transportation will be provided back to the school nearest their home after school or after activity practices are completed. Except in those cases in which a prior agreement exists, students residing outside of Pawnee heights USD #496 and attending Pawnee Heights schools will meet the bus at a designated point on a regular route. Special requests may be considered by the Board of Education on their individual merits. Since the Board of Education provides transportation through its bus system, mileage in lieu of transportation must be approved by the Board of Education. School district transportation will be provided to and from approved school activities, when practical under regulation recommended by the Superintendent and by the Board of Education. Students participating in school activities must use school transportation when provided. Students may be released upon personal contact and signed documentation with the sponsor by parent or guardian.

Before & After School Bus Departure & Arrival Times

AM Departure Locations & Times:

Hanston	**6:55 am**
Larned (Larned Vet Clinic)	**7:15 am**
Burdett (Burdett School)	**7:35 am**

PM Arrival Locations & Times (Times are approximate):

Burdett (Burdett School)	**3:55 pm**
Larned (Larned Vet Clinic)	**4:30 pm**
Hanston	**4:40 pm**

Communication Process for Changing End of Day Transportation

Parents must call the Main Building Secretary to let the school know of any transportation changes. The secretary will contact the teacher directly. Texting and or calling the classroom teacher is prohibited to ensure all parties are aware of the changes. The school asks that if a change needs to be made it is in a timely manner to ensure communication between all parties. Please contact the school by 1:30 if a transportation change is needed.

Bus Conduct EDCB

USD #496 realizes the importance of proper discipline on all regular and activity bus routes. The following rules and regulations apply to regular routes and activity trips:

1. **The driver is in charge of the students on the bus at all times. Students must obey the driver. Sponsors will be in charge of student conduct on activity trips.**
2. **Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road.**
3. **Unnecessary conversation with the driver is prohibited. Students shall not talk loudly or distract the operator's attention. Student safety is in his/her hands.**
4. **Outside of ordinary conversation, classroom conduct is to be observed.**
5. **Students must not throw wasted paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.**
6. **Students must not try to get on or off the bus, or move about within the bus while it is in motion.**
7. **Students must not at any time extend arms or head out of the bus windows.**
8. **When leaving the bus, students must observe directions of the driver. If a student wishes to cross the road, he is to do so in front of the bus after making sure the highway is clear.**
9. **Any damage to the bus is to be reported to the driver at once.**
10. **Profane language and any other obscenities are strictly prohibited.**
11. **The use of tobacco or tobacco related products is prohibited while students are on the bus.**
12. **The driver is never to allow students to leave the bus except at their designated stops.**
13. **Fighting or scuffling is prohibited in or around the bus.**
14. **Animals shall not be transported in a bus.**
15. **The bus driver, coach or sponsor shall have the authority to assign a seat to each passenger.**
16. **Coaches, teachers and sponsors will follow the seating protocol below during all activity trips, athletic trips, field trips etc..**
    a. **Boys and girls will be separated by one row of bus seats. At least one coach/sponsor/teacher will sit in the row between the boys and girls. One coach/sponsor/teacher will sit at the back of the bus.**
    b. **The coach/sponsor/teacher may walk the aisle periodically to observe/supervise students on the bus.**

17. **When there are more than 12 students being transported by bus, at least two sponsors/coaches must be present to provide adequate supervision.**
18. **Violation of bus conduct rules could deny students the privilege of riding the bus.**
19. **If a bus driver turns in a student for improper behavior or on the bus, disciplinary action will be administered by the appropriate building principal according to the severity of the incident. Parents will be notified of the incident and discipline taken.**

Tiger Pride

This organization provides support for all Pawnee Heights staff members, athletes, school activities, and clubs. Parents, staff members and community members may find out more information about Tiger Pride and how to join Tiger Pride by contacting the school office or visiting www.phtigers.net.

Activities & Athletics

Students who wish to participate in school athletics, cheerleading and all KSHSAA activities must complete the following:

1. **Have on file at school a current copy of a KSHSAA physical examination completed with both a doctor's and parent's signature before they are allowed to practice.**
2. **Meet the eligibility standard according to State regulations stating if a student does not pass at least five (5) subjects of unit weight at semester time, he/she would not be eligible the following semester.**

A student, to be eligible to participate in interscholastic activities, must be certified by the school principal as meeting all eligibility standards. The complete regulations are published in the official KSHSAA Handbook which is distributed annually and is available at your school's principal's office. Students may be eligible to represent their school in interscholastic activities if:

1. **They are bona fide, undergraduate students in good standing with regular attendance. A student under suspension is not in good standing and not eligible for any activity.**
2. **Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or their school.**
3. **They are 19 years of age (14 or 15 for junior high (students) on or before September 1 of the school year in which they compete.**
4. **They have not had 8 semesters of high school attendance (includes total attendance, beginning with ninth grade). Their last two semesters of possible eligibility must be consecutive.**
5. **They have not had 8 semesters of competition nor more than 4 seasons in one sport (includes 9 through 12).**
6. **They are currently passing in 5 subjects of unit weight or the equivalent. High school student eligibility is also guided by the weekly eligibility requirements.**
7. **They have passed in 5 subjects of unit weight or the equivalent of their last semester in attendance.**

8. **They do not engage in outside competition in the same sport during a season in which they are representing their school. Consult the coach or athletic director before allowing them to participate individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.**
9. **They have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.**
10. **They have passed an adequate physical examination given by a physician and have the written consent of the parents or legal guardian.**
11. **They have met the requirements of the Transfer Rule if they are transfer students. Contact the athletic director concerning this regulation.**
12. **They are not a member of any fraternity or other organization prohibited by law or the rules of KSHSAA.**
13. **They have not competed under a false name or for money or merchandise of extrinsic value and have observed all other provisions of the Amateur Rule.**
14. **They are regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which they participate.**

Contact the athletic director for athletics on any matter of eligibility.

Student Activities Eligibility

According to State Regulations, if students do not pass at least 5 subjects at semester time, they would not be eligible the following semester. The following activities are affected by this rule: All athletics, Drill Team, Cheerleading, Speech and Drama, Music, and Academic Contests. Contact the 7-12 principal for activities on any matter of eligibility.

JR/SR. High School Weekly Eligibility JHF

Purpose: USD #496 emphasizes the importance of the Junior High and High School curriculum and student academic achievement through the implementation of this policy.

Beginning Date: This policy will become effective at the beginning of each school year.

Activities Affected: All athletic contests, all non-graded speech and Music events, School Play tryouts, Scholar's Bowl events, Cheerleading and *Senior Trip.

***Senior Trip (Classes/credits that are required for graduation.**

Activities Not Affected: Student Council meetings and activities, School Dances (including Jr-Sr. Prom), School Plays, Educational Field Trips.

Practices: Participation in practice for affected activities is allowed.

Eligibility: Students in USD 496 wishing to maintain academic eligibility to participate in the above listed activities must be passing weekly, all subjects in which they are enrolled in at Pawnee Heights, dual credit classes and any other college classes they are taking. If a student drops that college course, the MS/HS administration needs to be notified immediately and the student's schedule will be revised or the current posted college class grade will be used for eligibility.

Grades are collected on the last school day of each week at 9:00 in the morning to determine the student's eligibility for the following Monday through subsequent Sunday. Eligibility will start the 2nd full week of each semester.
Ineligible Students: Participation in practice is allowed. They cannot suit up or participate in any warm up drills or competition. They may not ride school transportation to or from the event.
Grades: Eligibility will be computer generated via PowerSchool on the last school day of each week at 9:00 am.
Notification: The athletic director will personally notify each student receiving a failing grade each Friday. The student's parents will be notified via email of the activities the student will miss and the classes which the student is failing.
Conference: The athletic director will conference with each student whose eligibility is in question. This might include eligible students with near failing grades.
Administrator: The athletic director has the responsibility for the administration, including enforcement of this policy.

Student Absences and Participation in Activities

Any student must attend four (4) consecutive class periods to participate in school activities on the day of the activity. The building principal may make exceptions for doctor appointments and funerals.

Letter Awards JN

Letter awards will be presented in all athletics and music. Only one (1) letter award will be presented during the elementary grades regardless of the number of activities in which the student meets the standards for earning a letter. Letter awards will be presented in all Pawnee Heights High School, KSHSAA sanctioned activities. One (1) award will be presented to the student during the undergraduate years. A senior award will be awarded to those students meeting the letter requirements in all KSHSAA sanctioned activities sponsored by Pawnee Heights High School during the twelfth grade.

Class Meetings

Class meetings will be scheduled at the beginning of each nine weeks. Special meetings may be called by any class provided notification has been given to the office and the meeting is on the printed weekly schedule. Weekly schedules are printed on Friday of the week preceding. All class meetings must follow Roberts Rules of Order. The President or his/her designate shall preside, minutes shall be recorded and a sponsor must be present.

Student Council JHC

Each class and organization designated in the StuCo Constitution shall elect representatives for the Student Council prior to the first two weeks of school. StuCo provides a service for all members of the student body; therefore, in order for the student council to function and sponsor events throughout the year, each class shall/may be assessed a fee to be determined each year by the Pawnee Height Board of Education, and administration.

Approved Fund-RaisersDFH

Fundraisers are approved by the Pawnee Heights Board of Education on a yearly basis and assigned to classes and organizations by the administration. All sponsors will follow Policy DFH.

It is expected that all students will participate in fundraising. The funds will go to benefit both the student individually and also the class/school as a whole. Parents need to be in contact with both their student and the class sponsor as to events and deadlines.

The two main purposes of fundraising for classes are to provide funds for prom and senior trips.
The fundraisers include:

- **Freshman**
  - **Cake Raffles at each junior high and high school home basketball game.**
  - **At each game there will be a minimum of 5 cakes to be raffled. The sponsors will then have a signup sheet to determine who will bring cakes to which game. A copy of this sheet will be updated and shared in the shared drive. The number of games will be divided up so that students are responsible for an equal amount of cakes.**
- **Sophomores**
  - **Set-up, service and clean-up for the Co-op Dinner**
  - **Set up, serve, and clean up the Dinner Theater. Students need to be dressed in dark pants and a white shirt unless they are in the production, and then they may be in costume.**
  - **Selling tickets to the dinner theater -Ticket sales must be completed one week before the event so that the caterer will know how many to prepare for. Tickets to be sold will be divided up evenly between the students. .**
  - **Selling Zak's cheese - Information about this process will be given to the sophomores as to the dates and procedures during the fall of the school year.**
- **Juniors**
  - **Concessions: Responsible for concession stands for home JH & HS football, volleyball and basketball games. The set up, service and cleanup of all concession stands. Sponsors will be responsible to establish a work schedule and a schedule for who is to bring desserts for each game.**

- **Fundraisers: Juniors will sell Satisfiers. Information about the process will be given to the juniors as to the dates and procedures during the fall of the school year.**
- **Prom: This includes planning, set-up and clean-up.**

Point System, Senior Trip Requirements & Club Responsibilities

Point System for Senior Trip

Points will be assigned and kept track of by the class sponsor. Students are expected to participate in all of the class fundraising activities. Opportunities to earn points include the following: Concession Stands, Setup, Service & Clean-up of Co-op Dinner, Dinner Theater, Cake Raffle, and Prom set up & clean up.

Requirements:

- **Students must earn at least 100 points to go on the senior trip by the end of football season of senior year. Every point after 100 points will go toward receiving spending money for the trip.**
  - **Additional points beyond the 100 required points will be used to determine the percentage/amount of spending money the student will receive. If no additional points beyond 100 points are earned, the student will be responsible for their own spending money.**
- **If there are open slots after each junior and senior has had the opportunity to work, a freshman or sophomore or middle school student may work to earn points toward their 100 points.**
  - **Spots open for concession help will be given first to students in this order, seniors ,juniors, sophomores, freshman, 8th graders and lastly, 7th graders.**

Concessions

- **One point will be awarded for each 15 min. worked. A parent or adult working for a student will earn points for that student.**
  - **15 min - 1pt, 30 min -2pts, 45 min -3pts, 60 min-4pts**
- **If the concessions coordinator is also a parent and when their student works, their points will be doubled.**
- **If a sponsor is wanting to work for their child, they must decide between the hourly pay or student work points.**

Fundraisers

- **One point will be awarded for each item sold.**
- **Bake Sale or Raffles, or Concession Desserts**
- **One point will be awarded for each item brought.**

Senior Class Trip

Parent Opt In/Opt Out Letter and Point Requirements:

A parent opt in or opt out letter for the senior trip must be turned in by the end of the first week of school of the senior year. The student is responsible for earning at least 100 points and may begin earning points to attend the senior trip. Points that exceed 100 points will be divided for spending money. If a student does not have any points beyond the 100 points required for spending money, it will become the sole responsibility of that student/family to provide spending money required for the trip.

Eligibility Requirements to Participate in Senior Class Trip:
The parent letter with eligibility requirements will be sent to parents first semester and will be required to be signed by the parent/guardian and returned before Christmas break in December.

Student Council

Student Council Sponsor and Student Responsibilities:

- **Class representatives will be voted on by the end of each year for the next school year.**
- **The officers (president, vice president and secretary) will be voted on by the end of August of each school year.**
- **The student council members will:**
    - **Plan and organize at least two community service opportunities for the student body.**
    - **Plan and organize fall and winter homecoming activities.**
    - **Plan and organize other activities approved by the administration.**

National Honor Society

Student Responsibilities:

- **Each NHS member must fulfill the following requirement to maintain eligibility in the NHS.**
    - **Academics 3.5-4.0**
    - **Community Service Hours determined and reviewed at the first NHS meeting.**
- **Community Service opportunities will include but not limited to: (All community service opportunities planned must be approved by the MS/HS administrator.**
    - **Salvation Bell Ringing**
    - **Movie Theater (1x a semester)**

Future Farmers of America

Student Responsibilities:

- **Each FFA member must fulfill the following requirements to maintain eligibility in the FFA.**
    - **Academics 2.0-4.0**
    - **Enrolled in an Introductory Ag class/pathway class.**
    - **Participate in at least one competition.**

Fire Drill EBBC-R

Primary Signal ……continuous sounding of hall bell or buzzer
Secondary or back-up signal…public address announcement or hand-held siren

Procedure: Upon determination that a condition exists requiring the evacuation of the building, the principal or designated assistant will cause the alarm to be sounded. When the alarm is sounded , each teacher will instruct the students under his charge to proceed calmly to the designated exit and assemble a minimum of 50 feet from the building. In rooms where a disabled person is present, the supervising teacher will immediately assign two responsible students to assist in the evacuation of the handicapped person. One shall proceed to clear the path and the other assist the person in their mobility. The building principal will have the responsibility after evacuation. Students in restrooms or other unsupervised areas will proceed to the nearest exit and find their class or group immediately. Before leaving the room, each teacher will see that all windows and doors are closed. Each group of class is to wait quietly for further instruction. In the event that the building cannot be reentered, arrangements have been made for the principal to direct students, faculty and a safe location. All occupants are required by law to participate in drills.

Primary School Exits

Preschool -Front West Main Exit
Kindergarten - Front West Main Exit
1st Grade: - Classroom Backdoor Exit (Northeast)
2nd Grade - Classroom Backdoor Exit (Northwest)
Library - Front West Main Entrance Exit
Activity Room - Activity Room West Exit
Tutoring Room - Southwest Exit
Superintendent Office - Front West Main Exit
District Clerk Office - Activity Room West Exit

3-12 Building Exits

3rd Grade - Northwest Exit
4th Grade - Northwest Exit
5th Grade - Northwest Exit
6th Grade-Southwest Exit
3-6 IRC - Northwest Exit
Computer Lab - Northwest Exit
Study Hall- Southwest Exit
MS/HS IRC- Southwest Exit
Teacher Workroom - Southwest Exit
Superintendent Office - Southwest Exit
Office - South Exit
English - South Exit
Library-South Exit

Math- East Exit
Social Studies - East Exit
Science-East Exit
FACS - South Exit
ART-South Exit
Cafeteria- Northeast Exit
Music-Room Exit
Gym - South Exit
Weight Room - Room Exit
Welding/Woods Shop North Exit

Tornado Drills EBBC-R

Watch: If weather conditions are such that a tornado is likely to develop and /or a tornado watch is announced by weather radar, the principal or designated assistant will establish a watch team.
Watch Team: The designated watch team will monitor weather conditions and sound alert when a tornado is sighted or reported in the area.
Office personnel: Monitor radio and telephone and up-date watch team of pertinent changes. Keep telephone lines open. Bring portable communication equipment to shelter areas. The principal will contact Pawnee County Emergency Preparedness for current conditions and advise of the school situation.
Alert: When a tornado is actually sighted or reported in the area, the principal or designated assistant will direct an alert to be sounded.

1. **The intercom or horn in short intermittent blasts will be sounded as the alarm.**
2. **Everyone will go to the designated shelter area.**
3. **Students will pass without talking, making use of the system teachers have designated to pass. Students will be arranged in groups with teachers in charge.**
4. **Custodians will immediately shut off gas supply.**
5. **Everyone should remain quiet until the all-clear is sounded.**
6. **All clear will be given verbally by the principal or assistant. Directions will be given to return to room or buses.**
7. **While in the shelter, students will sit with back to the outside wall in single or double rows. In the event the building is hit, one of the greatest dangers is flying debris. Students should protect their face and eyes between knees and the back of the head with their hands.**
8. **Students will not be loaded on buses until all clear is given.**

Designated Shelter Areas EBBC-R

Grades PK-2- Students and employees will line up in the interior hallway running north and south and will kneel with their head on their knees and hands clasped behind their heads.

Grades 3-12-Students will line up in the east interior hallway running north and south and will kneel with their head on their knees and hands clasped behind their heads.