

# Welcome to Perry-Lecompton Middle School



Home of the Kaws!

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[USD 343 Homepage](#)  
[PLMS Google Calendar](#)  
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## **WELCOME**

Perry-Lecompton Middle School is a special place. Young people enter this building for the first time as elementary students and exit four years later as high school students working toward their diplomas. It is the sincere hope of all who work here that each student's experience is academically rewarding and full of enriching experiences.

## **MISSION STATEMENT**

- The mission of PLMS is to help students become self-reliant, productive citizens.

## **BELIEF STATEMENTS**

- We believe PLMS will foster a safe and inviting learning environment accessible to all students.
- We believe consistent and accurate communication is critical to successfully educating our students.
- We believe students can achieve success given quality instruction and evaluation.
- To prepare students for post-secondary careers, we believe PLMS academic programs must offer valuable, real-world applications that support and challenge all students.
- We believe our teachers will model effective use of instructional technology.
- We believe PLMS staff will hold themselves and students to high expectations while maintaining a positive relationship with students, parents, colleagues, and the community.
- We believe teachers, administrators, the board of education, and parents will reinforce student accountability in the learning process.

## **SCHOOL PROFILE**

- Mascot: Kaw
- School Colors: Blue and White
- Enrollment Size: Approximately 250
- Grade Configuration: 5 – 8
- Athletic League: Big East League

The culture of PLMS is the result of the decisions of its citizens. It should be an orderly, cheerful, democratic place if it is to serve any good purpose. Whether it will be such a place depends upon its citizens (both students and staff). There will be little need for rules and consequences if students remember that they are citizens of this school community and have responsibilities as well as rights. The less responsible the individual is as a school citizen, the more restrictions the school community imposes upon them.

Bringing attention to these simple guidelines and principles will make school pleasant for you and make this school the friendly and productive place we all desire.

- 1) Come to school regularly unless you have a legitimate excuse for being absent.
- 2) Establish personal goals that will challenge you to do your very best at everything you attempt. Please share those goals with the staff, especially your parents.
- 3) Give due respect and consideration to all teachers, adults, students, guests, and the property of others.
- 4) Be honest and play fair.
- 5) If you have a conflict or disagreement with another person, ask for help from an adult before the conflict becomes serious. If you hear of or see a conflict, please report it to PLMS staff. All students must communicate issues to PLMS staff to maintain a positive environment/culture at PLMS.
- 6) Don't be afraid to ask for help before problems (academic, social, personal) become overwhelming.

As a PLMS Kaw, you are responsible for upholding high standards of scholarship and citizenship. The reputation of PLMS is the result of decisions our students make daily. Be courteous and respectful to everyone at school and while representing PLMS on a field trip or athletic event.

Your teachers and principals welcome you to a new school year. You are challenged to obtain a well-rounded education through academics and participation in extracurricular activities. Please don't hesitate to contact any teacher or administrator for assistance at any time throughout the school year.

## **SCHOOL SPIRIT – WHAT IS IT?**

Although we cannot see or touch school spirit, it is the most powerful force in our school. It is the driving force that makes us strive toward excellence. It is in our teams as they work hard to win. It is our staff, students, and patrons who all support our school.

School spirit is the invisible yet warm inner feeling we have when we stand in honor of our school while playing the school fight song. It is the most valuable tradition inherited from students who preceded you at PLMS. Keep it with you and use it with pride.

## **PLMS OFFICE HOURS**

**The office will be open from 7:30 to 4:00 daily. The office phone will be answered only during business hours.**

## **PLMS BUILDING HOURS**

Students may only enter the building after 7:45 AM. They may not remain in the building after 3:30 PM except under the direct supervision of a coach, sponsor, teacher, or with a parent or other adult designated by the parent.

Students must make prior arrangements with a teacher to enter the building before 7:45 and should proceed directly to the designated meeting place. Students who enter the building from 7:45 to 8:00 will proceed to their morning meeting areas. Teacher supervisors will be on duty in the commons and available to answer student questions.

## VISITORS AT SCHOOL

All entrances to the school are locked during school hours. All visitors should enter the building through the front (central east) doors, sign in at the office, and obtain a visitor's badge. Unauthorized persons in the building will be asked to leave. Students are not allowed to bring relatives/friends to school. Parents are always welcome. Due to our schedule, calling for an appointment to speak to a specific staff member is helpful. Please note that we believe that parent engagement is a critical factor in student success. USD 343 encourages families to contact the school counselor anytime for information on how to become involved.

## BELL SCHEDULES

5th Grade		6/7/8th Grade	
1	8:15 - 9:02	1	8:15 - 9:01
2	9:05 - 9:52	2	9:05 - 9:51
3	9:55 - 10:42	3	9:55 - 10:41
4	10:45 - 11:32	4	10:45 - 11:31
5	11:35 - 12:52	5	11:35 - 12:51
6	12:55 - 1:42	6	12:55 - 1:41
7	1:45 - 2:30	7	1:45 - 2:31
8	2:33 - 3:15	8	2:35 - 3:15

## SCHOOL CLOSURE

Should it become necessary to close school due to inclement weather, road conditions, or other emergencies, Perry USD #343 will notify parents with the school communication system in place. Additionally, USD #343 will post school closing information on the district website, [www.usd343.org](http://www.usd343.org), and make immediate contact with the following broadcast stations:

- **WDAF TV – Kansas City, TV Channel 4**
- **WIBW – Topeka, TV Channel 13, 580 AM and 94.5 FM**
- Other media that will be notified as time permits are KSNT TV—Channel 27, **KTKA TV**—Channel 49, **KTPK Radio**—FM 106.9, **KLWN Radio**—Channel 1320, **KANU Radio**—Channel 91.5, and **Sunflower Cable** in Lawrence—Channel 6.
- We recommend staying tuned to one of the stations listed above to receive this information in a timely manner.

Broadcasts will begin at 6:00 AM for all stations and will be reported approximately every 15 minutes until 9:00 am. School closings announced the preceding day would be broadcast on the 10:00 pm newscast. WDAF Fox TV Channel 4 has a broadcast at 9:00 PM and again at 10:00 PM and runs school closings in alphabetical order at the bottom of the screen during the newscast. In all cases, the final decision regarding school attendance during inclement weather rests with the parents.

## DISTRICT AND PLMS NEWSLETTERS

The district and PLMS newsletters are available online at [www.usd343.org](http://www.usd343.org). If requested, a paper copy will also be mailed. To receive a copy, please call the PLMS office, email [sskeet@usd343.org](mailto:sskeet@usd343.org), or send a note to the office with a student.

## SITE COUNCIL AND PTO

The Site Council is an appointed group of school personnel, parents, and community members responsible for providing advice and counsel in evaluating state, school district, and school site performance goals, as well as objectives. The council also helps determine the methods that should be employed at the school site to meet these goals and objectives. The staff at Perry-Lecompton Middle School encourages all interested parents/community members wanting to serve on the Site Council to contact Eryn Moland at (785) 597-5159 or stop by the school office. Each appointed term will be two years and may be extended to a second term with Council and School Board approval.

The purpose of the Parent Teacher Organization is to promote the welfare of students in the home, school, and community; to bring closer relationships between the home, school, and community; and to support the students and staff in their activities at Perry-Lecompton Middle School. Parents are highly encouraged to get involved with the PTO. The PTO is a valuable resource for different groups and organizations at PLMS. PTO schedules and facilitates their meetings.

## **ACADEMICS**

### **IPS**

An Individual Plan of Study (IPS) is a product and a process that students use to help them define their career goals and postsecondary plans and make informed decisions about their courses and activities throughout high school.

The process of examining self-interest and aptitudes, setting goals, and laying out a plan that will lead toward those goals will serve students long after they have left high school. The IPS is not a one-time activity but an ongoing process by which students define, explore, and refine their interests and goals throughout high school via Xello. Students will create their IPS in 8<sup>th</sup> grade and use that to guide their decisions about high school courses and start a process of career and college exploration. The IPS is more effective when regularly reviewed and updated beginning in 8<sup>th</sup> grade and continuing through and beyond high school. Quality IPS activities provide opportunities for students to engage in three phases of skill development: 1) self-exploration, 2) career exploration, and 3) career planning.

### **8TH GRADE PROMOTION**

- For students to take part in the promotion exercises, they must meet these criteria:
  - Must pass at least fourteen-semester classes, which includes Extended Learning, during their 8th-grade year
  - They have met their financial obligations to the school and class.
  - Must meet the citizenship requirements for eligibility.
  - Must follow all expectations listed in the handbook, including expectations for attire.

### **GRADING POLICIES**

Students will be expected to pass all semester classes. Students scoring 60% or above will be considered passing. If they do not accomplish this with support during the school year, students may be considered for extra support through retention or summer school.

### **HOMEWORK SCORES**

Non-assessment grading measures may include quizzes, homework, projects, semester exams, or any other measurement a teacher deems appropriate.

### **GRADING SCALE**

A+ (100% & above)	B (83%-86%)	C- (70%-72%)
A (93%-99%)	B- (80%-82%)	D+ (67%-69%)
A- (90%-92%)	C+ (77%-79%)	D (63%-66%)
B+ (87%-89%)	C (73%-76%)	D- (60%-62%)
F (59% & below)		

INC: The student has not completed all the given requirements at this time.

### **HONOR ROLL**

The PLMS Honor Roll is determined by semester grades. A semester grade is the average of the 1<sup>st</sup> quarter grade with the 2<sup>nd</sup> quarter grade and the 3<sup>rd</sup> quarter grade with the 4<sup>th</sup> quarter grade. The grades from each quarter are averaged together to determine the semester grade, which is figured for each class.

The following Honor Roll criteria and recognition will be utilized for 6-8<sup>th</sup> grade PLMS Students.

- Kaw Honor Roll
  - Students who earn a 4.0 GPA for their semester grade
- Gold Honor Roll
  - Students who earn a 3.75 – 3.99 GPA for their semester grade
- Blue Honor Roll
  - Students must earn a 3.3-3.74 GPA for their semester grade

## **GRADE CARDS AND PROGRESS REPORTS**

PLMS utilizes a method of reporting student progress to the parents in addition to grade cards. Beginning the second week of each grading period, weekly progress reports will be sent home each Monday until the end of the quarter. These reports are emailed home (only to those failing a class) through our PowerSchool platform to inform the parents of the student's progress so steps may be taken to improve the student's work before the end of the grading period. Note: Teachers may send informational reports home more often.

Parents are also encouraged to check student's grades online through PowerSchool and Schoology. Websites and passwords are sent to parents at the beginning of the year. Please call the office for more information.

## **ENROLLMENT FEES / CLASS SUPPLIES**

All enrollment fees will be paid at enrollment. Families who think they qualify for the free textbooks program may pick up a form at the office, complete it, and return it to the office.

A school supply list will be available at enrollment and online on the PLMS webpage.

## **CLASSROOM SYLLABUS**

Each 7th/8th grade teacher will provide a class syllabus containing:

- Course Summary
- Outcomes to be completed during the course
- Grading policy
- Homework policies
- Course Outline by quarter

Each 5<sup>th</sup>/6<sup>th</sup> grade teacher will also provide a class syllabus containing:

- Outcomes for each content area
- Supply List
- Classroom procedures
- Class Party Information

## **STUDENT CONDUCT**

### **STUDENT IN GOOD STANDING**

A student in good standing at Perry-Lecompton Middle School obeys all the school rules and policies. The student does not create situations in the school that hinder the educational process or positive learning experiences. To continue to maintain eligibility to compete or represent the school, students must meet academic standards and continue to make successful academic progress. **As such, a student in good standing must have fewer than ten absences in a semester, less than 8 points on the PLMS discipline scale, and pass all of their classes.**

### **ATTENDANCE**

The objective of the USD 343 Board of Education, administration, and faculty is to provide each student with a maximum opportunity to receive a superior formal education. While we know that all learning is not confined to the classroom, the educational opportunities provided by our citizens' tax dollars are severely limited for the individual student when that student is absent from the classroom environment. Parents must be aware of student absences and reduce unnecessary loss of class time.

A student is considered absent when not in regular school classes or involved in a school-sponsored activity. It is the parent's responsibility to call when their student is absent.

Upon return from an absence, a student must obtain an admit slip from the office before attending class. An excuse, written or oral, from a parent or guardian must be provided within 24 hours of the absence. Upon receipt of the excuse, a determination will be made as to the excused or unexcused status of the absence.

**The principal will be the final determiner in all cases concerning absences.**

### **ATTENDANCE AND ACTIVITIES**

Students must be present for at least half a day of school to participate in or attend any school activity. Only the building administration may make exceptions.

## **ABSENT WORK/ASSIGNMENTS**

Each teacher will establish homework and missing assignment rules and policies at the start of the school year. In all classes, students have a minimum of two school days for each day of excused absence to submit make-up assignments for full credit. Students will be expected to complete and submit all homework regardless of "credit." In laboratory classes, special arrangements may be made for making up activities. Some work cannot be made up because of its nature: guest speakers, demonstrations, or performances.

### **MAKE-UP ASSIGNMENTS**

Students are responsible for work missed when absent and should contact teachers before or after school to discuss make-up assignments. Students will be expected to submit missing work within two school days following each day of absence. For example, if a student is absent on Monday, the work will be due Wednesday. If students are aware of an upcoming absence, they are expected to get the assignments before they are absent.

### **SIGN IN – SIGN OUT**

Students must report to the office and sign in when they arrive late. At that time, the student should request an admit slip to class. The student is expected to show the admit slip to their teacher upon returning to class after an absence.

If students find it necessary to leave the building for any reason, they are expected to come to the office and request permission to sign out. Before leaving school grounds, students must report to the office, request permission to sign out and verify parental approval through a note submitted to the office or through a telephone conversation between the parent/guardian and a member of the office staff. Students who leave school without proper checking-out procedures will not be excused even if parents call in later. Failure to follow the correct procedure will result in the appropriate disciplinary consequences.

### **PERFECT ATTENDANCE**

We have many students with excellent attendance records. Perfect attendance is defined as a student having no absences except for school-sponsored activities. In addition, these students have no truancies, tardies, arriving or leaving more than 10 minutes early, or suspensions. Those students with perfect attendance will be recognized in an assembly at the end of the semester, receive a certificate, and have their names published in the school newsletter.

### **TARDIES**

A student is recorded tardy if they are not in the classroom ready to begin class from the time the bell rings until 10 minutes have passed. After that time, they will be counted absent for the period.

### **EXCUSED ABSENCE**

An excused absence is an absence by a student with permission from the parent and accepted by the school administrator. The school must approve family trips and college visits before the absence to be designated as excused. Medical/dental appointments will be approved by presenting the appointment card or receipt(s) from the doctor's office to the office. Absence due to illness will be approved with a phone call from the guardian or written note. Family emergencies will be approved on a case-by-case basis by the administration.

PLMS administration will excuse all absences and tardies related to illness, medical appointments, funerals, and pre-approved family trips. Family emergencies will be dealt with on an individual basis. Students are allowed four tardies before receiving disciplinary consequences.

### **UNEXCUSED ABSENCE**

An unexcused absence is a student's absence without parental and school permission. Students with unexcused absences must make up all missed work, and credit will be at the teacher's discretion. The consequences of unexcused absences are listed on the Discipline point system.

### **ABSENCE DUE TO STUDENT SUSPENSION**

During the time a student is suspended or expelled from school, the student may not: 1) Be on school property or in any school building without the permission of the principal and 2) Attend any school activity as a spectator, participant, or observer.

## **EXCESSIVE ABSENCES**

To ensure good attendance for a positive learning environment, the faculty of Perry-Lecompton Middle has established the following policy:

- 5 Absences – After five absences in a class, a letter will be sent home to parents/guardians advising them of the absences and possible consequences for additional absences.
- 8 Absences—After eight absences in a class, a mandatory meeting will be held with the student, their parent or guardian(s), and the principal. A plan of action to correct the situation will be developed at this time. The student may be assigned to make up time for the missed class/classes.
- 10 Absences – After ten absences in a class, the student will no longer be considered a student in good standing for that semester. The student will be on the ineligible list for the remainder of the semester. A student with ten or more absences may be required to provide a doctor's note for each subsequent absence.

\*Any absence required by a doctor is exempt from this policy. However, a doctor's note must specify which days the student **must** be out of school to qualify for this exemption.

## **TRUANCY**

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined by law as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first.

## **CARE OF SCHOOL PROPERTY**

This is your school! Students should respect the facilities taxpayers have provided and exercise care of the property. Students who willfully deface or destroy school property will pay the cost of replacement and all necessary repairs. All such incidents will be reviewed for disciplinary action or prosecution when appropriate.

## **ACCEPTABLE BEHAVIOR**

Students are under the authority of any teacher, counselor, administrator, para-professional, security officer, custodian, bus driver, or secretary at PLMS any time they are on the school grounds or at any school function or field trip, regardless of the location. Students are expected to give respectful attention to the requests and directives of all staff members, not just the instructors they know.

## **UNACCEPTABLE BEHAVIOR**

Acts of behavior that interfere with maintaining a good learning environment or jeopardize the welfare of others are not acceptable. If necessary, law enforcement personnel will be contacted. Some specific behavior acts that could lead to disciplinary action are outlined on the PLMS Discipline Point system grid. The list of actions on the point system grid is not inclusive. The administration reserves the right to determine unacceptable behavior to guarantee a safe school and ensure a positive learning environment for all. Any misconduct on the part of a student may result in suspension or expulsion.

A student who has detention time to make up and is assigned in- or out-of-school suspension is not in good standing and is thereby prohibited from attending or participating in any extracurricular activity during the period of suspension. A student who is out-of-school suspended is not eligible to practice, attend, or participate.

## **PERSONAL APPEARANCE**

PLMS administration and staff believe that the responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, the administration and staff expect students to pay proper attention to personal cleanliness and wear clothes suitable for the school activities in which they participate and for extracurricular activities.

School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender-neutral and consistent.

### **MINIMUM SAFE ATTIRE**

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school personnel.

1. Students must wear clothing, including a shirt, pants, skirt, or equivalent (for example, dresses, leggings, or shorts) and shoes.
2. When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities. Tops must have a strap, and at no time may any part of a student's buttocks be exposed.
3. Clothing must cover **all** undergarments. No underwear or undergarments may be visible at any time, and clothing may not be see-through.
4. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop classes, field trips, and other activities where unique hazards or specialized attire or safety gear are required. Bare feet are not permitted at any time.
5. Hats/caps covering the head may be worn in the building during school hours. They may be worn in classrooms only at the discretion of the classroom teacher. For the safety of our students and staff, hoodies and other headgear that covers the ears will not be permitted.

Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang-related activity, use of tobacco, alcohol or drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or that could be used as a weapon are prohibited.

### **DRESS CODE ENFORCEMENT**

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming not covered explicitly in the list above, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, contact will be made seeking parental cooperation and assistance.

The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories, and/or appearance meet acceptable standards. All school personnel shall be responsible for reporting violations of this dress code. When a dress code violation occurs, the student will be given the opportunity to change into proper attire. Continued dress code violations will be referred to the administration for disciplinary action.

### **BOOK BAGS**

Students may not carry bags and/or purses from class to class. Students are expected to store book bags and/or purses in their locker.

### **TELEPHONE CALLS**

Students will not be excused from classes to take or make telephone calls except in emergencies. Telephone numbers and messages will be taken and delivered to students at the office's convenience. If a student must use the telephone, they must get a pass from the teacher, sponsor, or office first to use the student's phone at the office. Students shall follow the same procedure as using a cell phone. Contact with students is to be made through the office.



Incoming phone messages must be received in the office before 2:30 PM. Dismissal time is hectic and too uncertain to guarantee delivery to a student, leading to miscommunication, missed rides, and parents, teachers, or bus drivers who don't know where students are.

## **ELECTRONIC DEVICES**

Cell phones and other personal electronic communication devices not distributed by the school district should be put away and out of sight during the school day to preserve the learning environment and maximize academic performance and engagement.

- Students are not allowed to use their cell phones or wearable technology when classes are in session at PLMS. This includes lunch, as not all classes attend lunch simultaneously.
- Cell phones must be off and stored in lockers.
- District-issued iPads are provided for all academic work that requires technology during class.
- iPads may be used to listen to music at the discretion of the individual classroom teachers.
- If a student has a cell phone or electronic device out during the academic day, they will be directed to the PLMS office.
- If a student refuses to turn in an electronic device when a staff member requests, an administrator will be called, and additional consequences may be assigned.
- All electronic devices are the sole responsibility of the student. PLMS administrators or their designees are not responsible for investigating lost or stolen devices.
- Parents must call the office when trying to reach students in an emergency and should not contact students through their cell phones during class.
- Do not loan electronic devices to anyone. If a device is confiscated, the owner and the person using it will be assigned consequences. The device will only be returned to the owner.

When students fail to follow the electronic device expectations, the following actions will be taken.

### **1st Offense**

- Device is taken to the office
- Students can pick up devices after school
- Warning logged
- No parent contact

### **2nd Offense**

- Device is taken to the office
- Students can pick up devices after school
- Student is assigned discipline points and detention time
- Parent/Guardian is contacted

### **3rd Offense and 4th Offense**

- Device is taken to the office
- Parent/Guardian must pick up devices
- Student is assigned discipline points and detention time
- Parent/guardian is contacted

**5th and higher** - offenses will be dealt with on an individual basis

## **IPADS**

All PLMS Students will have access to an iPad during the school day. After paying their enrollment fees, 7<sup>th</sup> and 8<sup>th</sup>-grade students may take iPads off campus to use at home throughout the school year. Students in 5<sup>th</sup> and 6<sup>th</sup> grades may take their iPads home at the teacher's discretion to complete missing homework.

School-issued iPads are the school district's property and will be monitored or confiscated due to improper use. Students will be required to review expectations and sign an acceptable usage form before receiving the iPad for use. The enrollment fees must be paid in full by the end of the 1st semester unless other arrangements are made with the PLMS office.

## **FOOD AND DRINK**

Food and drink are to be consumed only in the commons area. The hallways are not considered the commons. Students may place lunches in their lockers for noon lunch or field trips, but these should be consumed in the appropriate places and removed at the end of the school day. Bottled water is allowed in the hallways and the classrooms at the teacher's discretion. Students cannot bring any open beverage container into the school building at any time. Outside food and drink are prohibited at extracurricular activities such as football and basketball games.

## **LUNCH PROGRAM**

PLMS has a closed lunch hour. This means students are not allowed to leave school grounds during lunch. Students will remain in the commons area during lunch and return to their classrooms or lockers at the designated time.

Each student at PLMS may open a personal food account to make food service purchases. Initial deposits to activate the account may be made at enrollment or any school day before 8:10 a.m. at the PLMS office. Each time a student purchases a meal or a la carte item, the cost of the food will be deducted from the student's food account. Additional student deposits should be made in the morning before school at the PLMS office or through the online [efunds](#) system to keep the account current.

Students may be charged for meals when they forget their meal money, but a \$11.00 charge limit will be enforced. Once a student has charged \$11.00, the student's lunch privilege will be revoked until payment is received on the account. Students who have a negative balance in their accounts cannot purchase a la carte items. Students on Free/Reduced lunches must still pay for a la carte items and/or extra milk.

## **TEXTBOOKS**

Each student should ensure that all textbooks are used but not abused and checked in at the end of the school term. Students are discouraged from writing, marking, or storing papers and pencils in textbooks and should ensure that books are kept from being tossed around or handled in other ways. Students who damage or abuse their textbooks may be charged for repairs or replacement. This includes library books and teacher classroom libraries.

## **LOCKERS**

Each student will be assigned a locker for coats and books. Locks for these lockers are built into the locker doors. Lockers should be neat and locked at all times. Students are advised not to keep valuables or money in lockers. All objects put on or in lockers must be attached with magnets. No tape is allowed. Seventh and eighth-grade students will be assigned a gym locker for their physical education class. Gym lockers are for PE and athletic purposes only. These lockers will be available for students before, during PE, and after school.

**Note:** All articles the student brings to school, including book bags, purses, backpacks, items for personal entertainment, etc., should be stored in their hall locker during the school day. Hints for good use of lockers include the following:

1. Every student must use the locker assigned.
2. Lockers should be kept clean and neatly arranged at all times.
3. Do not tell anyone about the combination in your commons area or gym locker.
4. Keep lockers locked to prevent possible problems with missing items.
5. Do not use tape, glue, adhesive, or stickers in the lockers.
6. Do not "pre-set" your lock. **REMEMBER** - your locker belongs to the school; you only use it for the school year.

## **HALL CONDUCT**

Students should always walk, never run, and remember to keep to the right when walking in the halls. To keep traffic moving, never walk with more than two together. Physical contact is unacceptable. Keep your hands to yourself.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Public displays of affection, including holding hands, lingering hugging, kissing, etc., are unacceptable behaviors for PLMS students.

## **eHALLPASS**

To use the corridors during class, all students must have an eHallpass signed by an administrator, teacher, counselor, or secretary.

## **LIBRARY EXPECTATIONS**

Books must be checked out during school hours. There is a penalty for overdue library books. Library privileges will be suspended the day after the book is due. Lost or damaged books must be paid before library privileges can be reinstated. Books may be checked out for two weeks. Reference books are to be used in the library only.

## **PHYSICAL EDUCATION CLASSES**

Any students unable to participate in PE classes for an extended period should bring notification from a physician. Temporary exemptions require a note from the parent. In 5<sup>th</sup>/6<sup>th</sup> PE classes, students do not dress out for PE.

## **GYM TRAFFIC**

When entering or exiting the gym, please use the doors closest to the middle school hallway. Students are to walk across the west end of the gym to the locker rooms or when returning to class.

## **ASSEMBLIES**

Various assemblies are scheduled at PLMS, including award, educational, and entertainment assemblies. Students are expected to represent themselves and their school respectably. Some assemblies are optional. Students who choose not to attend an assembly will report to the announced classroom.

## **TRANSPORTATION**

Changes to the morning route must be made 15 minutes before the designated pickup by calling the bus barn at 597-5303. Changes to evening routes must be made by calling the child's attendance center before 2:30 pm. Students who ride the bus to and from school or on an activity trip shall familiarize themselves with the requirements for safe transportation and remember that the school bus operator is in control at all times. Students must obey the bus driver and sponsor(s) promptly. Violation of rules will be reported to the school administration, and they may deny the privilege of riding the bus.

## **DISMISSAL**

To safeguard students, advance notice for a change in the usual dismissal procedure should be made by the parent in writing and sent to the office. If possible, send this request to the office one day in advance. Students will be issued a "permit to leave," enabling them to leave class without having their parents/guardians come to the office. Students will not be released to the office to take a phone call except under special circumstances.

The student loading zone is reserved for buses only before school until 8:15 a.m.

## **FIELD TRIPS**

Field trips enrich and extend students' educational experiences while being recreational and enjoyable. Teachers will submit a list of students scheduled to attend the field trip to the office and staff. Students ineligible or not in good standing may not be permitted to participate in the field trip. An emergency procedure form must be in the PLMS office for students to participate in off-campus trips.

## **REWARD TRIPS**

The school may schedule a reward trip for students in good standing. To be considered a student in good standing, a student cannot have eight discipline points or more. All fees and lunch balances must be paid. Other criteria may be applied if announced to students at the beginning of each quarter. A staff member will be available to stay with students not eligible for the reward trip. These students will be in a study hall.

All eighth-grade students in good standing and passing all of their fourth-quarter classes may participate in the 8th graders' trip to Worlds of Fun at the end of the year.

## **BICYCLES, MOPEDS, AND AUTOMOBILES**

Bicycles and mopeds should be parked on the concrete pad on the east side of the 5/6 wing doors. A lock to prohibit "borrowing" is recommended. Middle school students who drive to school must notify the middle school office and will be required to complete the PLHS parking application. Students will then park in the south PLHS parking lot.

## **LOST AND FOUND**

Each student should assume responsibility for taking care of their possessions. Since each student is provided a locker, there should be a minimum of lost and misplaced articles. A lost and found area will be located near the office.

## **POSTERS, FLYERS, AND INVITATIONS**

All signs, flyers, or invitations distributed at PLMS must be approved at the office and meet the following criteria.

1. It must benefit USD 343 students.
2. Flyers placed only at the office for students to take.
3. Private commercial promotions, ads, and flyers are prohibited.
4. Private party invitations of any kind are prohibited.

## **MEDICAL POLICIES**

### **ILLNESS**

If a student becomes ill at school, an attempt will be made to contact the parents. If parents cannot be contacted, the person designated as your emergency contact on the enrollment form will be notified.

### **ACCIDENTS AND INSURANCE**

A low-cost accident insurance policy will be available at the start of school. The forms are available at the office. The Kansas State High School Activities Association Insurance covers students participating in athletics or cheerleading.

### **FIRST AID AND MEDICATION**

The PLMS/PLHS staff cannot offer more than basic first aid to any student. Our school encourages the home to dispense medication whenever possible.

Diagnosis or treatment of injuries or medical conditions are not within the responsibilities of the school. The parents of any student presenting with a tick will be notified. It is the responsibility of the parent or guardian to remove it or have it removed.

### **GUIDELINES FOR DISPENSING**

USD #343 will assist in dispensing medication to a student if necessary during the school day. Before ANY medication will be dispensed to a student, the following procedures must be followed:

The medication must be sent to school in the original dispensary container or the original pharmacy container on which the child's name, dosage, and type of medication are clearly noted.

**\*The School cannot give students the 1st dosage of any medication.\***

The school must have on file a written document from the physician and the parent/guardian giving school personnel permission to dispense prescription medication, stating the reason for giving medication and noting the period over which medication should be dispensed to the student.

The school must have on file a written document from the parent/guardian giving school personnel permission to dispense non-prescription medication. The document must state the reason for giving medication and note the period of time over which the medication should be dispensed to the student.

A copy of the medication form will be distributed at enrollment, and more forms are available in the school office. We understand that this policy can require extra work on the part of the parent. However, a change in state law requires us to follow it. It is designed to safeguard children.

### **Distribution of Non-FDA Approved Medications**

USD #343 will not allow distribution of non-FDA approved medications at school UNLESS the student's Doctor/Care Provider writes an order to assume liability for this type of medication. Non-FDA-approved medications include but are not limited to, supplements, probiotics, and various herbal medications.

### **EXCLUSION FROM SCHOOL**

1. The following conditions require medical attention before returning to school: If a child develops any of these during the day, parents will be called immediately to pick up the child. Please be sure that we have an accurate daytime number on file.

Chicken Pox - The child should be excluded from school for 6 days after the onset of the first crop of vesicles (blisters). It is highly recommended that all blisters be scabbed before your child returns to school.

Pink Eye - Cases should be excluded from school until the discharge from the infected eye ceases.

Strep Throat - Children with strep throat should be excluded from school until they have been on medication for 24 hours and are fever-free.

Impetigo - Children with impetigo should be excluded from school until receiving medical treatment.

Scabies - Children who are infested should be excluded from school until treatment with an appropriate antiparasitic drug has begun.

Ringworm - Infected children may return to school if receiving treatment.

2. When a child acts as though their head itches, they will be referred to the office to be checked for lice. If lice or nits are found, all household members will be checked. The following policy applies whenever lice or nits are found.
3. Head Lice - Students will be checked for lice when they present symptoms such as excessive scratching or complaints. Once the presence of head lice is verified, the parent will be notified so that treatment may begin as soon as the child reaches home. Medication to treat the infestation may be purchased over the counter or prescribed by a physician. After the parent or guardian indicates on the "*USD #343 Notice to Parent*" form the date treatment began and the name of the topical anti-parasitic medication applied, the child may return to school. When a child exhibiting any of these conditions has been in class for part of the day, notes may be sent home to inform families of classmates of the situation. Due to privacy considerations, the student will not be identified.

## **INOCULATIONS**

All students enrolling in school shall provide proof of immunization for certain diseases or furnish documents to satisfy statutory requirements. Students who are not immunized may be excluded from school during an outbreak.

## **USE OF SURVEILLANCE CAMERAS**

The district may use surveillance cameras to monitor student activity, students riding in district vehicles, and student behavior in or around any district facility.

Surveillance footage, which is a record of student behavior, shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record. It shall be subject to current law for the release of student record information.

## **SAFETY DRILLS**

Drills are conducted as prescribed by the State of Kansas and the local school board regulations. Procedures have been developed to ensure the safety of all students.

Teachers will discuss the following Emergency Procedures with their classes.

1. When the alarm sounds, or an announcement is made, stop all activity and wait quietly where you are until your teacher gives directions.
2. Leave all books and belongings.
3. If directed to do so, leave the room quietly and orderly in line.
4. The last person should close the door when exiting the classroom.
5. Proceed in line to the designated area without talking. Your teacher will tell your class where to wait.
6. Remain in the evacuation areas until the signal is given for the return to the classroom.
7. Return to the classroom without a lot of noise.
8. If you are out of the classroom, walk at once to the nearest class and proceed to the evacuation area

**PLMS Discipline Matrix**

Level 1 Referral	Level 2 Referral	Level 3 Referral	Level 4 Referral	Level 5 Referral	Level 6 Referral
<i>1 POINT and</i>	<i>2 POINTS and</i>	<i>3 POINTS and</i>	<i>5 POINTS and</i>	<i>8 POINTS and</i>	<i>13 POINTS and LONG</i>
<i>Minimum- 30 min. toward detention</i>	<i>Minimum - 1 hour toward detention</i>	<i>Minimum - 2-hour detention</i>	<i>Minimum – 5 days lunch detention and Extended Wednesday School</i>	<i>1-5 Days SUSPENSION - Either ISS or OSS or a combination</i>	<i>TERM SUSPENSION</i>
					<i>*HEARING REQUIRED</i>
General Rules Violation	Unauthorized call-in	Defacing property of others		Vandalism- school	Major Vandalism—severe
Cafeteria violation	Forging Notes	Verbal Conflict	Verbal Conflict with staff	Threats	Alcohol/Drug Possession
Dress code violation		Minor Theft	Cheating / Plagiarism (test or homework)	Under the influence of drugs	Explosives
PDA / Excessive Affection	Show up for event when ineligible	Assembly conduct violation		Under the influence of alcohol	Weapons
Not working / uncooperative	Skipping classroom detention	Confrontation-pushing-physical	Intimidation, harassment, threats or verbal abuse	Fighting	Physical contact with staff
Inappropriate words	Inappropriate drawings	Skipping building level det.	Tobacco, including any type of electronic smoking device possession/use	Drug Paraphernalia	Violent Threats
Class disturbance	Profanity/vulgarity	Acts intended to demean or ridicule others	Unexcused absence - full day	Major Theft	
Electronic Device violation	Unexcused absence (1 class)		False 911 call	Sexual Conduct/Indecent Exposure	
		Physical horseplay	Fire alarm pull/Door security device misuse		

Bus referral		Inappropriate computer/technology/equipme nt use			
5 <sup>th</sup> Tardy					
6 <sup>th</sup> (+) Tardy		Knife (pocket)			

Each point earned accumulates toward 13, and when students reach a total of 13 points in a semester, a hearing is recommended for long-term suspension or expulsion. Zero is the base of the point system; there is no banking of points.

**Minor Violations: This is a three-strike system. After the third strike, students would have the consequence of the total number of points they have accumulated.**

- Dress code violations
- Tardy Violations
- Cafeteria Violations

After any student has accumulated 8 points, an administrator, student, and/or parent conference will be held.

Students may be given the opportunity to earn back points upon completing ISS/suspension after the 8-point conference is held (upon the student's request).

Any illegal activities may warrant police involvement.

**The administrator has the authority to set levels and consequences for any specific violation.**

Any student with outstanding detention or suspension time is considered not in good standing until that time is completed.

Students with 8 or more disciplinary points are considered students not in good standing.

Repeated/chronic behaviors will receive escalating consequences.

## **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to attend extra-curricular activities. PLMS Students attending events must be supportive and respectful of everyone involved in the activity. Respect for the participant is essential, and the "one time in, one time out" policy will be followed. Extenuating circumstances to this policy must be cleared with an administrator before leaving the building or grounds.

PLMS students who wish to attend a PLHS event should go home or leave school grounds immediately after school. They may return at or shortly before the designated start time for the PLHS event. Students may not stay on campus unsupervised, waiting for the PLHS event to start. The PLHS administration may designate a PLMS seating section.

### **PEP CLUB**

All PLMS students are considered members of the school pep club and will sit in the sections designated for the pep club at all games and athletic contests. While attending home games, students are responsible for following the behavior expectations stated in the school handbook.

### **STUDENT ACTIVITY PASSES**

After paying enrollment fees, PLMS students will be issued an activity pass. This pass is good for only PLMS athletic events.

Students are expected to stand for the national anthem, school song, and time-out cheers. In addition, students are expected to give their schoolmates the respect they deserve for participating and representing our school by applauding and providing positive encouragement at appropriate times. Students are expected to follow all Big East League and KSHSAA (Rule 52) sportsmanship guidelines.

## **INTERSCHOLASTIC COMPETITION**

### **PRINCIPLES**

There are ten educational principles for athletes who compete at Perry-Lecompton Middle School:

1. Learning to compete within a given set of rules
2. Learning how to maintain physical well-being
3. Learning the importance of the constructive release of energies
4. Learning how to handle socially acceptable recognition
5. Learning how to understand other people's feelings and attitudes
6. Learning emotional control
7. Learning the importance of self-discipline
8. Learning how to persevere toward a goal
9. Learning to think under pressure
10. Learning how to be loyal to a situation, cause, school, or nation

The goal of the sports program at Perry-Lecompton Middle School is to instill the ideals of good sportsmanship, ethical behavior, and integrity through involvement in the sports arena. The purpose of PLMS programs is to focus on skill enhancement, teamwork, sportsmanship, and participation. PLMS has a no-cut policy for all athletic teams.

### **ATHLETIC PROGRAMS**

Programs are offered during three seasons. Weightlifting may be offered in the summer. School year programs include

#### **FALL**

Boys Cross Country  
Girls Cross Country  
Boys Football  
Girls Volleyball

#### **WINTER**

Girls Basketball (Oct-Dec)  
Wrestling (Oct-Dec)  
Boys Basketball (Dec-Feb)  
Scholars Bowl (Feb-March)

#### **SPRING**

Boys Track  
Girls Track

### **PAY TO PARTICIPATE**

Perry-Lecompton Middle School implements "pay to participate." To be eligible to participate in interscholastic athletics, a student must have their athletic fees paid or have a payment plan for the fees in place before the first day of competition. Fees for participation are 1<sup>st</sup> season - \$25.00, 2<sup>nd</sup> season - \$15.00, and 3<sup>rd</sup> season - \$5.00. Cheerleading is a flat \$25.00 for students who wish to participate.



## **PHYSICAL EXAMINATION**

To be eligible for participation in interscholastic athletics/spirit groups, a student must have on file with the office a physical form signed by a practicing physician or registered physician's assistant certifying the student has passed an adequate physical examination and is physically fit to participate. Students are also required to complete a concession form.

The annual history and physical examination shall not be taken earlier than May 1, preceding the school year for which they are applicable. The KSHSAA recommends that athletes complete this evaluation at least one month before the first practice to allow time for the correction of deficiencies and implementation of conditioning recommendations. Physical forms can be picked up at the school office or electronically on our website.

## **PRE-SEASON MEETINGS**

Each sport will conduct a pre-season meeting with parents and athletes. The athletic director and head coaches will set a schedule and communicate the information through the building newsletter. These meetings are very important for both the athletes and their parents. A record of attendance will be kept, and athletes and their parents who cannot attend will be expected to sign a statement indicating they are aware of the responsibilities, rules, and regulations for participation.

Coaches will address the following topics:

1. Coach's philosophy
2. Sports calendar/deadlines/conferences
3. General athletic values
4. Team rules and goals
5. Athletic letter award policy
6. Question and answer period

## **GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

The following rules and regulations are written to better inform students and parents about student's responsibilities when participating in extracurricular activities at Perry-Lecompton Middle School. Participation is a voluntary endeavor, and certain restrictions and expectations are placed on us, whether we agree with them or not. Students participating in extracurricular activities must be enrolled in a minimum of 6 classes at PLMS to become part of an extracurricular activity.

## **ELIGIBILITY POLICY**

The eligibility policy will be used to raise standards and keep more students on a positive path toward graduation. To be eligible for participation (practice or play) in extra-curricular activities at PLMS, students must meet all KSHSAA guidelines, including the requirement to be in "good standing" with the school. Fifth and sixth-grade students are not eligible to participate in middle school extracurricular activities in any capacity. 7<sup>th</sup> and 8<sup>th</sup> grade students must meet the following criteria for academics and citizenship to be in "good standing" at Perry-Lecompton Middle School.

## **ACADEMIC CRITERIA**

Beginning on the second Monday of each quarter, a student's eligibility list will be established weekly. For each failing grade, a student will be listed on "Warning" in that class for the next week. During their warning week, the student has the opportunity to raise their grade to passing. If the student does not raise the grade to a passing level by the following week, the student is ineligible to participate in any extracurricular activities. Eligibility may be re-established by posting a passing grade on the next regularly scheduled eligibility check. If a student is failing or ineligible in any class, they will not participate in or attend any game or other competition until the next eligibility check is re-established. A student is guaranteed the opportunity to raise their grade to a passing percentage between eligibility checks.

If students believe a correctable error has been made, they may talk to the teacher. If an error has been made, the teacher may change the grade, thus taking the student off the list and making the student eligible.

## **CITIZENSHIP**

Students who are not in good standing may not attend or participate in either games or practices. If a suspension (ISS or OSS) is the imposed consequence, the student will be ineligible to practice or participate in a game for the duration of the suspension.

## **KSHSAA ELIGIBILITY REGULATIONS**

As a Kansas State High School Activities Association member, we must adhere to certain eligibility regulations for inter-school competitions. The following are not inclusive but represent the most applicable:

1. A student is required to pass at least five subjects of unit weight in their last semester of attendance. Vocational or Trade school courses approved by the Kansas Department of Education are acceptable.
2. A student must be enrolled in at least five subjects of unit weight during the current semester.
3. A student must be a bonafide student in good standing.
4. A student who is under suspension from school or whose character or conduct brings discredit to the school or the student is not in good standing.
5. A student who uses any form of tobacco, including any form of electronic smoking device, illegal drugs, alcoholic beverages, etc., at school or school events is not in good standing.
6. If a student competes under an assumed name, they shall be ineligible in all sports.
7. A student must not engage in outside competition in the same sport during a season in which they are representing their school.
8. A student shall not participate in training sessions or tryouts held by colleges while a member of a school athletic team.
9. A student must not have competed under a false name for money or merchandise of intrinsic value and must have observed all other provisions of the amateur and awards rules.
10. A student cannot be a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
11. A student is not eligible to practice or represent their school in interschool athletics, cheerleading, or pom pom until there is on file with the school a signed statement by a practicing physician certifying the student has passed an adequate physical examination and is physically fit to participate in an interschool competition, athletics, cheerleading, or pom pom. This statement shall also be signed by a parent or legal guardian, stating the student has permission to participate. The physical examination shall not be taken any earlier than May 1, proceeding the school year for which it is applicable.

## **RULES AND REGULATIONS for PARTICIPATION**

Students who participate in extracurricular activities at PLMS represent an outstanding institution. Students should conduct themselves at all times in a manner that contributes to good school morale. Failure to comply with the below rules and regulations will result in dismissal, suspension, or other disciplinary action. If dismissal from a team or organization is warranted, the coach or sponsor will bring the situation to the attention of an Activity Panel. When needed, an Activity Panel comprises two organization sponsors, two coaches, and the Director of Activities. When the person serving as Director of Activities fills the position of a coach involved with the situation, that position will be represented by the Assistant Principal. The student will be suspended from applicable activities pending the panel's decision. PLMS rules and regulations are:

1. Possession or use of alcoholic beverages, any form of tobacco, including any type of electronic smoking device, illegal drugs, or improper use of other drugs are prohibited. Violation of this policy will result in the following:
  - First Offense – 1/3 season suspension (based on varsity schedule), or a total of 21 days of the season, which can roll over to the next athletic season. This may be reduced to 10 days with official documentation from a meeting with a drug/alcohol counselor.
  - Second Offense – Dismissal from participating in all sporting activities for a calendar year starting from the date of the second offense.
2. When applicable, jewelry should be worn in accordance with KSHSAA Regulations. If a student fails to comply, an official may deny that student's participation.
3. Proper grooming is essential to the safety and hygiene of the student.
4. A student who has been out-of-school suspended cannot participate in practices, contests, or performances while suspended from school.
5. A student with an excusable absence all day or any part of the day may practice or compete in a contest the same day, provided both principal and coach or sponsor agree that participation would not jeopardize the student's health or well-being. If the student takes a personal day, they must still be in school for one-half day. Exceptions include earned personal days.
6. A student with an unexcused absence all day or any part of the day will not be allowed to participate in a practice, contest, or performance. The particular practice, contest, or

performance may or may not be the same day as the unexcused absence. The principal and coach or sponsor will take into consideration extenuating circumstances. A coach or sponsor may require the presence of the student at practice, contest, or performance, even though participation will not be allowed.

7. Unexcused absences from practice, contest, or performance will not be tolerated. Disciplinary action will occur on the first and second unexcused absence and immediately following the third unexcused absence, a recommendation for dismissal will occur.
8. A student has a responsibility to the team, group, and self to notify the coach or sponsor of any absence.  
Failure to do so in itself may be grounds for an unexcused absence.
9. Listed below are some examples of inappropriate behavior that may reflect a poor attitude and may bring about disciplinary action:
  - A. Failure to attend practice on time.
  - B. Showing a lack of respect to teammates or those in authority.
  - C. Failure to listen when the coach or sponsor is speaking.
  - D. Use of profane language or gestures.
  - E. Poor care of equipment.
  - F. Habitual unexcused tardies to school or during the school day.
10. Each student is expected to ride on transportation provided by the school to and from contests when contests are at other schools. A parent may request that their student-athlete(s) ride home with them from an away contest. The parent should verbally communicate the request at the event to the sponsor or coach. Notes signed and dated by the parent are also acceptable for permitting students to ride home with their parents or other parents. A note must be given directly to the sponsor or coach before the student leaves the activity. If the coach or sponsor feels it is in the best interest of the team or group to ride home together, the request of the coach or sponsor should be respected.
11. A student must have an emergency sheet on file in the office before participating in their first practice.
12. There may be times when practices require a student to provide transportation to another attendance center within the district.
13. When a student has detention to serve, the detention must be served on time before the student will be allowed to participate in any extracurricular activity.

## **NONDISCRIMINATION**

Perry LeCompton Middle School (PLMS) aims to ensure equal opportunity for all students in all aspects of education. No qualified person with a designated disability or 504 Plan will be excluded from, denied benefits of, or subjected to discrimination in any course, program, or activity, including all Career and Technical Education activities, courses, or programs. Students with disabilities will be integrated into any and all programs with their peers as much as possible.

The policy of PLMS is to provide equal opportunities to all special education and regular education students in all courses and programs, including, but not limited to, Career and Technical Education, internships, apprenticeships, and work/teaching studies. PLMS is committed to maintaining and promoting nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, or age in all phases of educational practices and by all applicable State and federal laws and Executive Orders. The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination, insult, intimidation, or harassment will be reprimanded and counseled by an administrator regarding school policy and the law regarding harassment. The student will sign a statement acknowledging that they met with the administrator and the policy was explained. Any student who engages in further discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, including suspension or expulsion from school.

## **STUDENT PRIVACY POLICY**

The superintendent, the board, and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall provide parents with notice of their rights under the Protection of Pupil Rights Amendment annually, at the beginning of each school year, and at any other time, the school district policies in the area are substantially changed.

## **RELEASE OF STUDENT INFORMATION**

Both the NO CHILD LEFT BEHIND ACT (NCLB) and the NATIONAL DEFENSE AUTHORIZATION ACT require all school districts that receive federal monies to give military recruiters the same access to secondary school students as they provide to colleges, universities, and prospective employers. Upon request, each secondary school student's name, address, and telephone number will be released unless the student or the student's parent has advised the District that this information is not to be disclosed without written consent. Suppose a parent does not want the District to disclose any directory information without the parent's prior written consent. In that case, the parent must notify the District in writing on or before September 15.

## **TECHNOLOGY AND ACCEPTABLE USE POLICY**

USD#343 Perry Public Schools provides technology resources to its students and staff for educational and administrative purposes. Providing these resources aims to promote academic excellence in the Perry School system and among its students. *The use of these technology resources is a privilege, not a right.*

With access to computers and people worldwide comes the potential availability of material that may not be considered educational value in the context of the school setting. USD 343 Perry Public Schools firmly believes that the value of information, interaction, and research capabilities outweighs the possibility that users may obtain material inconsistent with the district's educational goals. The district will make every effort to assist students in using the technology responsibly, ethically, and politely.

District Rights: USD #343 reserves the right to monitor all activity on the district network system, review any material on user accounts, including e-mail accounts and any material stored on the network, determine what is an appropriate use of the network system, and determine whether specific uses of the network are consistent with the acceptable use policy.

District Responsibilities: The district will attempt to provide a safe, secure, and reliable system. It will not be held responsible for information lost, damaged, or unavailable due to technical or other difficulties. The district will also not be held accountable for any costs incurred by students. The district will fully cooperate with any investigation concerning or relating to USD #343 activities.

**Disciplinary Action:** These acceptable use procedures apply to all district students. Any disciplinary action for users shall be consistent with district standard policies.

**Acceptable Use:** The purpose of computer and Internet access is to provide research and education through technology. Users using the school's technology are expected to use the system and equipment following district guidelines set forth here. All users must comply with the Acceptable Use Policy.

**Unacceptable Use:** USD#343 reserves the right to deny computer and Internet access to any student or staff who violates the district Acceptable Use Policy. Unacceptable activities include, but are not limited to:

1. Students will not violate any copyrights, license agreements, or other contracts.
2. Students will not interfere with or disrupt network performance by harassing another user, sending unwanted e-mail, chain letters, or "broadcasting" messages, uploading or installing viruses or worms, invading the privacy of or modifying or destroying another user's files, or vandalizing district hardware and software.
3. Students will not use the network to access inappropriate materials such as obscenity, pornography, threatening or violent materials, or material that is racially offensive and/or abusive.
4. Students will not use school technology for commercial activities, product advertisements, or political lobbying.
5. Students will not share passwords with other students.

## **COMPUTER USAGE**

### **Use of District Computers/Privacy Rights**

Computer systems 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, and any employee, up to and including termination, for violations of this policy.

### **Copyright**

Software acquired by staff using either district or personal funds and installed on district computers must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

### **Installation**

Software, including freeware or shareware, may only be installed on any district computer once cleared by the network administrator. The administrator will verify the software's compatibility with existing software and hardware and prescribe installation and de-installation procedures. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

### **Hardware**

Staff shall not install unapproved hardware on district computers or change software settings that support district hardware.

### **Audits**

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

### **Privacy Rights**

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any email, computer application, or information on district computers or computer systems is subject to monitoring by the administration.

### **Ownership of Employee Computer Materials**

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken during school time shall be the property of the board.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following teacher or administration guidelines.

Any email, computer application, or information on district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information students create in a computer system or any individual computer. Students who violate these or any other

classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

### **DISTRICT AND PLMS WEBSITES**

The board may establish a district website and may allow creation of websites for individual schools. A district website shall be under the control of the superintendent and school websites shall be supervised by the building principal.

#### Web Site Rules

Detailed website rules are found in appropriate handbooks or documents approved by the board and filed with the clerk and/or principals. School rules shall include the following areas:

- Data privacy and FERPA regulations;
- Copyright rules relating to access and use of materials and the property rights of the district, students, or employees who create material; the board and administration shall determine website content and monitor use by employees and students.
- District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Board action may modify or terminate websites at any time.

#### General Information

The following statements are to be included in all appropriate district handbooks:

#### Student Privacy Rights

- Identifiable student images may not be posted on district or school websites without prior written permission from the student and, if the student is under 18, the student's parent or guardian.
- District or school websites shall not post mailing addresses, telephone numbers, or other personally identifiable information about any student. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

#### Copyrighted Material Posted On Websites

Students own any original materials created by them. Original materials will not be posted on district or school websites without the prior written permission of the student who created the work. The building principal shall be in charge of monitoring permission to post copyrighted materials.

#### Software Copyright

Software acquired by staff using district or school websites and installed on district computers must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

#### Downloading Copyrighted Materials

Students and staff shall only download copyrighted materials with prior written permission obtained from the author or creator of the material in question.

### **GUN-FREE SCHOOLS POLICY**

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

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

Possession of a firearm shall result in expulsion from school for a period of one year (186 days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of the JDC policy (probation).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

## **WEAPONS AND DESTRUCTIVE DEVICES**

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 used as a weapon or destructive device, or any facsimile of a weapon.

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

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- 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 1/4 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 has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or 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;
- A knife of any shape or size is prohibited at school or on school property.

## **PENALTIES FOR POSSESSION**

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of a facsimile of a weapon may result in suspension or expulsion. The superintendent or the superintendent's designee shall conduct expulsion hearings for possession of a weapon.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency (ies) and, if a juvenile, to SRS or the Commissioner of Juvenile Justice.

## **DRUG-FREE SCHOOL POLICY**

If PLMS is to be a safe and pleasant place to get an education, it must be a drug-free environment. It is the policy of USD #343 for the administration to make necessary searches of lockers and/or student property if there is reasonable suspicion that matter prohibited by law or school regulations exists. In addition, the administration may authorize law enforcement officers or licensed private agencies to use trained dogs on school premises to identify student property that may contain illegal or illicit materials and to determine whether materials are present that may threaten the general health, welfare, and safety of students and/or district employees.

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, alcoholic beverages, or any mind-altering substances on school district property or at any school activity. This includes E-cigarettes and smokeless chewing tobacco. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the consequences list on the PLMS Discipline Point System.

Students suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, ct 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. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the student and their parents will bear the cost of such a program.

The board clerk has on file a list of available programs along with the names and addresses of contact persons for the programs. Parents or students should contact the program directors to determine the cost and length of the program.

A copy of this policy will be provided to all students and their parents. The parents of all students will be notified that compliance with this policy is mandatory.

### **ALCOHOL, TOBACCO OR DRUGS**

There is no place for alcohol, or tobacco, including any type of electronic smoking device, herbal chew, or other drugs (or drug-like substances) in any form at PLMS. Students shouldn't use or possess these items on school property or within school jurisdiction. Any violation of a controlled substance will be reported to the appropriate law enforcement agency.

### **PROVIDENCE WORKING CANINES**

USD #343 has contracted with a company that provides detection canines (drug dogs) to perform random sweeps of the building, parking lots, and grounds to ensure a safe and secure learning environment. If suspicion results from a search, the administration may search the student's locker and vehicle.

### **SEXUAL HARASSMENT**

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 contacts with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on 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, and 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 may include, but is not limited to, verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular 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 they have been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. 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 the 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 outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors that 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 to 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 SRS authorities.

To the greatest possible extent, 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, take appropriate corrective action, or provide due process to the accused.

#### **RACIAL HARASSMENT: Students**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, or national origin. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") shall not be tolerated in the school district. Racial 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 contacts with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial 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 racially 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.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities, or programs of the school;
2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment or
3. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

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

Any student who believes they have been subject to racial harassment or has witnessed an act of alleged racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial 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 the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal 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.

#### **HAZING/HARASSMENT/INTIMIDATION/ BULLYING/MENACING**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

#### **MISCELLANEOUS**

##### **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

The McKinney-Vento Act was established to provide rights to homeless students and as a guide to help educators identify these students. USD 343 will work hard to help any homeless student.

Homeless students include those who are living in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or double up with friends or relatives because they cannot find affordable housing.

These children have the right to

- Go to school, no matter where or how long they have lived there.
- Continue in the school they attended before they became homeless if that is the choice of the parent, and it is feasible.
- Receive transportation to the school they attended before the family became homeless.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records.
- Enroll and attend classes in the school parents choose, even while the school and the parents seek to resolve a dispute over enrolling.
- If needed, receive the same special programs and services as provided to all other children served in these programs.
- Receive transportation to school and school programs.

For further assistance, please call the district office's homeless liaison at (785) 597-5214.