

PIPER HIGH SCHOOL

Home of the Pirates

STUDENT HANDBOOK 2024-2025



2024-25

PIPER

STUDENT HANDBOOK

HIGH SCHOOL 9-12 GRADE



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ABOUT THIS HANDBOOK

This handbook/planner has been provided to help you stay organized in all aspects of your school day. Use this handbook/planner to familiarize yourself with school guidelines as well as keeping track of your assignments, future events, and obligations. Hopefully, you will find that it simplifies your life and helps you organize your days. Do not lose your handbook, as there is a replacement charge of \$5.

All new additions or modifications are highlighted in gray. *Policies and procedures may be revised at any time to accommodate changes in state law or Piper USD 203 policy.* All policies are written to be in compliance with Piper USD 203 Board Policy. The entirety of USD 203 Board Policies can be accessed at the district website:

Dr. Justin Bogart, Principal
Piper High School
13021 Leavenworth Rd..
Kansas City, KS 66109

www.piperschools.com. A digital copy of this handbook can be downloaded from the PHS website: www.piperschools.com/phs.

NOTICE OF NONDISCRIMINATION

USD #203 prohibits discrimination on the basis of race, color, national origin, sex, sexual preference, gender identity, age, religion, marital status, disability, or need for special education services in its programs, activities and employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Individuals with Disabilities Education Act, and other relevant state and federal laws.

Dr. Jessica Dain, Superintendent
Piper USD 203
3130 N. 122nd St.
Kansas City, KS 66109

For further information on notice of non-discrimination, please feel free to call 1-800-421-3481 for the address and phone number of the office that serves your area.

NOTICE OF INFORMATION

Piper High School has designated the following information about students as "directory information" under the Family Educational Rights and Privacy Act: name, address, telephone numbers, electronic mail address, photographs, date and place of birth, participation in Piper sponsored activities and sports, weight and height of members of athletic teams, and honors and awards received. Typically, such information is disclosed in student directories, performing arts and

athletic programs, marketing and informational materials, the school website, and similar publications. PHS may disclose any of this designated directory information without the consent of the parents or of eligible students (students 18 years of age or older) unless PHS is notified in writing by the parents of a student or by an eligible student that they do not wish disclosure of any or all of the designated directory information. Any such written notification must be given to the Principal by September 1 each year.

ABOUT PIPER HIGH SCHOOL

BUILDING HOURS

The school office will be open to students from 7:10 a.m. to 3:40 p.m. daily. Teachers are in the building from 7:25 a.m. to 3:05 p.m. and are available for student or parent conferencing with instructional or guidance staff. The student or parent should make pre-conference contact to establish the conference's purpose, participants, time, and place. When students come to school in the morning, they are expected to enter the building immediately. Once in the building, students are not allowed to leave at any time during the school day unless checked out by a parent/guardian. ANY STUDENTS ENTERING AFTER 7:40 OR LEAVING THE BUILDING MUST CHECK IN/OUT IN THE FRONT OFFICE. When school is dismissed, students are expected to leave school property unless they are under the direct supervision of an approved staff member. Students waiting for after-school transportation need to wait in the front lobby.

CAFETERIA PROCEDURES

The Piper USD#203 District is on an offer vs. serve system. A student can select a minimum of three items to a maximum of five items to receive a lunch at the set price. If a student does not select the proper items, items will be charged at the a la Carte prices. All students have a lunch account. They are encouraged to apply funds to their accounts so cashiers can process students through the line efficiently. Students are reminded of their balance when it is below \$20. We do have a "No Charging" policy. Students can pay with cash for their purchases.

Parents may bring food to school for students and leave it in the office, and the student may pick up their food during their assigned lunch period.

Outside food deliveries are prohibited and will not be accepted by the office. Students who have been called out may not bring food into the building for other students, including siblings. Any student on Senior Release may not bring any outside food back into the building upon return.

Students are to remain in the cafeteria during lunch. Students wishing to go to the library during lunch must secure a pass from the library prior to lunch. No

students will be outside the building during lunch period or at any time without permission from the office. Parents are discouraged from calling students out to leave the building and get lunch during their assigned lunch period; such requests may not be considered excused absences.

DANCE GUIDELINES

1. Club sponsors and other staff members will supervise dances.
2. Anyone leaving a dance may not return.
3. Non-formal dances at Piper High School: only students who attend Piper High School will be admitted to these dances.
4. Prom is limited to Juniors, Seniors, and pre-approved guests. See #6.
5. Homecoming and Courtwarming Dances are for current PHS students and pre-approved guests. See #6.
6. Outside guests will be required to fill out a request form at least one week prior to the dance. All requests will be screened by the PHS administration and must be approved before the guest will be admitted to the dance. All guests need to be under 21 years of age. No request will be approved for a guest who is not at least in the ninth grade.
7. Guests will not be allowed to attend an event without the Piper High School student being in attendance at that event. Piper High School students are responsible for their guest's behavior. Guests are governed by the policies set forth in this handbook.
8. Anyone known to be drinking or using illegal substances (including tobacco) prior to arrival will not be admitted to the dance. Parents will be notified. Regular school consequences will be imposed.
9. Piper High School students must show their student ID. Any guests must have an appropriate ID with a picture.
10. Students who are suspended may not attend dances during that period of time.
11. Students are required to enter the dance within one hour of the start time.
12. All school policies will be in effect at all dances.
13. Academic Eligibility rules are in place for all school dances.

PARKING LOT REGULATIONS

Students who drive and park on campus are required to abide by the following regulations:

- All students who wish to drive and park on campus must purchase a parking permit from the front office.
- Parking permits must be displayed in the front windshield of the vehicle and be visible at all times.
- Parking permits are non-transferable between students.
- Parking lot speed shall not exceed 10 miles per hour.

- Students must operate their vehicles with due caution to protect safety and property.
- All vehicles must be parked within marked lines, one vehicle per space.
- All vehicles on campus are subject to search by the administration if there is reasonable suspicion that the vehicle could contain prohibited items or materials.
- Vehicles cannot display any offensive images or words [Examples: Confederate flags (see Board Policy JGECA), obscenities, etc.]
- The playing of loud or offensive music is prohibited.
- The loud revving of engines and “peeling out” are prohibited.
- Students may not loiter on campus. Upon arrival at school, students are to park their vehicles and enter the building. Upon dismissal, students are to leave the campus.
- All school policies extend to the parking lot and will be enforced accordingly.
- Students are not allowed to go to their car once they have arrived at school; passes to cars are not allowed during the school day.

Violation of any of the above-stated regulations could result in the following consequences:

First Offense:	Fine of \$10, driving privileges revoked for one week, Parent/guardian contacted
Second Offense:	Fine of \$25, driving privileges revoked for one month, Parent/guardian contacted
Third Offense Or Severe Infraction:	Driving privileges permanently revoked, Parent/ guardian contacted, conference with parent/guardian and student, referral to proper authorities, Out of School Suspension, or Long Term Suspension

*** Severe Infractions can result in the highest level of consequences stated above on a first offense.**

SCHOOL RESOURCE OFFICER

The primary purpose of the School Resource Officer (SRO) is to ensure the safety of students and staff; to serve as visible, active law enforcement on campus dealing with law-related issues; to work with administration and staff to solve problems in the school community; and to help build a positive culture in the school.

STUDENT HEALTH SERVICES

The following regulations and guidelines are established to help maintain a safe and healthy environment for all students. Health services will be provided by the school nurse or qualified designee. These services primarily include assessments, screenings, administration of medications, and first aid to sick or injured students.

Nurse's Office

- Students who become ill at school must report to the nurse's office with a pass from the current teacher.
- Students must check out from the nurse's office if leaving school early due to illness. Parent/guardian will be notified by the school nurse or school secretary.
- The use of cell phones to contact parents during the school day regarding illness is discouraged.
- Parent/guardian will be contacted, and students will be excused from school when displaying one or more of these symptoms: temperature of 100 degrees or greater, undiagnosed rash, vomiting, persistent diarrhea, or nurse judgment based upon the physical assessment.
- Parent will be notified of all significant injuries at school and appropriate actions will be taken.

Returning to School After Illness

- Student should be fever-free without the use of fever-reducing medication for 24 hours before returning to school.
- Student should be free of continuous coughing.
- A period of 24 hours should exist after the cessation of vomiting or diarrhea before returning to school.
- Students infested with head lice shall be excluded from school until treatment is initiated at home. When returning to school, students will not be allowed to ride the bus. They must be accompanied by a parent/guardian and checked by the school nurse before returning to class.
- A doctor's note stating that the student may return to school should be presented after any infectious illness or after three consecutive days unless otherwise advised by the administration. The doctor's note should include a release or activity restrictions, and it will be filed in the student's health record. Activity restrictions or recommendations should include the physician's contact information and an end date.

Medications

The school cooperates with parents in giving students needed medications with the following guidelines enforced:

- Students are **not** permitted to carry and self-administer medications (non-prescription or prescription) during the school day unless proper authorization is granted.
- The appropriate medication form (prescription, non-prescription, self-administration) should be completed and signed by the parent/guardian and healthcare provider (if required). All medication forms are available in the school office or can be downloaded from the district's website.
- All non-prescription medications should be in the original container and should be clearly marked as to the medication contained therein with directions.
- Prescription medicines should be marked with the name of the medication, amount of a single dosage, name of the physician, and times to be given.

Chronic Health Conditions/Allergies

Parents/guardians should notify the school of any chronic health conditions and specific allergies by completing the Medical Information/Consent to Treat form. This information is required to be provided each year during enrollment by new and returning students. Notification is given to individual teachers and appropriate staff for students with known allergies and chronic health conditions.

Immunizations

It is the responsibility of the parent /guardian of every student enrolling in the district to furnish satisfactory evidence of up-to-date immunizations as mandated by Kansas Law on or before the first day of school each year. A list of required and recommended immunizations will be updated on the district's website annually. An acceptable statement of medical or religious exemption must be on file for unvaccinated students; these students will be excluded from school in times of disease outbreaks.

Physicals

All students must have a Kansas physical on file in their health records.

STUDENT IDs

Students are provided with a photo identification card. Students should have their identification available when attending school-sponsored events.

VISITORS

State law prohibits non-students from loitering in or around any public school. Only in special circumstances will a student be allowed to have a visitor during the school day.

ATTENDANCE

ABSENCES

Students are expected to attend school. Each day of non-attendance is a day of lost learning. The building administration is granted the authority to determine if absences are excused or unexcused.

Excused Absences:

The following are recognized as excusable reasons for absences:

- Personal illness (a physician's note will be required for 3 or more consecutive days of absenteeism)
- Health-related treatment, examination, or recuperation
- Serious illness or death of a family member
- Participation in a school-approved student activity
- Obligatory religious observances
- Absences prearranged by parents and approved by the administration
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

Truancy and Unexcused Absences:

The state of Kansas requires mandatory school attendance. Students absent from school for a reason other than those outlined above shall be considered unexcused. Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year. A truant student under the age of 13 years of age shall be reported to the Department for Children and Families. A truant student 13 years of age but less than 18 years of age shall be reported to the Wyandotte County District Attorney. In accordance with Board Policy JBD a significant part of a school day shall be considered an absence of two or more hours in any school day. A significant part of a school day would be the equivalent of 2 blocks at Piper High School.

Absence Intervention:

To promote daily attendance, the following interventions will be initiated when students are absent from school for a significant part of a school day:

- Upon the 10th parent/guardian excused absence in a year, a letter will be sent to the student's parents/guardians as notification that all future absences will require a professional note of excusal.
- Upon the 12th unexcused absence in a year, the administration will require a telephone conference between the student's counselor and the parent/guardian to discuss the student's chronic absenteeism and to create a plan of support.
- Upon the 15th unexcused absence in a year, the administration will require an in person conference with the parent/guardian, student, and alpha principal.
- Upon the 18th unexcused absence in a year, the administration will require an in person conference with the parent/guardian, student, and building principal. Truancy filing will be discussed at this meeting.

Parents are expected to notify the school office in advance or on the morning of their child's absence from school. The school will contact the parents of absent students if notification is not received. Any absence for which the school is not notified within 24 hours could remain an unexcused absence. Students are given one school day

Unexcused Absences:

If a student has an unexcused absence, he/she may not receive credit for any assignments, quizzes, tests, projects, or any activity worth a grade that was either due and/or assigned during that time.

Unexcused Absence Consequences:

Excessive Unexcused Absences, including those resulting from skipping class, may result in progressive disciplinary consequences.

E-HALLPASS

Piper High School utilizes an e-hallpass system for all movement within the building to ensure students are accounted for throughout the day, monitor student movement, and easily locate students. This system is used by all teachers and students and no movement is allowed without it's use.

TARDINESS

Punctuality is a critical skill for college and career readiness. Students will be counted as tardy if they are not in the classroom after the bell rings. While calling in for a student who will be late is helpful, it does not excuse the student from being tardy. The student is still responsible for their academic work. Students who are late should report to the office to check-in. In order to

develop student responsibility and ownership, Piper High School will implement the following disciplinary action sequence for tardies:

Tardy to school, class or advisory/seminar consequences:

Tardies 7- 9:	Warning & parent notification
Tardies 10-14:	After-school detention for each
Tardies 15 & Beyond:	Parent notification and administrative consequence including any or all of the following:

- a. Conference with an administrator that results in a contract and a parent contract.
- b. Friday Night School
- c. Full day of ISS and/or OSS

* Note: Students may have up to three excused tardies per semester with parent/guardian communication; additional tardies may be excused with the approval of the administration.

MAKE-UP WORK

Making up classroom assignments/ activities within the time period set by the teacher, is the responsibility of the student, not the teacher. A teacher may request that the student come in before or after school to collect these information/instructions.

School policy requires that students be given a minimum of two days for each day of absence in order to make up work missed. In periods of extended illness or injury, (longer than one week), a reasonable plan will be developed for the completion of missed work.

Teachers often give long-term assignments and set due dates several weeks in advance. If a student attends class up to the due date of a long-term assignment and has an excused absence on the date the assignment is due, the student is still expected to submit the assignment on the due date unless the student or parent has made special arrangements with the teacher in person or by phone. The teacher is not required to accept a long-term assignment for a student whose absence was unexcused.

For any unexcused absence, the teacher is not required to give credit for missed work. However, the student may request the information missed during the absence so that he/she may keep up with the material covered.

NOTE: A teacher may request that the student come in before or after school to collect this information.

SENIOR/JUNIOR COLLEGE DAYS

Seniors planning to visit a post-secondary school campus for the purposes of investigating future enrollment at that school may do so as an excused absence two (2) times during their senior year. Juniors may do so as an excused absence one (1) time during their junior year. Please follow the procedure described below:

1. Obtain a college visitation permit from the counselor's office
2. Obtain the necessary signatures of approval.
3. Return the completed forms to the office.
4. The activities director must approve recruiting visitations on the high school campus.

The number of visit days may be increased with prior approval from the principal.

ACADEMICS

ACADEMIC CALENDAR

AUGUST	
5-6	New Teacher Orientation
7-8	Work Day
9	AM PD / PM Convocation
12-13	1/2 PD Day / 1/2 Work Day
14	PD Day
15	1/2 PD Day / 1/2 Work Day
16	PD Day
19	1/2 PD Day / 1/2 Work Day
20	1/2 Day 6th, 9th & New 4-12 Students
	Pre-K - 5: Full Work Day
21	4-12 PM Work Day
	First Full Day of Classes
SEPTEMBER	
2	Labor Day (No School)
16	PD Day (No School)
28	Professional
OCTOBER	
4	Homecoming
18	End of First Quarter
30-31	1/2 PD Day / 1/2 Work Day (No School) Conferences (No School)
NOVEMBER	
1	No School
25-29	Thanksgiving Break (No School)
DECEMBER	
19	Pre-K - 5: Full School Day
20	4-12: 1/2 Day for Students / 1/2 Work Day
	Pre-K - 5: No School / Work Day
	4-12: 1/2 Day for Students / 1/2 Work Day
23-31	End of Second Quarter Winter Break (No School)
JANUARY	
1-2	Winter Break (No School)
3	Work Day (No School)
6	Classes Resume
19	Martin Luther King Jr. Day (No School)
21	PD Day (No School)
FEBRUARY	
12-13	Conferences (No School)
14	No School
17	Presidents Day (No School)
MARCH	
14	End of Third Quarter
17-21	Spring Break (No School)
24	1/2 PD Day / 1/2 Work Day (No School)
APRIL	
21	No School
MAY	
18D	High School Graduation
	Pre-K - 5: Full School Day (Last Day)
	4-12: 1/2 Day for Students / 1/2 Work Day
23	Pre-K - 5: No School / Work Day
	4-12: 1/2 Day for Students (Last Day) / 1/2 Work Day / End of Fourth Quarter

PIPER USD 203

2024 | 2025

JULY							AUGUST							SEPTEMBER									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5	6			1	2	3	4	5	6	7	8	9	10	11	12	13	14
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
21	22	23	24	25	26	27	28	29	30	31													
28	29	30	31																				
OCTOBER							NOVEMBER							DECEMBER									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
20	21	22	23	24	25	26	27	28	29	30	31												
27	28	29	30	31																			
JANUARY							FEBRUARY							MARCH									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
19	20	21	22	23	24	25	26	27	28	29	30	31											
26	27	28	29	30	31																		
APRIL							MAY							JUNE									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
20	21	22	23	24	25	26	27	28	29	30	31												
27	28	29	30																				

■ Teacher Work Day (No School)
 ■ Professional Development (No School)
 ■ 1/2 PD / 1/2 Work Day (No School)
 ■ 1/2 Day
 ■ No School
 □ End of Quarter
 ■ Parent-Teacher Conferences (No School)
 □ End of Semester Schedule - See Notes
 □ KCKCC TEC/On-Site Courses Beginning/End of Semester

Board approved December 11, 2023 pending final negotiations with the Piper Teachers Association.

ACADEMIC ENRICHMENT

Academic Enrichment is a student resource program for students who are in danger of failing a class. This class may be used as an academic intervention as part of a student's improvement plan upon recommendations from the GEI/SIT team.

ASSIGNMENTS/LATE WORK

In our attempt to assist with the learning and the ongoing development of student organizational skills, all assignments will be due on the announced due date(s). Barring extenuating circumstances, any work submitted after the announced due date will be classified as late, and the maximum credit awarded will not exceed 50%. All work must be turned in during the time frame of the specific unit taught or the student will not receive credit. Submitting assignments after the unit of instruction has been completed will not be allowed for credit. It is strongly recommended that students utilize their planners to assist with deadlines and due dates.

Any additional information regarding the late work policy unique to specific courses will be communicated to students and parents via the course guidelines. Special circumstances may be considered on a case-by-case basis.

CONCURRENT COLLEGE/HIGH SCHOOL CREDIT CLASSES

Concurrent credit courses are courses where a high school student is taking a class that earns HS and college credit. Concurrent credit classes are available to students in grades 11 and 12 for those who qualify based on requirements set by the Piper School District and the partnering college. Partnering colleges base qualifications are based on ACT performance, successful completion of the Accuplacer exam, GPA, and prerequisites. Students are responsible for payment of their tuition directly to the partnering college and for the purchase of required textbooks prior to the start of the class. Upon successful completion, the student will receive credit from Piper High School and the partnering college.

Dual Credit courses are college courses that a high school student takes on their own outside of a high school/college partnership. Students are earning college credit but not HS credit. Students may apply for a college release (no HS credit). Upon approval of administration, students may have a block of time to complete these courses.

FIELD TRIPS

Students must turn in field trip forms to the appropriate sponsor one day prior to the field trip in order to attend. They will not be permitted to attend the field trip if this is not done on time. Students are responsible for turning in assignments due that day in their classes. **Please note that students must be in good standing and eligible in all classes to attend a field trip.**

GRADUATION REQUIREMENTS

Piper USD#203 Graduation Requirements			
	2028	2027 and 2026	2025
Communications		ELA	
English	4	4	4
Oral Communications	0.5	0.5	0.5
Society and Humanities		Fine Arts and Social Studies	
Fine Arts	1	1	1
Social Studies	3	3	4
STEM		Math and Science	
Math	3	3	4
Science	3	3	3
*STEM: Capstone Experience Course <i>*Advanced CTE course</i>	1		
Employability and Life Skills		Required Electives	
PE	0.5	0.5	0.5
Health	0.5	0.5	0.5
Financial Literacy <i>*Consumer ed and personal finance</i>	0.5	0.5	0.5
Electives driven by IPS <i>*Academy Electives</i>	4.5		
Locally Required			
CORE	0.5	0.5	0.5
Academy Courses (Career Pathway) and Electives		10.5	8.5
Electives	5		
Capstone Experience Course		1	1
Market Value Assets			
Capstone Experience <i>*Client-Connected Project, Internship, Entrepreneurial Experience, and Industry Recognized Credential or 9 or more Dual Credit Hours</i> Capstone Presentation <i>Senior Presentation</i>	<i>Two or more Market Value Assets required</i>	<i>One or more Market Value Assets highly encouraged</i>	<i>One or more Market Value Assets highly encouraged</i>
TOTAL CREDITS	28	28	28

CLASSIFICATION OF STUDENTS BY CREDITS ACHIEVED

Upon entering Piper High School, and at the beginning of each year thereafter, each student will be academically classified according to the following criteria:

- Full year length courses (2 semesters) will receive 1.0 credit.
One-half-year length courses (1 semester) will receive .5 credits.

Sophomore.....minimum of 6 credits by August 1

Junior.....minimum of 13 credits by August 1

Senior.....minimum of 20 credits by August 1

HONOR ROLL

Student performance is recognized by being named to the honor roll. The following criteria applies:

Principal's Honor Roll	4.0 or above
First Honors	GPA 3.5 to 3.99
Second Honors	GPA 3.0 to 3.49

Students receiving a grade below C will not qualify for the honor roll.

Students who have attained at least a 3.75 grade point average for a semester are recognized as a Scholars Letter recipient.

NATIONAL HONOR SOCIETY

The following has been established by Piper High School as the basic criteria for membership in the Piper Chapter of the National Honor Society:

Senior Requirements:

1. Candidates must maintain an overall GPA of at least 3.50.
2. Forty (40) hours of community service must be completed and reported by January 1, 2025.
3. The student must maintain the standards of scholarship, leadership, character, and service that enabled them to be selected for N.H.S.

Junior Requirements:

1. Candidates must maintain an overall GPA of at least 3.50.
2. Forty (40) hours of community service must be completed and reported by January 1, 2025.
3. If selected the junior year, GPA must remain at least 3.50;
4. If selected the junior year, the student must maintain the standards of scholarship, leadership, character, and service that enabled them to be selected for N.H.S.

The Staff Advisory Committee and the NHS sponsor will determine the appropriateness of community service hours. Among approved volunteer activities would be hospitals, nursing homes, libraries, Dream Factory, Special

Olympics, food kitchens, Crosslines, MD telethon activities, MS fundraisers, peer tutoring, church activities, and Community Education activities. Please note:

1. Not more than 20 hours of community service can come from any one source. Significant blocks of time from a single source will require longer reflection.
2. Community service hours for NHS should be performed for an organization, not an individual.
3. Community service hours must be from at least three different activities.
4. Community service hours should not directly benefit the students or be part of a course requirement (Senior Project, Project Graduation, etc.)
5. For additional information regarding community service, please contact Ms. McPherson (smcpherson@piperschools.us).

Members will be selected and induction will occur during the month of March. Membership is based on scholarship, leadership, character, and service, as established by the national organization. A selection committee that is composed of five staff members, as set by the national organization, will determine membership. Members selected in their junior year will have their membership revoked if they fail to continue to meet the required standards.

PROGRESS REPORTS

Semester grades are issued on report cards and are recorded on the student's transcript. Letter grades are reported for a course unless otherwise specified. Student grades are available to parents/guardians and students on Skyward. Please contact the counseling department if you do not have a password.

QUALIFIED ADMISSIONS TO KANSAS REGENTS INSTITUTIONS

Students must meet one of the following requirements to be eligible for admission to Kansas Regents institutions:

REQUIREMENTS:

Emporia State, Pitt State, Fort Hays State, and Wichita State:
<ul style="list-style-type: none">● ACT 21+ (SAT 1060) OR Cumulative GPA 2.25+● Cumulative GPA 2.0+ for College Credit earned in High School
Kansas State University:
<ul style="list-style-type: none">● ACT 21+ (SAT 1060) OR Cumulative GPA 3.25+● Cumulative GPA 2.0+ for College Credit earned in High School
University of Kansas:
<ul style="list-style-type: none">● ACT 21+ (SAT 1060) AND a GPA of 3.25+ OR ACT 24+ (SAT 1160) AND a GPA of 3.0+● Cumulative GPA 2.5+ for College Credit earned in High School
Kansas State Scholars Curriculum RECOMMENDED, but not required
<ul style="list-style-type: none">● 4 credits of English● 4 credits of Math; Algebra 1, Geometry, Algebra 2, and 1 advanced course (Algebra 1 taken in the 8th grade will count towards scholar curriculum, but not for high school credit)● 3 credits of Science (must be Biology, Chemistry and Physics)● 3 credits of Social Studies● 2 credits of Foreign Language (must be in the same language)

SCHEDULE CHANGES

All teaching assignments, course offerings, and the master schedule are developed from the course selection requests that students make in January/February. Therefore, mid-year schedule changes are not permitted. It is extremely important when choosing exploratory classes outside of the pre-assigned CORE and ACADEMY courses, that students and families understand the course expectations and content. Once you officially add a course to your schedule, you will be expected to complete it.

Class change exceptions are made only for the following reasons:

1. Change is required to meet graduation requirements.
2. Change is required because the student has already been awarded credit for the course.
3. Change is required because the student is enrolled in a class that is not appropriate for the student's achievement level
4. Change is necessary because of extenuating circumstances that are approved by administration

ACADEMY CHANGES

The Piper School District offers career awareness and exploration activities from Pre-K through 8th grade. These activities are strategically aligned with the Kansas State Department of Education's Work-Based Learning continuum and provide opportunities to inspire and ignite every child's individual career passion.

Academy selections are meant to be final as the student travels through the course sequence, participates in Market Value Assets, and prepares for their culminating Capstone Experience in their Academy. However, it is possible for interests to transform and even possibly change completely. If this is the case, students and guardians should contact their assigned counselor to receive the Academy Change timeline. **Please note changes to academies will not go into effect until the following school year.**

SEMESTER EXAM POLICY

At the end of each semester, students will complete a semester final as an opportunity to demonstrate mastery of the skills they have attained during their time in that course. Information regarding semester finals are below:

Guidelines for semester exams:

1. The semester final could be a written exam, a performance, or a project. In whatever form, it should allow the student to reflect on their learning for the semester.

2. This final assessment may count for no less than 10% and no more than 20% of a student's semester grade. If this culminating assessment occurs in several parts, the total weight still needs to fall within that percentage.
3. All grade 9-12 students may be exempt from taking a second semester final in any Advanced Placement class for which that student has taken the AP exam.
4. For all IEP or 504 students, decisions about final assessments must follow their current IEPs or 504 plans.
5. Any exceptions to these guidelines for individual students must be approved by the principal.
6. All students are expected to be in attendance on final exam days for all assigned periods, whether they are taking the final exam or not.

SEMESTER EXAM SCHEDULE MODIFICATIONS

Piper High School believes that final exams are important to the high school experience. Students are shown the value of the coursework they complete in a semester, and they learn to study for major tests, a skill they will need in post-high school endeavors. Final examination schedules are determined prior to the beginning of the school year. Allowing students to take exams early is problematic, and experience has shown that students do not perform as well on exams when they take them late. For these reasons, permission to take final examinations on any date other than the assigned date may only be granted by the principal.

TEXTBOOKS

All textbooks issued should be treated as borrowed school property and given the appropriate respect. In case of loss or damage to textbooks, students must pay for the lost or damaged book. All textbooks are checked in and out directly through the instructors.

VIRTUAL SCHOOL

Piper High School offers a virtual learning option through a partnership with Greenbush Virtual Academy. For more information, please reach out to our counseling department.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ELIGIBILITY

A student shall have passed at least five new subjects of unit weight the previous semester to meet the eligibility requirements of the Kansas State High School Activities Association. Students must have on file in the office a current physical form, Activity Care Plan, and a notarized Emergency Medical Authorization Form. No student may participate or receive athletic equipment until all necessary paperwork is in.

Piper High School has adopted a weekly eligibility check for all athletes in season. Student eligibility is determined based on the weekly grade report. If a student is failing, they will be placed on academic probation for one week. If the student has any failing grades the following week, they will be considered academically ineligible. Ineligible students cannot compete or perform while ineligible, but may attend practices/rehearsals. A student may be released from a team, group, or club if an adequate effort is not seen in deficit academic areas.

Eligibility reports will begin on the 4th week of each semester. At any time a student can forfeit their opportunity to participate based on whether or not they are in good standing with the school and/or team.

Extracurricular participants must attend all scheduled classes in order to participate in an extra-curricular activity (contest or practice) that same day unless the athletic director excuses the absence. Students who are in ISS or suspended from school may not participate in practices or events during that period of time. All students must be in attendance within the 1st 20 minutes of their first block in order to play, participate, or be a spectator. Students and student-athletes who arrive late or must leave during the school day due to medical appointments must bring proof of attendance from the doctor's office (date and time seen). Coaches/sponsors may have team rules that are stricter than these school rules. These expectations will be given to participants and parents.

Students who are ineligible are not allowed to attend dances or participate in athletics/activities during the period of ineligibility.

NCAA ELIGIBILITY REQUIREMENTS

All students participating in athletics should check with their coach to review the NCAA Guidelines. If you want to practice and play your freshman year at an NCAA Division I or II college, you must satisfy the requirements of NCAA Bylaw 5-(j). See your counselor for details.

EXPECTATIONS & DISCIPLINE

STUDENT CODE OF CONDUCT

The district code of conduct, approved by the Board of Education, can be located using [this link](#).

DISCIPLINARY ACTION SEQUENCE

The staff and administration of PHS seek to create an environment that is safe and conducive to student learning. With that in mind, the following disciplinary action sequence is designed to create clear expectations for students to be successful with regard to their behavior and decisions.

The authority for school boards to suspend or expel students is provided in the following statute:

K.S.A. 72-6114. Grounds for suspension or expulsion; who may suspend or expel.

The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) Conduct which substantially disrupts, impedes, or interferes with the operation of any public school;
- (c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- (f) Disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Suspensions may initially be short-term (not to exceed ten days), with written notice of the short-term suspension and reason given to (A) the student involved, (B) to the student's parent or guardian, and (C) to the superintendent

within 24 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing, and such date shall not be later than the last day of the short-term suspension of such pupil or students. A copy of the K.S.A. 72-6114 shall accompany the notice of the proposal to suspend for an extended term or to expel. The administration reserves the right to determine consequences. In addition, the faculty members will discuss the suspension policy during the first two weeks of class.

CONSEQUENCES

Teacher Detention: Staff member assigns detention for an infraction and notifies the student and parent/guardian. Students are given at least a 24-hour notice before the detention is to be served. Failure to serve the detention within one week may result in an office referral.

Office Referral: For significant or repeated offenses that disrupt the learning environment, staff members may submit a referral to the office.

After-School Detention: Detentions begin at 2:45 p.m. and end at 3:15 p.m. Students who arrive late or who do not bring something to work on will not be allowed in the detention room. Students who talk or are disruptive will be asked to leave. Use of cell phones, iPods, or other electronic devices is not permitted. Failure to follow the above rules will result in a doubling of detention.

Friday Night School: Friday Night School will be implemented as a means to deter tardies, excessive absences and minor disruptive behavior. Friday Night School will be assigned and served by the student on a selected Friday afternoon from 3:00 P.M. until 6:00 P.M. Students who are assigned a Friday Night School must provide their own transportation after it is completed. Missing a Friday Night School will result in ISS/OSS and a rescheduling of the Friday Night School.

In-School Suspension (ISS): Students assigned ISS are to report to the designated classroom with their books no later than 7:40 a.m. Failure to report could result in OSS as well as being reassigned to ISS upon returning. Students are given their assignments and expected to work during their time in ISS. Lunch will be eaten in the ISS room. Students who do not follow ISS rules will be suspended out-of-school and will be reassigned to ISS upon returning.

In School Suspension Rules

Students in ISS are expected to:

- use the restroom before reporting to the ISS room. Restroom breaks are taken in the morning, at lunch, and the afternoon.

- report to the ISS room at 7:40 in the morning. Students who are late may be assigned additional disciplinary consequences.
- come prepared to do academic work. They should bring with them all academic materials and other necessary items.
- turn in all personal electronic devices to the ISS supervisor upon reporting to the room.
- make up any time missed on an assigned day of ISS.
- leave their book bags with the ISS supervisor; all books and materials must be placed under the student's desk.
- complete any assignments previously given by teachers as well as any additional work that is sent to the ISS room.
- remain seated, stay awake, work quietly, and avoid disruptive or disrespectful behaviors at all times
- eat lunch in the ISS room; no lunch may be brought in (ex. McDonald's) for any reason.
- remain in the ISS room at all times; leaving the ISS room may only occur with the permission of the ISS supervisor or administration.

Students are ineligible to attend practices, games or school activities until after their first completed day of class.

Out-of-School Suspension (OSS): Students who are suspended are not permitted on school property for any reason for the duration of their suspension. They are not allowed to attend any school-sponsored activities, such as dances or away games. Assignments may be requested for the missed days. All assignments provided during an out-of-school suspension must be completed upon return. Suspensions can be from one to ten days out of school.

Long-Term Suspension/Expulsion: Any suspension of ten days or more will be accompanied by a formal due process hearing. Long-term suspensions/expulsions may go up to 186 school days in length. In the event of a long-term suspension or expulsion, work will not be provided to the student.

[Board Policy: JDD (Suspension and Expulsion Procedures)]

COMMUNICATION

CHANGES TO HOME ADDRESS OR PHONE NUMBERS

After open enrollment closes, please notify the school office when a phone number, home address, place of employment, emergency contact, doctor, etc. has been changed. The school must have complete and current information about each student. It is important that we have the name and phone number of someone who can take responsibility for your child in case you

cannot be reached. Please provide cell phone numbers and email addresses as appropriate.

COMMUNICATION MATRIX

Piper High School						
COMMUNICATION MATRIX						
Parents/Patrons should use the matrix below to address questions or concerns. Issues should be addressed beginning at level 1. If the issue cannot be resolved, it is appropriate to move to the next level with the inquiry.						
Areas of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Academics and Curriculum, Instruction & Assessment	Teacher	Robert Cave Asst. Principal	Justin Bogart Principal	John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Activities & Athletics	Coach/Sponsor	Dr. Taylor Mapp Activities Director	Justin Bogart Principal	Dr. Jessica Dain Superintendent	Board of Education	
Discipline	Teacher	Robert Cave Asst. Principal	Justin Bogart Principal	Dr. Jessica Dain Superintendent	Board of Education	
Facilities	Dr. Taylor Mapp Activities Director	Justin Bogart Principal	Mike Williams Director of Facilities	Dr. Jessica Dain Superintendent	Board of Education	
Food Service	School Kitchen Manager	Kitty Mullins Director of Food Service	Mitch Nutterfield Director of Business	Dr. Jessica Dain Superintendent	Board of Education	
General Concerns	Teacher	Robert Cave Asst. Principal	Justin Bogart Principal	District Level Directors	Dr. Jessica Dain Superintendent	Board of Education
Guidance, Social Emotional Learning and Mental Health	Anne Holt, Counselor Jake Hanson, School Psych	Robert Cave Asst. Principal	Justin Bogart Principal	John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Maintenance & Grounds	Robert Cave Asst. Principal	Justin Bogart Principal	Mike Williams Director of Facilities	Dr. Jessica Dain Superintendent	Board of Education	
Special Education	Teacher	Kelsey Anselmi Asst. Principal	Justin Bogart Principal	Rebecca Lambert or Zach Wilson Special Education Coordinators	Dr. Jessica Dain Superintendent	Board of Education
Transportation	Dr. Taylor Mapp Asst. Principal	Bilee Grable Principal	Kathy German Director of Transportation	Mitch Nutterfield Director of Business	Dr. Jessica Dain Superintendent	Board of Education

SCHOOL CLOSINGS

Student safety is our first consideration. When weather conditions or emergency situations warrant it, school will be closed if the situation is not expected to improve in a short time. The following TV stations will broadcast our school closing and late start schedule information:

WDAF TV-4 KCTV TV-5 KMBC TV-9 KSHB TV-41

Most major radio stations will broadcast our school closing or late start schedule. The district office will also send an automated telephone call and will post on the district webpage.

SOCIAL MEDIA

We encourage students, families, and community members to follow our social media channels to engage with our school community in a positive way

MESSAGES

In order to avoid disruptions in our classrooms, we do not deliver personal messages to students, except in emergencies. Non-emergency messages are delivered at the discretion of school personnel.

MISCELLANEOUS

CUSTODY ARRANGEMENTS

If a student's parents are divorced or separated, the school needs to be provided with a copy of the portion of the divorce or separation decree that indicates the custody arrangements for that student. This information is needed in order for the school to carry out the directions of the court. A verbal or written request from a parent does not suffice. Unless the school is presented with a copy of a legal document limiting the rights of one parent, the school must assume that custodial and non-custodial parents have equal and full rights regarding their child(ren).

DRESS CODE

Personal appearance should not substantially or materially disrupt the educational process, violate federal, state, or local health or obscenity laws, or affect the welfare and safety of the student or their classmates. The dress code is designed to promote a professional atmosphere that is inviting and inclusive for all students, while also maintaining a common understanding for acceptable attire as we prepare students to be college and career ready. While on campus and during school-related activities, students should dress in a manner that is not indecent, obscene, or offensive with all undergarments covered.

The following provides a guide for dress and appearance. School authorities do reserve the prerogative to counsel students regarding their manner of dress and grooming:

- Students must wear shirt and shoes while at school.
- Costume attire and face paint will only be permitted on specially designated days.
- Pants must be worn around the waist. Sagging is not allowed.
- The wearing and "wrapping" of blankets is prohibited while at school

Inappropriate articles of clothing include the following:

- clothing with obscene, suggestive phrases or pictures
- shirts or tops that do not cover the midriff, back, or chest area
- exposed undergarments – pants must be around the waist
- clothing which promotes drugs, tobacco, alcohol, or weapons

Prohibited dress code items include:

- Clothing that references, insinuates, or promotes inappropriate material through words or images (Ex: drugs, alcohol, tobacco, violence, gangs, sexual, profanity, or illegal activities)
- Any item that could present health or safety concerns

Students who violate the school dress code may be asked to change and refrain from wearing that or similar items in the future. Serious or repeated violations of the dress code may result in disciplinary action. Medical, religious, and/or other exceptions may be granted with administrative approval.

[Board Policies: JCDB (Dress Code); JCDA (Student Conduct)]

ELECTRONIC DEVICES

All guidelines associated with the signed Acceptable Use Policy will be enforced at all times while on school premises. Cell phones and bluetooth/wireless earbuds/earphones are to be turned off and stored away during the school day.

- First offense - Reminder of expectations. / No consequence assigned.
- Second offense - Detention is assigned.
- Third offense - Detention is assigned. / Student use of the device during the school day is prohibited for five (5) days.
- Fourth offense - In-school suspension. / Student loses the use of the device for the remainder of the semester.

For the first offense, the student's parent or guardian will be notified by the referring teacher. For all subsequent offenses, parents or guardians will be notified by the student's alpha administrator. All offenses are documented in the school's student management system (Skyward).

Each subsequent offense will be considered a repeated violation of school policies and subject the student to progressive disciplinary actions.

All electronic devices are the responsibility of the student and the school will not take responsibility for lost, stolen or damaged items.

[Board Policy: JCDA (Student Conduct)]

DIGITAL CITIZENSHIP

Students are responsible for all content they post to social media sites. Those who choose to create or participate in social media are expected to ensure that all online communication should meet the standards of professional interactions expected at school or among the school community.

ACCEPTABLE USE POLICY

All students should review and understand the District Acceptable Use Policy.

TELEPHONE USE

The telephones in the office are available if students need to contact parents or guardians.

ALBERT K-12

If you are having technology issues, call Albert 816-382-4840. Albert will triage and problem solve. Also, on your desktop there is an icon labeled "Albert Portal." If you double-click "Albert Portal," you can sign in and see the phone number or open chat. <https://helpdesk.k12ifc.com/>

MANDATED REPORTING

If a school employee suspects a child has been injured as a result of abuse (physical, mental, emotional, neglect) the employee is obligated to report the matter to the Department of Children and Families (DCF).

K.S.A. 38-2223 provides that whenever teachers, school administrators or other employees of a school have reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse, then they shall report the matter to the Department of Children and Families. 1-800-922-5330

CIVILITY IN THE WORKPLACE

The Board of Education believes a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct like other forms of disruptive behavior may interfere with an employee's ability to accomplish their work and a school's ability to educate its students.

The Board commits the District in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics. The District expects this value to be manifested in the daily behavior of all constituents and stakeholders. When differences exist, stakeholders will use clear, concise and courteous communication with the goal of arriving at a goodwill solution. This policy is not intended to deprive any person of his/her right to freedom of

expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students, employees, and stakeholders. Uncivil conduct on district property or at district-sponsored activities by District personnel, parents, volunteers, contractors or visitors is prohibited.

In support of this policy, the Board of Education expects all District personnel, parents,

volunteers, contractors, visitors and community stakeholders to:

- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language
- Model respectful problem-solving
- Reduce actions or behaviors which might provoke fear, anger, frustration, and alienation;
- Use clear, concise, and courteous verbal and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in a disagreement;
- Address incivility when it is observed;
- Seek to understand others' points of view and cultural perceptions.

For the purpose of this policy, "uncivil conduct" includes but is not limited to, the following:

- Using vulgar, obscene, or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another;
- Taunting, jeering or inciting others to taunt or jeer an individual;
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs;
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location or remaining in a classroom or school area after a teacher or administrator in authority has directed on to leave, or other similar disruptive conduct;
- Disrupting or threatening to disrupt school/office operations;
- Threatening the health and safety of students or staff;
- Willfully causing property damage.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as:

- The ideas are presented in a respectful manner and at a time and place that are appropriate;
- Such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process;
- Regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, probation, or administrative leave.

Addressing Uncivil Conduct:

- Cite this policy and notify the other person that they are ending the conversation or the interaction and remove themselves from the situation (i.e. ending a phone call, walking out of the room, or requesting the other individual leave the room);
- If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent, principal, or administrative designee may notify law enforcement officials.
- Request an appropriate administrator to conduct a private conference with all parties of concern;
- Persons who observe uncivil behavior have an obligation to report the uncivil behavior to an administrator;
- Administrators have an obligation to address reports of uncivil behavior;

No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

Civility in the Workplace

GAAEA

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GAAEA-2

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*Please utilize the Communication Matrix (located at the conclusion of this policy) to begin all discussions with the most relevant Piper School District Staff