



**2026-2027**

# **PIPER**

**PIPER HIGH SCHOOL  
STUDENT HANDBOOK**

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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: [www.piperschools.com](http://www.piperschools.com). A digital

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Piper High School  
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Kansas City, KS 66109

copy of this handbook can be downloaded from the PHS website: [www.piperschools.com/phs](http://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. Kellen Adams, Superintendent  
Piper USD 203  
3130 N. 122<sup>nd</sup> 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**

Individual student files are not available for public inspections. Except as provided in IDEA with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in Board Policy JRB.

# **ABOUT PIPER HIGH SCHOOL**

## **BUILDING HOURS**

The school will be open to students from 7:10 a.m. to 3:00 p.m. daily. Teachers are in the building from 7:15 a.m. to 3:00 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, or as part of their required course of student which may include off-campus activities related to the required Capstone project or as part of early release privileges in the second semester of the senior year. 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. Families are notified if their lunch balance account debt is \$50 or more. We do have a "No Charging" policy. Students can pay with cash for their purchases.

Only a student's parent may bring food to school for their student(s) 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 they are 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.

### **STUDENT IDs**

Students are provided with a photo identification card. Students must present their identification 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. All visitors must have prior administrative approval.

## **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. Students are considered absent from class if they have not been present for at least  $\frac{3}{4}$  of the class.

## **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 locate students. This system is used by all teachers and students and no movement is allowed without its 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: <ol style="list-style-type: none"><li>Conference with an administrator that results in a contract and a parent contract.</li><li>Friday Night School</li><li>Full day of ISS and/or OSS</li></ol>

\* 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 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 two school days for each day of excused 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. The number of visit days may be increased with prior approval from the principal. 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.

# ACADEMICS

## ACADEMIC CALENDAR

### PIPER USD 203

2026 | 2027

29-31	New Teacher Orientation
<b>JULY</b>	
3	Work Day
4	Work Day
5	PD Day
6	1/2 PD Day / 1/2 Work Day
7	PD Day
10	1/2 PD Day / 1/2 Work Day
11	PD Day
12	1/2 Day Orientation 6th, 9th, and New 4-12 Students
13	Pre-K - 5 Staff Full Work Day
14	4-12 Staff PW Work Day
15	First Full Day of Classes
21	First Late Start Friday
<b>SEPTEMBER</b>	
7	Labor Day (No School)
8	PD Day (No School)
<b>OCTOBER</b>	
12	End of First Quarter
12	1/2 PD Day / 1/2 Work Day (No School)
28-29	Conferences (No School)
30	No School
<b>NOVEMBER</b>	
23-27	Thanksgiving Break (No School)
<b>DECEMBER</b>	
17	Pre-K - 8 Full School Day
18	9-12: 1/2 Day for Students / 1/2 Staff Work Day
18	Pre-K - 8: No School / Staff Work Day
18	9-12: 1/2 Day for Students / 1/2 Staff Work Day
19	End of Second Quarter
21-31	Winter Break (No School)
<b>JANUARY</b>	
1	Winter Break (No School)
4	Work Day (No School)
5	Classes Resume
18	Martin Luther King Jr. Day (No School)
19	PD Day (No School)
<b>FEBRUARY</b>	
10-11	Conferences (No School)
12	No School
15	Presidents Day (No School)
<b>MARCH</b>	
12	End of Third Quarter
15-19	Spring Break (No School)
29	No School
<b>MAY</b>	
14	Senior Capstone Presentations - Last Day for Seniors
15	PD Day (No School Pre-K - 11)
16	Graduation
20	Pre-K - 8 Full School Day (Last Day)
21	9-12: 1/2 Day for Students / 1/2 Staff Work Day
21	Pre-K - 8: No School / Staff Work Day
22	9-12: 1/2 Day for Students (Last Day) / 1/2 Staff Work Day
23	End of Fourth Quarter

JULY							AUGUST							SEPTEMBER							OCTOBER																																																																																																													
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Board approved 1/26/25 pending 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).

Each content-area department determines its practice regarding assignments and late work to ensure consistency across teachers within that department. Each department's grading practice is aligned to the following principles:

- Students will have opportunities to demonstrate mastery and/or minimum competency;

- Students will have opportunities to turn-in late work;
- Students will have opportunities for test corrections / writing revisions / retakes when applicable;
- Skyward/Canvas Communication: Missing assignments will be assigned a zero (0%) as a place-holder AND be marked as Missing. The assignment will remain marked as Missing if the assignment has not been submitted;
- For students with extended-time accommodations, the teacher will follow the same procedure taking into account the length of time as defined by the student's IEP/504 – the teacher will not enter a grade of zero until the limit of extended-time has been reached.

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. Prerequisite requirements are established by the partnering college, for example, Accuplacer test scores (KCKCC) or a specific GPA requirement (Baker University 3.0). 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.**

Piper USD#203 Graduation Requirements				
	2030	2029	2028	2027
Communications			ELA	
English	3.5	3.5	3.5	4
Oral Communications	0.5	0.5	0.5	0.5
Society and Humanities			Fine Arts and Social Studies	
Fine Arts	1	1	1	1
Social Studies	3	3	3	3
STEM				Math and Science
Math	3	3	3	3
Science	3	3	3	3
*STEM: Capstone Experience Course *Advanced CTE course	1	1	1	1
Employability and Life Skills			Required Electives	
PE	0.5	0.5	0.5	0.5
Health	0.5	0.5	0.5	0.5
Financial Literacy	0.5	0.5	0.5	0.5
Electives driven by IPS *Academy Electives	4.5	4.5		
Locally Required			Locally Required	
Academy Courses (Career Pathway) and Electives			10.5	10.5
Choice Electives	6	5.5		
Capstone Experience Course	1	1	1	1
Market Value Assets			Market Value Assets	
Capstone Experience *Client-Connected Project, Internship, Entrepreneurial Experience, and Industry Recognized Credential or 9 or more Dual Credit Hours Capstone Presentation Senior Presentation	Two or more Market Value Assets required	Two or more Market Value Assets required	One or more Market Value Assets highly encouraged	One or more Market Value Assets highly encouraged
<b>TOTAL CREDITS</b>		<b>28</b>	<b>28</b>	<b>28</b>

### **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.

### **VALEDICTORIAN / SALUTATORIAN - THROUGH 2027**

The valedictorian and salutatorian are determined by the two top grade point averages (weighted) and all ties of the graduating class. The student(s) with the highest GPA is/are named the valedictorian. The student(s) with the second-highest GPA is/are named salutatorian. GPAs are calculated to the fifth decimal place.

### **LATIN HONOR SYSTEM - CLASS OF 2028 AND BEYOND**

Starting with the Class of 2028, PHS will use the Latin Honors System to award students based on their cumulative GPA. The designations will be as follows: cum laude ("with praise"), magna cum laude ("with great praise"), and summa cum laude ("with highest praise").

Recognition Level - Weighted Cumulative GPA

- Summa Cum Laude - 4.2+ GPA
- Magna Cum Laude - 4.0+ GPA
- Cum Laude - 3.8+ GPA

## Latin Honors System Recognition

- All three levels are denoted in the Graduation Program.
- Students earn cords of different colors.
- Magna Cum Laude & Cum Laude honorees stand to be recognized at Graduation.
- Summa Cume Laude honorees are introduced to the graduation stage and receive a medallion, with the potential opportunity to speak in representation of that group.

## Latin Honors System Information

- To be considered for Summa Cume Laude, students will be participating in our most rigorous course of study. Therefore, students who seek this academic distinction are unable to enroll in Teacher's Aide, Office Aide, Library Aide, or Senior Release throughout their four-year career.

## **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, 2026.
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, 2026.
3. If selected in the junior year, GPA must remain at least 3.50;
4. If selected in 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 the 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.

### **ACADEMY ENDORSEMENT POLICY- CLASS OF 2028 AND BEYOND**

An Academy Endorsement is a specific level of accomplishment within a student's academy. There are three levels of endorsement: Endorsed, Endorsed with Honors, and Endorsed with High Honors. If one of the three endorsements is achieved, students will receive special recognition. We encourage all students to earn an endorsement.

#### **How are students recognized?**

- Students will receive a notation on their transcript
- Students will be identified in the graduation program
- Students will receive a graduation cord that represents their level of endorsement

#### **Why should a student get an endorsement?**

- An endorsement is a good indication to training facilities, colleges, and employers that a student is prepared for their post-secondary endeavors.
- An endorsement means that a student has completed all academy-specific courses, which translates as having acquired workforce-ready skills within that specific industry.
- An endorsement means that a student has completed a Market Value Asset, which is an industry-recognized credential or experience connected to the real world
- An endorsement is an incredible way for students to market themselves to employers and post-secondary institutions

#### **How does a student earn an endorsement?**

Each academy has specific endorsement requirements, but the common requirements across all academies are a required sequence of courses, a portfolio, GPA, endorsement hours, Market Value Assets, and a Capstone

Presentation. The level of endorsement achieved is dependent on the requirements completed at each endorsement level.

### **What are endorsement hours (eHours)?**

Endorsement hours are academy-aligned experience hours that are outside the regular school day and not connected to a course grade. These hours can be achieved over the four years students are in high school. Endorsement Hours are tracked by the student in the district's current Work-Based Learning Management system. All experience approvals are facilitated by the Academy Teacher Leaders. Please refer to your specific Academy requirements for the exact number of eHours needed to earn an endorsement.

### **Examples of eHours include:**

- Academy-related volunteer/community service
- Participating in academy-related competitions
- Attending academy-related events outside of the school day
- Attending an academy-related guest speaker
- Participating in an academy-related workshop or conference
- Presenting Academy-related content outside of the school day to the community, industry, and other stakeholders
- Participating in an Employability Skills Workshop
- Attending an Academy-focused Career Day
- Attending the District High-Wage High-Demand Career Day
- Volunteering for Academy related middle school activities (classroom visits, 8th grade Academy Career Fair, etc)
- Participating in industry or campus visits related to the academy
- Other Academy Teacher Leader approvals

Linked below is the Academy Endorsement Policy for each Academy. You can also find these documents on our Real World Learning website, <https://rwl.piperschools.com/>

[Design, Production and Aviation](#)

[Business, Entrepreneurship, and Innovation](#)

[Arts and Media](#)

[Human Services](#)

[Health and Life Sciences](#)

[Public Services](#)

### **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:

### **COURSE 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 course changes will not be made. 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.

Course 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 must still fall within that percentage. **Final exams or assessments worth 20% of the semester grade should be reserved for upper-level courses and must receive administrative approval.**
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 extracurricular 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 1<sup>st</sup> 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**

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

**Detention:** Detentions can be assigned before school, after school, or during lunch at the discretion of an administrator and/or their designee. 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. The use of non-district issued electronic devices is not permitted. Failure to serve a detention will result in progressive disciplinary action.

**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 and district-issued computer 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

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p><b>Piper High School</b>  <b>COMMUNICATIONS MATRIX</b>  <small>Parents and 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.</small></p> </div>  </div>						
Areas of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Academics, Curriculum, Instruction & Assessments	Teacher	Academics, C&I Kelsey Anselmi Assessments Robert Cave	Dr. Justin Bogart Principal	Dr. John Nguyen Asst. Superintendent	Dr. Kellen Adams Superintendent	Board of Education
Activities & Athletics	Sponsor	Brian Gray Asst. Principal/ Athletic Director	Dr. Justin Bogart Principal	Dr. Kellen Adams Superintendent	Board of Education	
Discipline	Teacher	Students: A-G Kelsey Anselmi H-N Robert Cave O-Z Brian Gray	Dr. Justin Bogart Principal	Dr. Kellen Adams Superintendent	Board of Education	
Facilities	Brian Gray Asst. Principal/ Athletic Director	Dr. Justin Bogart Principal	Mike Williams Director of Facilities	Dr. Kellen Adams Superintendent	Board of Education	
Food Service	School Kitchen Manager	Kitty Mullins Director of Food Service	Student Information Specialist	Kim Buckner Director of Business	Dr. Kellen Adams Superintendent	Board of Education
General Concerns	Teacher	Students: A-G Kelsey Anselmi H-N Robert Cave O-Z Brian Gray	Dr. Justin Bogart Principal	District Level Directors	Dr. Kellen Adams Superintendent	Board of Education
Guidance, Social Emotional Learning & Mental Health	Students: A-G Elise Dorian H-N Anne Holt O-Z Eugene Miles	Students: A-G Kelsey Anselmi H-N Robert Cave O-Z Brian Gray	Dr. Justin Bogart Principal	Dr. John Nguyen Asst. Superintendent	Dr. Kellen Adams Superintendent	Board of Education
Maintenance & Grounds	Brian Gray Asst. Principal/ Athletic Director	Dr. Justin Bogart Principal	Mike Williams Director of Facilities	Dr. Kellen Adams Superintendent	Board of Education	
Special Education	Teacher	Dr. Justin Bogart Principal	Diane Fleming Special Education Coordinator	Darcey Bast Director of Student Services	Dr. Kellen Adams Superintendent	Board of Education
Transportation	Brian Gray Asst. Principal/ Athletic Director	Dr. Justin Bogart Principal	DS Bus Lines Director of Transportation	Kim Buckner Director of Business	Dr. Kellen Adams 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, text message, 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**

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene, offensive, or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive, promotes violence, illegal activities, drugs, alcohol, and/or tobacco, causes a disruption to the learning environment (ex: costumes on non-spirit days), poses a potential safety concern (ex: wrapping of a blanket), or is determined to be gang related is prohibited. Student apparel and grooming must also meet the requirements of any courses that are part of the approved curriculum in which they are enrolled. Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

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.k12itc.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

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.

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- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgement 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.

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- 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;

#### GAAEA-2

- 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.**

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