

PITTSBURG HIGH SCHOOL

Student Handbook

2026-2027

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Kris Crotts, Principal
Kyndra Robertson, Assistant Principal
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Trevor Elliott, Assistant Principal
Jen Gomez, Activities/Athletics Director

Dear **Dragons**,

On behalf of the staff of Pittsburg High School, I would like to welcome you to the 2026-2027 school year. This handbook serves as a guide to our policies and procedures and helps reinforce **The Dragon Way**, which is a set of expectations for positive behavior for students, staff, and parents. As Dragons, it is important to represent our school and our community with excellence in all we do.

Pittsburg High School offers students diverse learning opportunities and a wide variety of extra-curricular activities that prepare our students both academically and socially for life beyond high school. Our staff is committed to our mission: Every student at Pittsburg High School will graduate ready to be successful in post-secondary education, in the workforce, and in life.

I am truly appreciative of the opportunity to serve as your principal at Pittsburg High School. As a **Dragon** staff member for the last 10 years, I take great pride in the traditions of PHS and am eager to help build new ones. Promoting a positive culture at PHS is our number one priority. Our staff and administration is committed to building and fostering strong relationships; we will listen, be available, and guide you through your school experience at Pittsburg High School.

Together, we will take great pride in being **Dragons**!

Sincerely,

Mr. Kris Crotts, Principal

Colors/Mascot

School colors are Purple and White

Mascot is the Purple Dragon

Alma Mater

Cheer, cheer for Dragons on high

Shake down the rafters, let in the sky

Raise your voices, shout the name

We are the Dragons, victory is our game

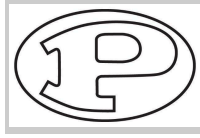
We never give up, we never fall.

“OI PHS will win over all.

Raise your voices, shout the name,

Send Dragons to victory, hey.

THE DRAGON WAY



PRACTICES OF RESPONSIBLE BEHAVIOR AND EXPECTATIONS

Every citizen, both in and out of school, has rights and freedoms. At the same time, they have the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must correspond with the learning process. Guidelines which establish instruction for student behavior are basic building blocks for positive growth and development. It is the responsibility of the school district to teach these practices and expectations which reflect the community's beliefs about student behavior and essential life skills. Being an active leader in demonstrating by example that the Dragon Way applies to the entire USD 250 Community including the School Board, Administrators, Faculty, Staff and Students.

STUDENTS' PRACTICES AND EXPECTATIONS:

STUDENTS' EXPECTATIONS:

1. Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
2. Physical safety and protection of their person and/or property.
3. Courtesy from other students and school personnel.
4. Examination and confidentiality of their disciplinary records by the students or parents/guardians.
5. Presentation of complaints or grievances to school authorities and receiving replies from school officials concerning disciplinary matters.
6. All rights granted by the state of Kansas.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Exhibit appropriate behavior in action, speech, dress and hygiene providing a role model of responsible citizenship.
2. Be a positive member of the school community by following school rules, regulations and staff directions.
3. Exercise courtesy and reason at all times, accept just consequences, avoid reasonable appeals, and refrain from making false accusations.
4. Report bullying or any negative situation proactively to ensure other safety and avoid danger.

PARENTS'/GUARDIANS' PRACTICES AND EXPECTATIONS:

PARENTS'/GUARDIANS' EXPECTATIONS:

1. Enroll their child in classes where there are minimal disruptions to their education.
2. Expect teachers to teach and demonstrate appropriate positive behaviors and expectations.
3. Expect all disruptive behavior to be dealt with fairly, firmly, and in a timely manner.
4. Exam their child's disciplinary records upon request.
5. Address grievances to proper school authorities concerning their child and receive replies pertaining to the grievance. At the building level the Principal or Assistant Principal is the proper school authority. At the district level the Superintendent or Assistant Superintendent is the appropriate authority.

PARENTS HAVE THE RESPONSIBILITY TO:

1. Instill in their child a sense of responsibility and respect.
2. Demonstrate respect for all school personnel at school and related activities.
3. Exhibit appropriate behavior in action speech, dress and hygiene, providing a role model of responsible citizenship.
4. Become familiar with THE DRAGON WAY approved by the USD 250 Board of Education.
5. Aid their child in understanding THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION, and the consequences/disciplinary procedures of the schools.
6. Encourage their child to follow all school regulations.
7. Inform school officials of concern pertaining to disciplinary procedures.
8. Ensure that their child is in regular attendance.
9. Instill in their child the need to learn, practice and model essential life skills taught by the schools.
10. Report bullying or negative situations proactively.

TEACHERS' RESPONSIBILITIES AND EXPECTATIONS:

TEACHERS' EXPECTATIONS:

1. Expect appropriate behavior and conduct as well as courtesy from all students.
2. Working in a safe, clean and orderly environment.

3. Assistance from building administration with students whose behavior significantly disrupts the positive learning environment.
4. Prudent action taken in emergencies to protect person or property and/or the persons or property of those in their care.
5. Expect appropriate behavior and conduct as well as courtesy from all parents, community members and visitors to our district.

TEACHERS HAVE THE RESPONSIBILITY TO:

1. Maintain a classroom environment conducive to learning, with mutual respect, trust, and appropriate discipline.
2. Build positive relationships with students, encouraging all to see themselves as worthwhile persons.
3. Assist in the administration of discipline that is necessary to maintain order throughout the school.
4. Exhibit appropriate behavior in action speech, dress and hygiene, providing a role model of responsible citizenship.
5. Refer students in need of interventions to the appropriate resources.
6. Communicate with parents to inform them of students successes, as well as problems in learning or behavior.

ADMINISTRATION'S RESPONSIBILITIES:

1. Administer THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION, approved by the Board of Education.
2. Maintain a school climate conducive to learning, with mutual respect and trust, and with appropriate discipline.
3. Exhibit appropriate behavior in action, speech, dress and hygiene, providing a role model of responsible citizenship.
4. Direct a program of dissemination of information explaining THE DRAGON: WAY PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION to teachers, students and parents.
5. Support Staff in the implementation of THE DRAGON WAY: PRACTICES OF POSITIVE BEHAVIOR AND EXPECTATION.

Link to Pittsburg Community Schools': [The Dragon Way](#)

How to Use this Handbook:

This handbook has two sections:

Section A –

Specific Building Information - This section provides procedures that are specific to your child's school. Discipline plans may vary from school to school.

Section B –

USD 250 District Information - This section provides district-wide policies set by the Board of Education. Building and District level administration must comply with these policies when making administrative decisions.

Handbook items are listed in alphabetical order to assist you in finding policies and procedures.

Student Handbooks are also available on the district website: www.usd250.org

PITTSBURG HIGH SCHOOL
Bell Schedule 2026-2027

Breakfast 7:45 – 8:10

1st Period 8:10 – 9:00

2nd Period 9:04 – 9:54

3rd Period 9:58 – 10:48

4th Period 10:52 – 12:09

Lunch A: 10:52 – 11:17

Lunch B: 11:17 – 11:43

Lunch C: 11:43 – 12:09

Study Hall 12:13 – 12:43

5th Period 12:47 – 1:37

6th Period 1:41 – 2:31

7th Period 2:35 – 3:25

USD 250 VISION

The purpose of Pittsburg Community Schools is to provide diverse learning opportunities for all students that inspire them to achieve excellence, both academically and socially, in order to enjoy success in post-secondary education, the workforce, and in life.

USD 250 MISSION

The mission of Pittsburg Community Schools is to provide a safe, orderly, student-centered learning environment that utilizes high-quality staff to establish partnerships between home, school, and community that work cooperatively and collaboratively to empower all students to learn while promoting respect for self and others.

Pittsburg High School Core Beliefs

1. We believe students learn in various ways. Instructional methods should be evidence based and reach all learners. This means teachers use modeling, differentiated instruction, and research-based practices.
2. We believe healthy relationships and strong social skills are the foundation for learning. This means all members of PHS will be respectful in all verbal, written and physical interactions.
3. We believe all members of PHS will feel safe and be treated as equals. This means everyone will show respect and kindness in their words and actions.

PHS EXPECTATIONS

Be Safe

Be Responsible

Be Respectful

Student Code of Conduct

The first priority of USD 250 - Pittsburg Community Schools is to provide a safe and conducive learning environment for students, staff, families, and community members. The Board of Education has adopted a Code of Student Conduct the district expects all schools to implement and all students to follow.

We encourage you to read this important information and discuss this as a family at home. Please feel free to contact your school administrators to discuss these policies or ask any questions regarding implementation.

In addition to these policies, USD 250 - Pittsburg Community Schools promotes positive expectations and provides positive supports for students through school experiences that promote kindness, compassion, and leadership. Our Student Guiding Principles of respect, honesty, responsibility, safety, and trustworthiness guide the day-to-day expectations for student interaction. We strive to create an atmosphere where all students, regardless of individual differences, are respected, accepted, and safe.

We know our students and families make every effort to support our efforts to keep schools safe and support positive emotional wellness for our students. Our community expects each school to be “A Safe School for All.”

The following pages outline the high, fair, and clear principles for our community of learners in USD 250 - Pittsburg Community Schools. A strong connection exists between Social, Emotional, and Character Development, school behavior, and academic performance. Social and emotional factors relative to student success promote a healthy school. Social, Emotional, and Character Development provides a foundation for our community of learners, which positively impacts student’s feelings of connectedness and confidence about their schooling and other aspects of their lives. (Please note: this is not intended to be a complete list)

1. Honesty

Truthfulness to oneself and others in both words and actions...

- I tell the truth.
- I respect the property of others.
- I do my own work.

2. Respect

Treating others as you wish to be treated...

- I am courteous.

- I try to understand the viewpoints of others.
- I display gratitude.

3. Responsibility

Doing what you are supposed to do when it needs to be done, even when no one is watching...

- I choose to make the right choices as an individual.
- I control my own behavior and emotions.
- I give my best effort in everything I do.

4. Safety

Exhibiting behaviors that keep yourself and others from danger, harm, or loss...

- I choose to ask to help or time away when I feel overwhelmed
- I will report issues that make me feel unsafe to a teacher, counselor, principal, or staff member.
- If I feel myself losing control of my emotions, I will notify the nearest adult and request help or a place to calm down.

5. Trustworthiness

Exhibiting dependable behaviors...

- I keep my promises.
- When I say I will do something, I will do it.
- You can count on me to make good choices.

SCOPE OF AUTHORITY

The provisions of this Code of Conduct apply in all situations in which students are involved, including conduct occurring:

- 1) On USD 250 - Pittsburg Community Schools property.
- 2) On district-approved and/or provided transportation and at bus stops.
- 3) At on-site or off-site school-sponsored activities.
- 4) Off-school property which is the result or cause of disruptive behavior on school grounds or behavior which poses a threat to the safety of students, staff or the learning environment.
- 5) On or off school property via the usage of electronic communication (including but not limited to social media) which substantially disrupts the orderly operation of the school or targets individual students or staff.

GENERAL NOTE:

The Code of Student Conduct applies at all times while students are on or about school district property, which shall include: any district property being used for an official school activity, property not owned by the district being used for an official school activity, property not owned by the district being used for any school sponsored activities or events and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This Code of Student Conduct also applies to any students whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

Each principal has the authority to use discretion and common sense in enforcing the Code of Student Conduct. Consequences for violations are outlined under each disciplinary heading in the handbook. The principal is authorized to apply a high level of consequence for serious violations of the Code even if it is the first offense. Serious offenses may be reviewed by school officials in collaboration with law enforcement to determine which offenses are appropriate for referral to local law enforcement.

After a violent student behavior, the building principal, counselor, or administrative designee will check-in on the impacted teacher and/or staff member to ensure teacher, staff, and students are safe, collect information regarding the incident, provide de-escalation time, and/or address other concerns, if needed.

ACADEMIC DETENTION

The Academic Detention program is assigned each week to students who are failing TWO or more classes and is determined on a weekly basis. This could be because they are struggling with the material taught, or because they are not turning in assignments. This program is to get them the help they need academically.

- Students who are assigned to attend detention will be required to attend Tuesday, Wednesday, and Thursday of that week from 3:35 p.m. - 4:25 p.m.
- If a student is absent Monday and does not receive his/her detention slip until Tuesday, he/she will still be responsible for showing up to detention Tuesday, Wednesday, and Thursday of that week.
- Students will be in their seats at 3:35 or they will be considered absent. They will be required to stay in detention until 4:25. The late bus runs at 4:30 each day.
- Tutors will log names and times on a spreadsheet to track attendance
- Failure to report to attend Academic Detention:
 - FNA (Friday Night Academy)
 - 3:30-5:30 in a designated room (this is separate from FNS)
 - Failure to report to FNA will result in an ISS assignment
- Students will be expected to follow the policies established in the handbook during Academic Detention. Removal from Academic Detention due to behavior incidents will be subject to consequences determined in the handbook.
- Academic Detention and Friday Night Academy will not result in disciplinary points. If it progresses to an ISS the student will receive the disciplinary points according to the handbook.

AFTER-SCHOOL TUTORING

The current After-School Tutoring program is available to all PHS students and is voluntary. This is provided for students to get extra help with assignments or study skills. Tutoring is offered Monday through Thursday from 3:30 - 4:30 p.m.

ASSEMBLIES

Assemblies are presented during the year for the benefit of the student body. In keeping with good high school spirit, the following procedures will be observed:

- * Students will sit in groups as designated by the teacher or principal.
- * All students will enter the auditorium/gymnasium promptly, quietly be seated and refrain from disruptive noise throughout the assembly.
- * Courtesy and proper conduct must be maintained at all times.
- * Failure to act properly may result in loss of assembly privileges.
- * Administration will indicate whether students may have cell phones out during the assembly

ATHLETICS/ACTIVITIES

SEE Activities Handbook for additional information

Student Spectator Expectations:

School activities are considered an extension of the classroom. Therefore, any inappropriate behavior during a school activity will be dealt with in accordance with the appropriate policy.

The Kansas State High School Activities Association has adopted a code of citizenship/sportsmanship regarding behavior of participants and spectators at athletic events. This code (Rule 52) encourages positive behavior and prohibits negative or disrespectful behavior on the part of both participants and fans. Examples of negative behavior which will not be allowed include:

- * Yelling and waving, etc. during opponents' free throws.
- * Derogatory/disrespectful yells or chants such as 'air ball' or 'you, you, you'.
- * Booing, heckling, or derogatory comments toward officials.
- * Laughing, pointing fingers, name calling, directed at opponents in an attempt to distract.

PHS Activity Eligibility Requirements:

All students involved in extracurricular activities will have to fall in compliance with this policy and procedures to participate.

- * Coaches/Sponsors will do grade checks on a weekly basis through PowerSchool.
- * Participants with a grade below 60 will be required to attend tutoring. They will also not be allowed to miss that class for an event without teacher permission.
- * Participants with more than one grade below 60 will be required to attend tutoring and will not

be allowed to participate in any activity until the grades have been raised.

ATTENDANCE:

Attendance will be tracked per semester using the following guidelines:

Expectations :

- Regular school attendance is extremely important. Research confirms a direct correlation between good attendance and success in school.
- Students must attend class because there is much to be learned that is not graded: class discussions, peer reviews, teacher feedback, student rehearsals, etc.

Board Policy:

COMPULSORY ATTENDANCE REQUIREMENTS

Under the Kansas Compulsory Attendance Statutes (KSA 72-1113), a child is required by law to attend school. If a child is inexcusably absent, then that child is truant after three consecutive unexcused school days, five unexcused school days in a semester, or seven unexcused school days in a year, whichever comes first. Should a student become truant as defined, the proper authority would be contacted.

ABSENCES

The following are reasons that may be considered excused absences: (1) personal illness, (2) health related treatment, examination, or recuperation, (3) serious illness or death of a member of the family, (4) obligatory religious observances, (5) participation in a district-approved or school sponsored activity or course, (6) absences prearranged by parents and approved by the principal, (7) students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment, and (8) A student serving a period of suspension or expulsion from the district shall not be considered an unexcused absence. All absences that do not fit into one of the previously mentioned categories would be considered an unexcused/non-verified absence. An absence of two or more hours on any school day shall be considered an absence for a significant part of the school day.

TRUANCY

After three (3) consecutive unexcused/non-verified or five (5) unexcused/non-verified absences in a semester; or seven (7) unexcused/non-verified absences per school year, the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. **After 10 absences, for any reason,** the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. Any absence, verified, non-verified, or unexcused, becomes part of the student's attendance record.

DOCTOR'S NOTES REGARDING ABSENCES

Doctor's notes will be turned into the office within five school days of an absence. The administration may approve doctor's notes after five days if the late notes are not approved by administration the absences will be listed as unexcused or parent-verified.

****Requirements for Acceptance of a Medical Provider's Note****

To be accepted for attendance purposes, a medical provider's note must include the following:

- * Printed clinical letterhead or official provider information
- * Student/patient name
- * Date of visit
- * Time of appointment
- * Dates of absences and/or any activity restrictions
- * Signature of the physician or healthcare provider

Additional information may be required by school attendance officials to verify and approve partial-day absences.*.

MAKE-UP WORK

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

*When a student is aware that they will be absent due to a scheduled Student Activity, it is expected that they communicate in advance with the teachers of the classes they will miss. This proactive engagement helps ensure that students remain informed about any missed material and assignments.

*If a student is not present in class for longer than 10 minutes, they will be counted absent for that class.

*Once a student arrives at school, he or she may not leave without following established procedures. A student who leaves for an appointment must bring a note from a parent and/or guardian, get permission to leave from the office, and then sign out at the office. If an emergency arises, a student must talk to office personnel who will then contact a parent/guardian. Once permission has been granted, the student may leave and sign out in the main office.

*When a student is absent they will have at minimum, the number of days plus one day to complete missing work. Student Activities are still left to teacher discretion.

College Visits

All Junior and Senior students are allowed 2 college visits per year. Forms may be picked up in the office. They must be approved through the office 48 hours in advance. The absence will be parent verified until the form is returned signed by the college.

Skippping classes

Friday Night School/In School Suspension may be assigned as a consequence, as well as parent notification. Notification to the teacher of the class skipped will follow. The front office is the only acceptable way to check out and leave school.

1st Offense: Friday Night School

2nd Offense: 1 Day In School Suspension

3rd Offense: Multiple days ISS and/or OSS

Additional Offenses: Will be at the discretion of administration

Tardies

Tardies will be tracked cumulatively per semester in PowerSchool.

Expectations:

- Students have been allowed four minutes of passing between classes in order to be on time. Students are expected to be in class and on time.
- Teachers are expected to count students tardy in a timely manner (preferably during the same class period) so consequences can be administered.
- Administration is expected to administer consequences within the week of the occurrence. Once students are assigned a detention, they have 24 hours to serve the detention. Missed detentions may lead to FNS or ISS.
- Teachers will inform students that they are being marked tardy.

1st-2nd tardy: verbal warning from the teacher.

3rd-4th tardy: 25-minute lunch detention

5th-6th tardy: Friday Night School (Phone Call to Parent)

7+tardies: Consequences to be determined by the administration. (ISS/FNS/Extended Day on Student Day Off /Out of school suspension are all possibilities). **Our goal is to have students in class.**

First hour only (8:10 a.m.- 9:00 a.m.)--Students are allowed one free tardy per semester

BREAKFAST AND LUNCH

A breakfast bar and two different lunches are available each day. Breakfast and lunch are free to all students. Items on the a-la-carte line are priced separately and are cash only. Paid monies are credited to their lunch account. When the account runs low, students are notified. Parents/students who wish to apply for free or reduced lunches may obtain the forms from the cafeteria personnel. Students may also bring their lunches from home.

PHS is a closed campus for lunch. Lunch period is considered a part of the class period and any student who checks out during lunch will be counted absent for that period. See Deliveries section regarding food drop off.

BULLYING/HARASSMENT POLICY

Norms for behaviors

Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying can be any intentional gesture or any intentional written, verbal, or physical act, or threat that is sufficiently severe, persistent, or pervasive. Bullying creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- * Harming a student or staff member, whether physically, non-verbally and verbally, socially,

or emotionally;

- * Threatening to or damaging a student's or staff member's property;
- * Harming someone's group acceptance;
- * Threatening or harming a student or staff member through cyber bullying. "Cyberbullying" means bullying by the use of any electronic communication device through means including, text messages, blogs, mobile phones, and websites.

Reporting Procedures

- * It is considered the responsibility of all students and school staff members to report acts of bullying to a member of the school staff or administration, as designated. (Regular classroom teacher, counselor, or principal).
- * All bullying reports will be taken seriously.
- * Student or staff members making a prompt accurate report, either verbally or in writing, will have those reports recorded by the staff receiving the same.
- * All reports will be kept confidential for both the accuser and the accused, until such time as the misconduct is confirmed and sanctions are imposed.

Investigation Procedures

- * Confidentially interview students involved with the bullying incident. (Document)
- * Confidentially interview bystanders, if possible. (Document)
- * Talk with supervising personnel during time of bullying. (Document)
- * Refer to counselors for peer mediation (Document)

Consequences

- * Student conference and FNS
- * No Contact Order/Parent conference
- * Short Term Suspension (1-5 days)
- * Long Term Suspension

******At any time, a police report may be filed at the discretion of the parties involved.

Remediation

- * Students will work with the counselor or administration on conflict resolution, anger management, etc.
- * Possible referral to outside agencies for behavioral management techniques

Harassment

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, sex, national origin or any type of harassment in general. Harassment, hazing, intimidation, menacing behavior, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students and parents are required to complete bullying-prevention contracts prior to the calendar school year.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials. The district encourages all victims of any form of harassment and other persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment. Complete policies on harassment are available on the district website, from the building principals, and from the Bevan Education Center located at 510 Deill in Pittsburgh.

Threats

Threats against the school, students, or staff will be taken seriously. Students making threats will be subject to discipline up to and including suspension/expulsion depending on the nature and seriousness of the threat. Law enforcement authorities will be contacted. In addition, loss of class time due to bomb threats will be made up per board policy.

CELL PHONE/WIRELESS HEADPHONES POLICY

All personal electronic devices must be turned off (or in airplane mode) and securely stored in the student's backpack at all times during the school day, including lunch and passing periods. Smart watches, smart glasses, and earbuds/headphones are included in this policy.

Section B of the handbook contains the entire district policy.

Consequences for non-compliance

Cell Phone is out or being used:

a.) First Offense - Warning

The Cell Phone is dropped off in the office for the rest of the day. Picked up at 3:25 pm

b.) 2nd Offense - Friday Night School

- Cell Phone to the front office
- Email Admin - Admin will log FNS (Swiftreach sent for all FNS)
- If the student refuses, the student's cell phone will be sent to the office

- The student will receive consequences for non-compliance, along with cell phone violation consequences

c.) 3rd Offense - In-School Suspension (Parent Contact)

- Check-in Cell Phone Plan established with parents
- Phone to be checked into the office by 8:10 am
- Can be picked up at 3:25 pm

d.) 4th Offense + - Out of School Suspension(s)/Admin Discretion

DELIVERIES, including LUNCH

Deliveries to students will be prohibited. This includes but not limited flowers, candy, and balloons. Parents are still welcome to send lunch from home to school with their child. If their child forgets their lunch, parents are welcome to bring lunch from home. Parents, guardians, or parent approved contacts listed in PowerSchool may deliver food to their child. Deliveries from outside businesses are prohibited (ex. Doordash, pizza delivery, fast food delivery service, etc.).

DISCRIMINATION

Pittsburg High School is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment should promptly be reported for investigation and corrective action to PHS administration. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Words and/or actions directed toward an individual or a group of students, which intimidates and/or harasses that persons based on sex, race, sexual orientation, disability, religion or ethnic origins are considered harassment.

First Offense:	1 day OSS
Second Offense:	5 days OSS
Subsequent Offenses:	10 days OSS meeting with administration/with possible long term hearing

BUS POLICY

Pittsburg Community Schools Transportation Rules and Discipline Matrix

Pittsburg Community Schools is committed to creating a safe, positive learning environment for all our students. To ensure the safety of our students, the Transportation Department along with USD 250 has developed the following guidelines.

RULES AND REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES:

1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.

2. School and district rules/regulations apply to the school buses.
3. Students shall ride their regularly assigned bus at all times unless permission has been granted by the school.
4. Students must not stand or play in the roadway while waiting for the bus.
5. Students should leave home early enough to arrive at the bus stop before the bus is due.
6. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students. Students in violation are subject to disciplinary action.
7. Students who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the left-hand side facing oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
8. Students shall not sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
9. Each student may be assigned to a seat if required by the bus driver.
10. Students shall:
 - a. Sit properly in their seats.
 - b. Refrain from throwing objects in/out of the bus.
 - c. Keep their hands to themselves.
 - d. Be courteous to their fellow passengers.
 - e. Use appropriate language.
 - f. Keep the bus clean of refuse.
 - g. Speak in a quiet tone of voice.
11. No student shall use tobacco, electronic cigarette devices, or strike a flame on a school bus.
12. No student shall at any time extend their head, hands, or arms out of the window while on the bus.
13. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps, or pins extending from their clothing. Also, any type of animal, with the exception of a service animal, is not permitted on the bus without the permission of the bus driver.
14. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by the building administration to transport any large items.
15. The school district will hold the student or parent/guardian responsible for intentional damage to school buses caused by the student. (Restitution)
16. Students may not use radios or stereo equipment while on the school bus unless the device is being used with headphones.
17. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
18. Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, the students should be in view of the driver at all times.
19. Students must cross the highway only in front of the school bus and never behind it.
20. Students in grades K-12 may get off at a place other than their own regular stop only with written permission from the office. It is the responsibility of the parent/guardian to inform the school of a change in arrival/dismissal location.
21. Students shall not perform any act which will obstruct the free passage of a school bus along its normal course.
22. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
23. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation

to those students involved.

To be consistent with all students riding the school bus, USD 250 has developed a discipline matrix. This matrix will be used to assist school administration in dealing with violations on the school bus. Students are expected to follow the guidelines to ensure a safe commute to and from school.

Behavior considered extreme by administration or staff will be subject to the jurisdiction of the building administrator.

	BUS TRANSPORTATION Discipline Matrix	
	Minimum Consequence	Maximum Consequence
Level 1 Behaviors	• Standing up while the bus is moving. • Moving around out of seat while the bus is moving. • Refusal to stay seated. • Throwing paper or non-threatening items. • Inappropriate yelling/noisy. • Hands or arms outside of the window. • Minor language/verbal hazing. Verbal warning by driver or monitor	Student moved to front of bus in an assigned seat.

Level 2 Behaviors	• Horseplay-physically engaging another student without the intention of harm. • Minor defacement of school property (gum under seats, pencil marks). • Inappropriate language towards another student. • Aggressive verbal behavior. • Disrespect to bus driver or bus monitor; non-compliant. • Inappropriate displays of affection (kissing/making out, etc.). • Inappropriate use of transportation (not riding where supposed to go, etc.). • Minor Bullying or Harassment (name calling, etc.) • Multiple offenses from Level One.	• Assigned seat designated by Bus Driver. • Bus driver completes a pink slip and gives it to student to have signed by parent/guardian. The slip must be signed by the parent and/or guardian and building administrator to ride the bus. • Transportation staff will document the incident in PowerSchool. • Administration may contact home regarding Level 2 disciplinary actions.	1-10 days of suspension from transportation (building administrator decision) Expulsion for 186 days from school and transportation.
Level 3 Behaviors	• Fighting on the bus or at bus stops. • Aggressive acts of intimidation with intent of using physical or verbal gestures toward another student, bus driver, or monitor (cussing, raising fists). • Bullying or harassment with intent to harm mentally or physically. • Major defacement of property (cutting, writing, altering). • Striking bus driver or bus monitor (any physical contact). • Tobacco, e-cigarette, drugs, or alcohol. • Sexual harassment. • Theft of property. • Arson. • Gang related activity and affiliation. • 3 pink slips of a Level 2 offense may lead to a Level 3 referral.	1-10 days of suspension from transportation (building administrator decision)	

CLASS DISRUPTION

Inappropriate behavior in classes will not be tolerated as it interferes with the educational process for others in the classroom.

Most inappropriate behavior will be handled by the classroom teacher using the school's discipline procedures. Serious or repeated misbehavior may result in the student being sent to the office and must report there immediately. Administration will then determine the appropriate consequence based on the actions of the student.

COUNSELING/GUIDANCE SERVICES

Your counselor is available to help with personal and family problems as well as school related information such as choosing a career or deciding plans after high school graduation. Counselors also provide guidance in selecting appropriate courses and assisting students who have problems in classes. For information on college courses see PHS enrollment handbook. Parents are invited to visit with their child's counselor at any time.

PHS Counselors/Support staff:

Mrs. Gina Ulbrich (students with last names A-G)

Mrs. Jessica Stegman (students with last names H-O)

Ms. Hannah Kettermann (students with last names P-Z)

Mrs. Susan Russian (social worker)

Ms. Kristin Thomas (student advocate)

DAMAGING OR DEFACING PROPERTY

Any student who causes destruction or damage to property may be required to pay for damages and/or may be subject to legal prosecution.

Any Offense: Restitution and ISS or OSS

DANCE POLICY/PROM

All students in "Good Standing" at PHS may attend the dances. The following guidelines are employed to ensure the safety of all PHS students:

- * If PHS students wish to bring a student who does not attend PHS, it must be approved by the administration one week in advance.
- * In order to attend a PHS dance, the student must be enrolled as a high school student or have graduated during that school year.
- * Once a student leaves the dance, he or she will not be allowed to return that evening.
- * The "alcoflow" breath check system will be employed at all dances.
- * Administration reserves the right to approve music, appropriate style of dance and dress. Violators will be dismissed from the dance.

DISCIPLINE GUIDELINES

PHS BEHAVIORAL POINT SYSTEM

Below is a guideline to how students will be assigned points for disciplinary referrals. These points will be assigned as follows and with the below consequences. Administration may use discretion when assigning points. Administration also reserves the right to assign points based upon severity and frequency of infractions.

<u>Behavioral Consequence</u>	<u>Points Assigned</u>
Office assigned detention	1 point
2 Hour Friday Night School	2 points
One (1) day ISS Assignment	3 points
One (1) day Out of School Suspension	4 points

25 points: Contact with parents will be made by a school administrator. Student will meet with his or her counselor or with the school social worker.

35 points: The student is considered “Not in Good Standing” and will be ineligible for all extracurricular activities for 21 calendar days (athletics, dances, field trips, concerts, musicals, etc...). If you complete these days without any more points, you will regain your “Good Standing” status. Possible SIT Team or IEP Team meeting.

45 points: Possible assignment to Pittsburgh Alternative School Setting Program (PASS) for regular education students or IEP recommendations for Special Education Students. The student may be deemed, Not in Good Standing, for the remainder of the current semester.

55 + points: Administration will meet to discuss the status of the student and immediate loss of extracurricular activities will be determined. In addition, the student may be placed in PASS Academy for the remainder of the current semester or be subject to a Long Term Suspension/Expulsion Hearing.

Not In Good Standing

A student deemed ‘not in good standing’ by administration may only attend classes. Students not in good standing will not attend or participate in practices, contests, performances, or field trips of any kind. Multi-day In-School Suspension (ISS) assignments and ANY Out-of-school suspension (OSS) assignments automatically result in ‘not in good standing’ status for the duration of the suspension. Other inappropriate behavior or actions may result in ‘not in good standing’ status as deemed by building administration.

Detentions

Detentions are required time obligations assigned by classroom teachers or administrators. Detentions are generally assigned for minor classroom violations. Teachers may assign detentions to be served before school or after school with the teacher. The student is obligated to serve the detention once it is assigned. Work obligation does not excuse a student from this responsibility. Failure to serve a teacher detention results in an office referral.

All administrative assigned detentions will be lunch detentions.

Missing Detentions: Students are expected to attend all assigned detentions. Consequences for missing detention could result in additional detention or Friday Night School.

Friday Night School (FNS) 3:30 – 5:30 pm

Students who have violated school rules may be assigned a 2 hour FNS. A student signs a contract with guidelines when he/she is assigned FNS. An administrator may make exceptions to these guidelines should there be mitigating circumstances or the student's behavior warrants more severe consequences.

FNS is a structured setting where students are expected to work on school assignments under the supervision of a teacher or administrator. Students may be excused from FNS only in the event it is approved by an administrator. Any student who fails to serve a scheduled FNS will not be allowed to participate in any activities until his or her disciplinary obligation has been fulfilled. If students fail to attend or are dismissed from FNS due to inappropriate behavior, In School suspension (ISS)/Out of School suspension (OSS) ranging from 1-3 days will be assigned.

In School Suspension (ISS)

The length of an ISS assignment may vary from student to student. If you are assigned to a full day of ISS, you must report to the ISS room no later than 8:10 am and remain there until 3:25 pm or until the end of your last scheduled class. This includes assemblies, pep rallies, etc. The intent of ISS is to keep the misbehaving student academically attached to the intended curriculum. The sole activity permitted in this room is silent study. Students with alternate schedules or CTEC schedules will be handled on an individual basis.

In addition:

- *you must turn in all electronic devices to the ISS supervisor.
- * you will be allowed to leave the room only during specific restroom breaks.
- * you will be provided a sack lunch in the ISS room.
- * you must complete all assigned course work. Failure to comply with any of these provisions will result in a parent contact and an extension of the ISS assignment and/or suspension.
- *If a student is removed from ISS they will receive 1 day OSS.
- *If a student has been removed from ISS on two occasions for behavior/disciplinary reasons, a student will serve OSS in place of any future ISS assignments for the remainder of the current semester.

Suspension/Expulsion

Short-term suspension (Not to exceed 10 days)

Students may be suspended from school for any of the following reasons:

- * Willful violation of any published regulations for student conduct as adopted or approved by the

Board of Education.

- * Conduct which substantially disrupts, impedes, or interferes with the operation of any public school.
- * Conduct which substantially infringes upon or invades others' rights.
- * Conduct which has resulted in conviction of the pupil or students of any offense specified in Chapter 21 of the Kansas Statute Annotated or any criminal statute of the United States.
- * 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 infringement or invasion of the rights of others.

A written notice of any short term suspension shall be given to the student involved and to his or her parents or guardian within twenty-four hours after suspension has been imposed. Any student who serves a short-term suspension will have the opportunity to make up any assignments given during the time of the suspension. If the student is involved in any activities/athletics, see the PHS USD 250 Activity Department Code of Conduct policy.

Long-term suspension & expulsion (More than 10-day Long-term suspension may result when the nature and seriousness of the charges are of such consequences that the administration proposes to extend the period of suspension for the semester/year. A hearing will be scheduled to review the case between the school, student and parent, guardian or legal representative, prior to implementation of the suspension.

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable and can occur in the following ways:

1. Plagiarism: the use of another person's original ideas or writing without giving credit to the true author, and cheating, including but not limited to the act of copying another student's work and submitting it as your own, are both prohibited practices. Materials taken from electronic sources including artificial intelligence are covered by this policy.

2. Artificial Intelligence

If CANVAS detects AI at **20%** or Higher, student will be subject to academic dishonesty policy

- If needed, by Teacher/Admin discretion more investigation using technologies including but not limited to the Origin by ChatGPT Zero extension may be used and/or a committee of writing experts may be convened to render their opinion as well.

- In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

- "Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

- AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

3. Collaboration: one student helping another student develop an idea or understanding. When students work together, they may share ideas to aid in understanding, but NOT copy each other's work.

4. Collusion: when one student knowingly allows his/her work to be submitted for a grade by another student. This includes cheating on homework, class work, quizzes, projects and tests.

5. Malpractice: using materials (notes, prompts, "cheat sheets" or any other means of gaining an unfair advantage, including technological means) or communication other than the student's own intellectual mastery of the course content to take a quiz or test.

A student who engages in any form of academic dishonesty may be subject to the loss of credit for the work in question as well as other disciplinary measures.

1st Offense – Student redoes assignment or completes alternate assignment for partial credit (at a minimum of 60% credit), teacher notifies parent, FNS

2nd Offense – Student redoes assignment or completes alternate assignment for partial credit (minimum of 60% credit), teacher and administration notify parent, 2 Days ISS

3rd Offense – Student redoes assignment or completes alternate assignment for partial credit (minimum of 60% credit), administration notifies parent, 2 days OSS

DRESS CODE

Personal appearance should not disrupt the educational process, violate federal, state, or local health or obscenity laws, or affect the welfare and safety of the student or his/her classmates. Any clothing item or accessory worn on the body that is considered disruptive to the school or learning environment will NOT be permitted.

Specific dress rules include but are not limited to:

*Abbreviated tops (tube tops, crop tops, bralettes, spaghetti straps & off the shoulder tops) and muscle shirts, will not be permitted.

*Clothing must cover undergarments and buttocks at all times (Bra straps, underwear, boxer shorts, etc.)

*Sexually suggestive/double meaning clothing and accessories will not be permitted.

*Clothing advertising drugs, alcohol, tobacco, firearms or profanity will not be permitted.

*No Hoods or Hats designed to cover the ears will not be permitted.

*Blankets will not be permitted.

This will be at the discretion of staff members. If there is a question as to whether an article of clothing is appropriate, don't wear it! Students who violate the school dress code will be asked to change.

Continued violation of dress code will result in disciplinary action to be enforced. Consequences may range from a warning to the item(s) being kept in the office and/or disciplinary action. Students with unusual or disrupting appearances may be notified by the administration and may be given an opportunity for corrective action before being returned to class. Student apparel and grooming must also meet the requirements of any courses which are part of the approved curriculum in which they are enrolled.

Dress Code Violations will be handled at administrative discretion.

DRUG AND ALCOHOL ABUSE POLICY

The unlawful possession, use, distribution or sale of illicit drugs or alcohol by students on school premises or as a part of any school activity or event is prohibited. This policy is required by the 1989 Amendment to the Drug Free Schools and Communities Act (PL 102-226, 103 St.1928). As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess, sell or use illicit drugs, controlled substances, or alcoholic beverages on school district property, at any school activity/event or be under the influence in any way that will affect their behavior at school or school activities. "Under the influence" is defined as having any amount of illicit drugs or alcohol in the person's body. Students shall not intentionally misuse legal prescriptions or over the counter medications or substances.

Regulations

Any student violation of the terms of this policy shall be reported to the appropriate law enforcement officials, his or her parent or guardian, and shall be subject to the following sanctions:

AT A MINIMUM FOR FIRST OFFENSES--A first time violator shall be subject to:

- *Parents/guardians notification
 - *Communication with parents, student, counselor, school administration and head/sponsor of any activities student is involved in to determine if additional support is needed.
 - *Short-Term Out-of-School Suspension for ten (10) school days - work should be made up and will be available
 - *Citation written by School Resource Officer for THC/Drug Offenses
 - *Suspension from all participation and attendance at school activities for 21 calendar days.
- See Code of Conduct regarding practices.

AT A MINIMUM FOR SECOND, SUBSEQUENT OFFENSES, SITUATIONS CAUSING INJURY TO OTHERS, and REFUSAL OF First and Second Consequences--The student shall be subject to:

- *Parents/guardians notification
- *Mandatory due process hearing for long-term suspension
- *Automatic ten (10) School Day Suspension pending review of Long-Term Out-of-School Suspension

*Suspension from all participation and attendance at school activities for one calendar year beginning from the time when the school takes official action. Communication with parents, student, counselor, school administration and head/sponsor of any activities student is involved in to determine if additional support is needed.

Drug and Alcohol Counseling

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents/guardians. A list of available programs, along with names and addresses of the contact persons for the programs is on file in school counseling offices.

DUE PROCESS

Any students who are suspended or expelled from school or any activity under the terms of this policy will be afforded a due process hearing according to board policy.

ELECTRONIC DEVICES

It is a privilege (not a right) for USD 250 students to possess digital and/or electronic devices on school property. Students may maintain this privilege as long as the rules of use are adhered to.

Under no circumstances should cameras (including cell phone cameras) be used in locker rooms or bathrooms. Students are expected to comply with data privacy at all times.

School Issued Devices and/or USD 250 Network

- **Technology Violation (A)**
 - **During School Hours**
 - Any Social Media - Unless for a class and supervised by instructor
 - Chatting on any platform that is not school related content
 - Excessive Emailing Applies
 - Using Google Docs or any sharing platform
 - Signed into any Google account other than the student's individual school issued account
 - **During Class Time**
 - Games - Not School Related
 - Any Movie or Video (Including Youtube) - Not School Related
 - **Consequence**
 - 1st Offense - Teacher Assigned Detention
 - 2nd Offense +
 - Email Admin - Include name of the student and brief description of the situation:
 - Lunch Detention
 - FNS
 - ISS - Parent Contact
 - Admin Discretion

- **Tech Violation (B)**

- **At Anytime**

- Any of the violations above that contain explicit content such as but not limited to weapons, sexually explicit material, explicit language, alcohol, tobacco, vaping, drugs, threats, violence, etc.

- **Consequence**

- All Offenses: Send Student and Computer to Admin - Email Admin if needed
 - Admin Discretion - Parent Contact

- *Expectation is that ONLY school issued devices are used in class - no personal laptops or tablets*
- *With Reasonable Suspicion a School Issued Device may be confiscated and checked for violations at any given time. Any Violation discovered will result in the consequences mentioned above*
- *If access to a school issued device is lost due to inappropriate use, the process to regain access will be handled on a case by case basis based on the severity of the violation.*

Sexting and/or possession of sexually explicit, vulgar, or violent material

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material.

First Offense: ISS/OSS

Second Offense: OSS

STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY

This policy was written and maintained by the technology office and the administration of Pittsburg Community Schools, USD 250, and has been approved by the Board of Education on 07/27/2020. If you have any comments regarding this policy, please contact the district technology office.

Unauthorized usage of the district's computing systems and devices may involve not only the transgression of district policy but also a violation of state and federal laws. Unauthorized use is a crime and may involve criminal and civil penalties.

For the purposes of these guidelines, communication technologies include the Internet (i.e. World Wide Web (WWW), on-line services, e-mail, other internet-related services, district-provided computers, including tablets and Chromebooks, phones, district networks, and other applicable services or technologies either now in use or implemented in the future. Communication technologies include technologies (whether or not owned by the school district) in use on school grounds or at school activities.

The technology office reserves the right to disable any account, at any time, in the event of a real or perceived infraction of this policy until further notice.

STUDENT RIGHTS AND RESPONSIBILITIES

Student's use of communication technologies is a privilege intended for the educational benefit of the student. Students must comply with the terms of these guidelines, any applicable district board policies, administrative guidelines, and operating procedures relative to the use of communication technologies. In using communication technologies, the student will follow these guidelines:

- A.** Students are not to use school-owned devices or resources in any way as to impede the use of other devices or services by any other user, regardless of class or group membership.
- B.** If any user finds another user of the system to be in violation or suspicion of violation of any rules or policies, the finding user is to notify the technology office, building administrator or classroom teacher immediately, and will not attempt to police this system on their own.
- C.** The sharing of accounts with friends or relatives is strictly prohibited without prior permission from the technology office.
- D.** The running of ANY software that was not installed by the technology office or its staff is prohibited without the prior consent of the technology office.
- E.** Adult material is strictly prohibited.
- F.** Users are responsible for all activities associated with their accounts and devices. If a user releases their password to a third party who violates system policy, the owner of the account will be held responsible.
- G.** Use of this system is a privilege, not a right. Severe misuse or repeated infractions will result in a temporary or permanent loss of use and the user may be subject to other disciplinary actions.

CHILDREN'S ONLINE PRIVACY PROTECTION RULE (COPPA)

Pittsburg Community Schools, USD 250 observes the standards outlined in the Children's Online Privacy Protection Rule (COPPA) which imposes the certain requirement on operators of websites or online services directed to children under 13 years of age including use of email and access to certain websites and social media sites and apps. In response to COPPA, Pittsburg Community Schools will restrict access to email, chat, and certain websites for students under the age of 13. Attempts by students to bypass these restrictions may result in disciplinary actions or loss of use of technology for that student.

UNACCEPTABLE AND INAPPROPRIATE USE

The following forms of use of district technology devices and services are unacceptable and inappropriate and will be considered violations of board policy and administrative guidelines. Violators may be subject to disciplinary actions which may include the temporary or permanent loss of use of technology and even suspension. Examples of unacceptable\inappropriate use for a student include:

- A.** Creating, copying, knowingly distributing, or posting of a computer virus or malware or other malicious software or applications.
- B.** Sending messages using someone else's account.
- C.** Sending messages that are inconsistent with district rules
- D.** Sending a message that is sexist, racist, or otherwise prejudicial or inflammatory.
- E.** Sending messages or downloading files that knowingly contain obscene language, graphics, pictures, or attached graphics files, either encoded/encrypted or un-encoded/decrypted.
- F.** Sending chain letter-type messages, not related to education through email or chat.
- G.** Engaging in online chat sessions that are not related to school functions.
- H.** Using school provided technologies for personal gain.
- I.** Sharing of account and/or password with others.
- J.** On-line use of obscene, harassing, or abusive language.
- K.** Attempting to gain access to inappropriate websites.
- L.** Attempting to log-in to district computer networks as a network or system administrator.
- M.** Accessing or attempting to access any part of the district computer networks or any part of a sub-system of the Internet without proper authorization
- N.** Theft or intentional destruction of district equipment.
- O.** Plugging in or unplugging Ethernet cables or moving computers or printers without approval from the technology office.
- P.** Use district devices or systems in any way that violates school rules, administrative guidelines, Board policies or procedures, state statutes, local ordinances, or other laws.

CONSEQUENCES OF UNACCEPTABLE USE

In the event that an infraction is discovered or reported, the offending user will be promptly notified and given a chance to discuss the action with the Director of Technology and/or building/district administration depending on the severity of the infraction.

The offending student may be temporarily or permanently barred from technology usage pending investigation.

USE AND CONDUCT ON DISTRICT OFFICIAL SOCIAL MEDIA SITES

Official Pittsburg Community Schools - USD 250 social media sites have been developed to strengthen the community within our school district and distribute information about events, be it photos, video, website links, or other means of communication.

Pittsburg Community Schools - USD 250 asks that people making comments on the page show respect for their fellow users by ensuring the discussion remains civil, especially since some sites allow for people of any age to join. Comments are also subject to all social media sites' Terms of Use and Code of Conduct policies. Social Media users are encouraged to report the abuse of those policies to the page's "report abuse" button or by contacting Pittsburg Community Schools Communications Department at communications@usd250.org.

Pittsburg Community Schools - USD 250 reserves the right, but assumes no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, contain falsehoods or are wildly off-topic, or that libel, incite, threaten or make ad hominem attacks on students, employees, guests or other individuals. We also do not permit messages selling products or promoting commercial or other ventures with the exception of fundraising opportunities of the district. Acts not in compliance can become grounds for bans from social media pages and/or other actions deemed necessary by the Pittsburg Community Schools - USD 250 Superintendent and/or USD 250 School Board. In turn, Pittsburg Community Schools - USD 250 cannot be held responsible for the information posted or provided by third-party sources.

By visiting an official Pittsburg Community Schools - USD 250 social media site, you are agreeing that you are responsible for posts and information provided by your person.

Pittsburg Community Schools - USD 250 is relieved of all responsibility pertaining to offensive, inappropriate, and malicious content posted by third-party sources.

Official Social Media Pages include, but are not limited to:

- [Facebook.com/USD250](https://www.facebook.com/USD250)
- [Twitter.com/PittsburgUSD250](https://twitter.com/PittsburgUSD250)
- [Instagram.com/PittsburgUSD250](https://www.instagram.com/PittsburgUSD250)
- [Vimeo.com/USD250](https://www.vimeo.com/USD250)

NETWORK STORAGE USAGE

In addition to student's Google Drive cloud storage, the school district provides server space for various students to store files and data that are for school purposes only. Students should back up their data from both their Google Drive cloud storage and the district's file servers regularly in the event of failure or loss of data. If a student is in need of more space, contact the technology office.

LOGS AND MONITORING

The technology devices and services provided in the district are owned and monitored by the technology office including, but not limited to files stored or transmitted, emails, and use of devices. The district system creates logs of most user activity. These logs can be used as evidence of unauthorized or

inappropriate usage. The technology office may also monitor the input from any device, at any time in the event of the suspected unauthorized use, or use that is not consistent with the district or system policy. The technology office is sworn to secrecy in the event that private information that is not in violation of policy is monitored.

FIELD TRIPS

- Students with grades 60% (D) or above for all classes will be in good standing to participate in field trips.
- Students that have a grade of 59% (F) or less in one class will not miss that class for a field trip.
- Students that have a grade of 59% (F) or below in more than one class will not be allowed to participate in the field trip.

FIGHTING

Fighting and acts of physical, verbal aggression or intimidation will not be tolerated. Students must make every effort to avoid involvement in these situations. Teachers, counselors, and administrators will assist students who report such situations to help them avoid these situations. Students who engage in fighting will be subject to suspension. Administration will evaluate the circumstances of the fight and determine the length of suspension, which could be up to 10 days on the first offense. All fighting will be handed over to our School Resource Officer for Disorderly Conduct charges. Our SRO, along with an administrator, will be involved in the investigation where it will be determined if further actions are deemed necessary. Any students involved in fighting could be placed on a No Contact Order. Repeated incidents may result in long term suspension or expulsion. Mediation of conflicts may be requested by students, teachers, counselors, or administrators.

FINAL EXEMPTION POLICY

Eligibility Requirements:

- *A grade of at least 80% in the class.
- *No more than three (3) absences in the class.
 - Absences for school activities will not be counted in the total.
 - Absences excused by a MEDICAL note will not be counted in total
 - ALL other absences count.
- *Zero tardies in the class.
 - Students are allowed one free tardy per semester in the first hour (8:10 am).*
- *Zero office referrals resulting in ISS, or OSS.
 - One such office referral means you take ALL finals.
- *Classes exempt from exemptions:
 - Any course taught for college credit
 - Courses agreed upon by teacher, department, and administration.
- A request for ONE day for bereavement must be submitted to administration in writing by the student.
- If a student is absent due to an illness or injury and cannot attend school, a medical note from a medical provider must be submitted to the office within 5 days of the absence. The administration may approve

doctor's notes after five days. If the late notes are not approved by administration, the absence will be listed as unexcused or parent verified. Those absences will be taken into account according to the final exemption policy. *Please see page 16 for the "Requirement of Acceptance of a Medical Provider's Note.

Procedure:

*Students will be marked exempt in Powerschool before finals indicating their standing as related to the four requirements listed above, as well as directions necessary to be exempt for qualifying final exams, including teacher and parent acknowledgement.

FIREARMS, WEAPONS & DANGEROUS INSTRUMENTS POLICY

No person shall knowingly possess, handle, or transmit any object or facsimile that can reasonably be considered or construed as a weapon and shall not possess, handle, or transmit a firearm:

- *on the school grounds during, before, or after school hours;
- *on school grounds at any other time when the school is being used by any school personnel or school group;
- *off the school grounds at a school activity, function, or event.

Regulations

1. Possession of a weapon within 100 feet of a school is a felony.

When a person on a school campus is found to be in possession of a weapon or dangerous instrument, the following procedure for notification of proper authorities will be used if such weapon meets the criteria for violation of local, state, or federal law:

- *The building administrator or his/her designee will immediately report any violation of the above policy to the police, and if a juvenile, to SRS or the Commissioner of Juvenile Justice.
- *The building administrator will notify the superintendent of schools of the violation.
- *The building administrator will request a copy of the police report and a copy will be sent to the superintendent.
- *The superintendent will notify the Board of Education.

2. Each school will develop a school crisis plan which shall include security against intruders and a person in possession of a weapon on campus.
3. The following plan of action will be used when a student is in possession of a weapon at school or at a school function. The student:
 - *will be given a short-term suspension.
 - *will be provided a due process hearing; and
 - *may be given a long-term expulsion if found guilty of possessing a weapon on campus.

The preceding rules also apply to students' vehicles in the parking lot during the school day and at night activities.

Exception: If the weapon is a firearm, the long-term expulsion will be for no less than one calendar year as required by federal law. Only the superintendent has authority to waive this exception.

FIREWORKS/MACE/PEPPER SPRAY/LASERS/AMMUNITION

Mace, pepper spray and fireworks (and objects of that nature) are considered dangerous and are not

allowed. Upon investigation any student in possession of these items may be subject to a minimum three-days suspension. Repeated incidents may result in a short term suspension to expulsion.

GANG ACTIVITY

A group of students who initiate, advocate, or promote activities that threaten the safety, well-being of persons or school property, or who disrupt school activities will not be tolerated. The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, student, staff, or other employees;
- Create an atmosphere in which a student, staff, or other person's well-being, is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or Imply gang membership or affiliation by written communications, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

GRADING

A grade is earned for each credit class. Student grades are accessible through **PowerSchool** which can be accessed by a link on the district website: www.usd250.org

PowerSchool, not CANVAS, is our official school information system. PowerSchool is used for all eligibility determinations and awarding of credits.

College Courses

Dropping or withdrawing from a college course may impact your opportunity to enroll in other college courses in the future.

Repeating Classes

Students who repeat courses, which they have already passed, will only receive credit for taking the course once. The original grade will remain on the transcript. The GPA will be determined by using the points from the higher of the two grades.

Weighted Grading

Students enrolled in advanced placement and honors classes will receive a weighted grading scale of: $\text{weighted GPA} = \text{standard GPA} + (\# \text{ of AP/Honors semesters}) / 26$ minimum credits required. Students and parents should contact their guidance counselor for more information.

GRADUATION REQUIREMENTS

Students who plan to graduate and participate in the graduation ceremony from PHS are required a minimum of 26 units of credit in grades nine, ten, eleven, and twelve. At the beginning of the eight

semester students who are failing to meet these requirements will be notified that the possibility of participating in the graduation ceremony is in jeopardy if they do not meet these requirements.

Minimum Graduation Requirements for Class 2025 - 2027

PITTSBURG HIGH SCHOOL GRADUATION	
Course	Credits
ENGLISH	4
English 9 (full year)	
English 10 (full year)	
English 11 (full year)	
Speech or Theatre or Forensics or Debate	
English elective (semester)	
MATHEMATICS	3
Algebra I (or its equivalent)	
Math elective (full year)	
Math elective (full year)	
SCIENCE	3
Physical Science (full year)	
Biology (full year)	
Science elective (full year)	
SOCIAL STUDIES	3
American Government (semester)	
American History (full year)	
World Civilization (full year)	
Social Studies elective (semester)	
PE INTRO	½
HEALTH	½
FINE ARTS	1
ELECTIVES	11

Minimum Graduation Requirements for Class 2028 and Beyond

PITTSBURG HIGH SCHOOL GRADUATION	
Course	Credits
ENGLISH	4
English 9 (full year)	
English 10 (full year)	
English 11 (full year)	
Speech, Forensics, Debate, or Real World	
English elective (semester)	
MATHEMATICS	3
Algebra I (or its equivalent)	
Math elective (full year)	
Math elective (full year)	
SCIENCE	3
Earth/Space (full year)	
Biology (full year)	
Physical Science elective (full year)	
SOCIAL STUDIES	3
American Government (semester)	
American History (full year)	
World Civilization (full year)	
Social Studies elective (semester)	
PE INTRO	½
HEALTH	½
FINE ARTS	1
STEM	1
ELECTIVES	10

Specific information regarding required classes and electives is available through the Guidance and Counseling Office.

Any student attempting to graduate earlier than their originally scheduled graduation date must apply to do so. Approval will be granted on a case by case basis by the administration and counseling departments. Students cannot graduate prior to the fall semester of their Senior year. Students and parents must complete the application for early graduation. Applications can be picked up in the counseling office. Applications are due by September 20th of their Senior year.

CREDITS

Minimum of twenty six (26) units of credit shall be required in grades nine, ten, eleven, and twelve.

Senior standing requires 18.5 credits earned by August of the senior year. Junior standing requires 11 credits earned by August of the junior year. Sophomore standing requires 5 credits earned by August of the sophomore year. *** The principal has the authority to modify any requirements to meet individual student needs as long as they meet state requirements.

INCLEMENT WEATHER/SCHOOL CANCELLATIONS:

School cancellations due to snow or other inclement weather will be announced on both television and radio. Social media outlets will be utilized as will local media to push out this information. The superintendent will determine the cancellation of school activities.

INTERNET and COMPUTER NETWORK USE:

Pittsburg Community Schools will provide internet and network access to students and staff. Such access is to be used in an educationally effective, efficient, ethical and lawful manner. The regulations listed below are intended to serve as a guide for the responsible and effective use of both the equipment and the overall system.

Regulations

1. The use of the system must be in support of education, research, or other use as approved by the student's teacher or the administration.
2. Student use of the system is allowed only with the consent and supervision of a staff member.

This shall include:

- a. use of the Internet or the district network
 - b. downloading, uploading and printing of information off the Internet
 - c. use of e-mail
 - d. chat services
 - e. instant messaging
3. Responsibility for the proper use and care of the equipment is that of the individual user.
 4. Those using the system shall not impede the use of the system by any other user.
 5. All account activity is ultimately the responsibility of the assigned owner of the account. Every student is provided with a googledocs account for school use. This account does belong to the school and will be deleted within four months of PHS graduation. It will be maintained through all four years of high school, even if a student drops, but will be deleted after the expected year of graduation. All documents that students wish to keep post-graduation should be transferred to another account by August of the year of graduation.
 6. Those using the system shall not use the system to access pornographic materials, materials that are deemed to be discriminatory or antisocial, or materials that contain vulgar language or information.
 7. Language employed in the use of the system must conform to accepted district policies.
 8. All users shall run only software installed and/or authorized by the building administrator. The

copying of district licensed software is strictly prohibited.

9. Students may not provide personal information such as name, address, and telephone number or communicate with someone on the system without the permission of their teacher or supervisor.
10. Users shall not use the system to harass other users or to look at or enter another computer or computing system for the purpose of unlawfully altering or accessing privileged information.
11. The district reserves the right that allows authorized personnel to review the system use and file content.
12. The administration or staff may develop and distribute additional policies that cover such things as:
 - a. behavior in the computer room
 - b. use of software
 - c. materials allowed in the computer room
 - d. procedure for reporting inappropriate sites found on the Internet
 - e. refusal to comply with a teacher's requests
13. Students under the age of 18 must have a consent form that is signed by their parent or guardian. Students who are 18 or older must have a user consent form signed by the student on file at their school.
14. Unauthorized use of the system or violation of the regulations listed in this policy may result in disciplinary action that can include suspension of or loss of the right to access the system.
15. Pittsburg USD 250 is not responsible or liable for any claims or damages of any nature arising from the use or inability to use the Pittsburg USD 250 network system.

MEDICATION & NURSE

It is USD 250 district policy that no prescription medication will be administered without a current completed CONSENT FOR MEDICATION FORM on file for each medication to be administered. This form can be obtained in the school office. All medication is to be brought to school in its original container. The medicine bottle must be clearly marked with the student's name, name of the doctor, and the amount and time for the medication to be given. All medications will be kept in the nurse's office and will be administered only by the school nurse or his/her designated substitute. NO MEDICATION WILL BE KEPT IN THE CLASSROOM OR WITH THE STUDENT. All over-the-counter medication (non-prescription) taken at school will require a written permission note by the parent or legal guardian. If your child has any medical condition that requires special attention other than normal first aid, please contact the school nurse or school office as soon as possible. We will no longer send leftover medication home with children. Parents must pick it up from school within 30 days or it will be destroyed. For more detailed information on administering medication at school, please refer to the following policies in the district policy manual:

JGFGB Supervision of Medications

JGFGBA Student Self-Administration of Medications

A school nurse is available for students. When at all possible, students should see the nurse during class change, lunch, or during advisory time. Any student who needs to check out due to illness must check out through the office with parental consent. Any student who is more than 5 minutes late to class from the nurse's office may be counted absent.

NO PASS LIST

The No Pass List is composed of students that are not allowed out of classrooms during class periods. These students are only allowed to be out in the hallways or commons area during passing periods, breakfast/lunch, and before/after school. A student may be placed on the No Pass List for disciplinary reasons.

OUT OF DISTRICT STUDENTS

Refer to Board Policy JBCC.

PARKING & PARKING LOT

Parking Permit Information: Students who drive a vehicle to school must obtain a parking permit to be displayed on the rear view mirror. Students must have a valid driver's license and proof of registration in order to obtain this permit. Students who drive more than one vehicle may purchase additional permits for \$5.00 each or permits may be easily switched among vehicles.

Vehicle Search: All vehicles entering the PHS parking lot are subject to search by school authorities or by law enforcement personnel working with them and the person in control of the automobile shall be deemed to consent to such a search. A search may be conducted without warrant for any reasonable purpose. A search of the vehicle includes all compartments and components thereof. After the start of a search, the vehicle may be removed from the premises during the reasonable duration of the search.

Illegal Parking on School Grounds

- Consists of but not limited to:
 - parking in a spot that is not designated as a parking spot (between two white lines)
 - parking in the crosswalk (areas designated with multiple white parallel lines)
 - That includes parking to drop someone off
 - parking on sidewalks or grassy areas
 - taking up multiple parking spaces
 - parking in an assigned parking spot (E.g. fire lanes, bus loading zones, visitor or handicapped parking are clearly marked)
 - Parking in a Handicap Spot is designated as criminal and will be handled by the SRO and punishable by law

Reckless Driving on School Grounds

- Consists of but not limited to:
 - Doing unnecessary maneuvers in the parking lot (burnouts, donuts, etc.)
 - Speeding in the loop or parking lot (15 mph is the observed speed limit)
 - Any activities in the parking lot deemed to be unsafe for the drivers, passengers, or pedestrians
 - Failure to Yield/Stop for pedestrians
 - Driving wrong direction down a one-way lane

- ***Admin and SRO can use their discretion to write a traffic ticket, assign any discipline, or suspend driving/parking privileges for reckless driving or any parking lot offenses at any time if they deem the offense egregious enough to rise to that level of safety and concern***

Transportation Form: Students that are permitted to leave school property due to off campus classes or programs, must complete a transportation permission form.

PASS Academy (Alternative School)

The PASS program is designed for students who are struggling socio-emotionally, academically, or behaviorally in the regular school setting. It is also a placement for students that are in jeopardy of severe disciplinary consequences. PASS will continue the students' academic progress while problem solving and resolving issues. Enrollment or assignment to this program is through administration or SIT/IEP recommendation. Once a student has been placed into this program, they must meet PASS expectations to be placed back into the regular educational setting. Once a student returns back to PHS, the administration reserves the right to return this student back to PASS if expectations are not met. All students in this program are eligible to participate in extracurricular activities.

PASS Admission and Placement Guidelines 2026-27

PASS Academy is the Pittsburg Alternative School Setting. Students that are attending PASS may qualify based on the following five options:

- 1.) Student applies to attend PASS Academy
- 2.) Student is placed at PASS due to course credit issues
- 3.) Student is placed at PASS due to attendance
- 4.) Student is placed at PASS due to behavior
- 5.) Student is placed at PASS due to transfer from online schoolwork

Criteria for Option 1:

A student speaks with the counselors and fills out an application to attend PASS Academy. This could be for various reasons including social anxiety, desire for a smaller atmosphere, or difficulty with regular classroom learning. After the application is submitted, placement will be reviewed by PASS Administration and PHS counseling/administration. Once the application is reviewed, placement will be based on approval and seat space at PASS.

Criteria for Option 2:

A student may be placed at PASS Academy because they are too far behind on credits to complete graduation in the regular school setting. If a student is more than 2 credits behind following their Freshman Fall semester, they may be placed at PASS Academy until their credits are on pace with graduation.

Criteria for Option 3:

A student may be placed at PASS Academy because they are not meeting attendance expectations at Pittsburg High School. This may be issues with excessive tardies or lack of attendance. The move to PASS can be made as an effort to correct the attendance problems and be placed where tardies will not be a problem.

Criteria for Option 4:

A student may be placed at PASS Academy because they are not meeting behavior expectations at Pittsburg High School. If a student reaches the threshold of 40 discipline points or has a single incident of a certain magnitude, Pittsburg High School administrators may have the option to place the student at PASS Academy.

Criteria for Option 5:

A student may be placed at PASS if they are transferring from a school where they were completing online coursework. This may take place until the end of the semester. Once a student is enrolled at PASS Academy, they will attend for a minimum of one semester. Upon admission or placement, an agreement will be in place with PASS Administration, PHS Administration, the student, and parents/guardians about future transition back into Pittsburg High School if that is desired. Those transitions may be part-time enrollment at both buildings or it may be a full return to Pittsburg High School.

PROFANITY

Any obscenity, obscene gesture, swearing, cursing, whether verbal or written, is not permitted.

- | | | |
|-----|----------|------------|
| 1st | Offense: | FNS/ISS |
| 2nd | Offense: | 1 Day ISS |
| 3rd | Offense: | 3 Days ISS |
| 4th | Offense: | 3 Days OSS |

**The above actions directed toward staff will have increased levels of consequences per administrative discretion.

PUBLIC DISPLAY OF AFFECTION

Students should guard against excessive public displays of affection during the regular school day and activities and may result in disciplinary actions.

SAFETY DRILLS (Tornado/Fire/Intruder)

Kansas state law requires schools to conduct fire, tornado and intruder drills each year. In case of fire, teachers will direct students to the proper exits nearest their rooms. In the case of a tornado drill, teachers will direct students to the area posted in each classroom. An intruder drill may be conducted sometime during the school year. All the proper authorities will be notified and information will be communicated to all patrons involved. Kansas Statute states: “Any person who knowingly and willfully turns in a false fire alarm is guilty of a misdemeanor.” The statute states that this is a fineable offense of up to \$100. Any student who engages in a false alarm will be subject to a minimum five

days of suspension and possible long term suspension.

A.L.I.C.E - Alert, Lockdown, Inform, Counter, Evacuate – is a set of proactive, research based, strategies that move beyond lockdown and increases the chance of survival during a violent intruder event. ALICE is supported by more than 700 law enforcement agencies around the country and complies with the new standard of care recently developed by the Federal Department of Education, the Federal Bureau of Investigation (FBI), Department of Homeland Security (DHS), and the Federal Emergency Management Agency (FEMA).

SAFETY POLICY FOR DOORS, ENTERING/EXITING THE BUILDING

Students cannot for any circumstance prop a door open or open an outside door for an entering guest or student, even if they know the guest.

Failure to follow will result in:

1st Offense: Lunch Detention and conference with an administrator

2nd Offense: FNS

3rd Offense: ISS/OSS and meeting with parent/guardian

Students will follow the proper procedures for entering/exiting the building during school hours. During school hours, students are expected to use the Main Entry doors and sign in/out on the log sheet in the front office when entering or exiting. During emergency situations or if leaving with an entire class including the teacher, other doors may be used.

Failure to follow will result in:

1st Offense: Lunch Detention and conference with an administrator

2nd Offense: FNS

3rd Offense: ISS/OSS and meeting with parent/guardian

SCHEDULE CHANGES

Any schedule changes should occur within the first three (3) days of the semester. The administration has the authority to approve any schedule change after those three days.

SCHOOL PROPERTY

Any school or district property checked out to students that are damaged, lost, stolen, or destroyed will be paid for by the student at a cost per item. If students turn in items that belong to another student, they are still responsible for the original item assigned to them.

SCHOOL RESOURCE OFFICER

Pittsburg Community Schools and the Crawford County Sheriff's Department have worked together

to place a full time police officer at Pittsburg High School during school hours. This officer has all the authority of any other police officer and may assist school personnel in classroom instruction, security procedures, and supervision.

SITE COUNCIL

The Site Council is a team made up of teachers, administrators, parents, and community members that work collaboratively on ways to improve our school. The establishment of a team is one component of the state of Kansas' Accreditation.

SECURITY CAMERAS

Inside and outside school premises are protected and monitored twenty-four hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts.

SEXUAL ACTIVITY

Students are not permitted to engage in sexual conduct on any USD 250 grounds.

Any form of sexual behavior that violates school policy may result in disciplinary action.

1st Offense: 5 Days OSS

2nd Offense: 10 days OSS with possible long term hearing

SMOKING/TOBACCO USE

PHS - SMOKING/TOBACCO USE Smoking or chewing of tobacco or tobacco products is prohibited on school property and at school-sponsored activities. Possession of nicotine free vapes, nicotine gum, all oral pouches, tobacco, tobacco products, or paraphernalia related to the use of tobacco, such as lighters, matches, pipes, e-cigarettes, vapes, chargers etc. are also prohibited. Any student who uses or is in possession of these items may be subject to:

1st Offense: 3 days of ISS.

- *May be reduced to a minimum of 1 day ISS upon successful completion of the Edmentum course.
- *Students are subject to random searches by administrators to continue the year.
- *Referral to RJA by SRO
- *Added to the No Pass List
- *Parent Contact

2nd Offense: 3 days of OSS.

- *May be reduced to a minimum of 1 day OSS following a behavior plan meeting with a parent/guardian present.
- *Citation issued by SRO
- *The student will be scheduled to participate in the Catch My Breath program through PHS

3rd Offense:Mandatory 3 days of OSS.

- *The student will be scheduled to participate in a second session of Catch My Breath.

- *A behavior plan meeting will be held, with the parent/guardian present, to review and revise the existing plan.

- *Citation issued by SRO

Tobacco cessation programs may be utilized to complete a consequence and also may be available through outside agencies, information can be given by counseling services.

STUDENT SUBSTANCE ABUSE TESTING POLICY

At USD 250, we are concerned for the health, safety and welfare of our students. In an effort to protect the health, safety, and welfare of our students involved in secondary activities, the USD 250 Board of Education has adopted the *Student Substance Abuse Testing Policy*.

Rationale

This policy includes preventative measures designed to assist students attending any extracurricular, or co-curricular activities, to avoid misuse or abuse of any over the counter, illegal, or performance-enhancing drug. Activities are relevant experiences to the education of each student; however, it is still a privilege to attend. We believe students attending activities should set an example for all other USD 250 secondary students. The full policy is available on the district website or in the Activities handbook.

SUMMER SCHOOL

Students who have failed classes may be required or invited to attend summer school. Summer school will be held in the month of June. Students may not be required to attend the entire summer school window to recover credit. Based on administrator and/or counselor recommendation students in summer school will be put on one of two paths to recover credit. They will either be required to complete the entire course through Edmentum, or they will have a chance to recover the grade through completing or redoing coursework from their original Canvas course.

THEFT

Theft of student, teacher, or school property will not be permitted. Violators may be responsible for payment of restitution for items not recovered or returned. Failure to pay restitution may result in a long-term suspension hearing. Disciplinary actions will be handled by administration on a case by case basis. Our school resource officer will review every case.

VISITORS

To improve school safety and security, visitors and guardians will be asked to present identification, such as a driver's license, which will be scanned upon entry. If a person does not have government

issued identification, building staff will manually enter guest information. Parents and other volunteers who visit regularly or participate in field trips will only need to complete this process as needed. No other information from the ID will be collected or stored.

PHS STUDENT ORGANIZATIONS

At PHS, it is our goal to get students involved outside of the required curriculum. It is our intent to provide students with opportunities to develop physically, mentally, and emotionally. We hope to achieve this by offering a variety of clubs and activities in which students can participate. For a complete list of Administration and Board of Education sanctioned activities, please see the PHS Activities Handbook.

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COMPULSORY ATTENDANCE REQUIREMENTS

Under the Kansas Compulsory Attendance Statutes (KSA 72-1113), a child is required by law to attend school. If a child is inexcusably absent, then that child is truant after three consecutive unexcused school days, five unexcused school days in a semester, or seven unexcused school days in a year, whichever comes first. Should a student become truant as defined, the proper authority would be contacted.

ABSENCES

The following are reasons that may be considered excused absences: (1) personal illness, (2) health related treatment, examination, or recuperation, (3) serious illness or death of a member of the family, (4) obligatory religious observances, (5) participation in a district-approved or school sponsored activity or course, (6) absences prearranged by parents and approved by the principal, (7) students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment, and (8) A student serving a period of suspension or expulsion from the district shall not be considered an unexcused absence. All absences that do not fit into one of the previously mentioned categories would be considered an unexcused/non-verified absence. An absence of two or more hours on any school day shall be considered an absence for a significant part of the school day.

TARDIES

This policy applies to students who are tardy to school. Tardiness is defined as arriving

- after 7:50 am for the students at Pittsburg Community Middle School.
- after 8:00 am for the students at Pittsburg Community Schools' Elementary.
- after 8:10 am for the students at Pittsburg High School.

For attendance tracking purposes, three tardies equal one absence. Excessive unexcused absences are considered truancy by the state of Kansas. It is our goal to prevent violation of the Kansas State Compulsory Attendance Law (Section 72-1113, paragraph C).

Once a student has arrived at school, tardiness between classes will result in disciplinary action by the building administration.

TRUANCY

After three (3) consecutive unexcused/non-verified or five (5) unexcused/non-verified absences in a semester; or seven (7) unexcused/non-verified absences per school year, the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. **After 10 absences, for any reason**, the student's name may be submitted to the county attorney, which can result in charges of truancy against the parent/guardian. Any absence, verified, non-verified, or unexcused, becomes part of the student's attendance record.

DOCTOR'S NOTES REGARDING ABSENCES

Doctor's notes will be turned into the office within five school days of an absence. The administration may approve doctor's notes after five days if the late notes are not approved by administration the absences will be listed as unexcused or parent-verified.

MAKE-UP WORK

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

BUILDING SAFETY

Guardian/Guest Check-In Using Remind: To improve school safety and security, school visitors and guardians will be asked to present identification, such as a driver's license, which will pass through a scanner. Parents and other volunteers who visit regularly or participate in field trips only need to do this as needed. Building staff will manually enter the information if a person doesn't have government-issued identification. Within a few seconds, the Raptor system will check a visitor's name and date of birth against a national database of registered sex offenders to ensure that offenders aren't entering a school without our knowledge. No other information from the ID will be gathered or recorded.

TRANSPORTATION RULES AND DISCIPLINE MATRIX

USD 250 is committed to providing safe, reliable transportation for our students to and from their school building and activities. Students who would like to ride a USD 250 bus to school should complete the transportation section of their online enrollment. Elementary students must live 1.0 mile or further from their school building to be eligible for USD 250 Transportation. Students in grades 6-12 must reside 2.0 miles or further from Pittsburg Community Middle School or Pittsburg High School to be eligible for USD 250 Transportation. Parents/Guardians can select for students to ride USD 250 Transportation to school, from school, or both during the enrollment process. To ensure the safety of our students, the Transportation Department along with USD 250 has developed the following guidelines.

RULES AND REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES:

1. The driver is in full charge of the bus and the students. The students must obey the driver promptly and willingly.
2. School and district rules/regulations apply to the school buses.
3. Students shall ride their regularly assigned bus at all times.
4. Students must not stand or play in the roadway while waiting for the bus.
5. Students should exercise self-discipline at the bus loading area. Students should refrain from pushing and shoving other students. Students in violation are subject to disciplinary action.
6. Students who have to walk some distance along the roadway to the bus loading zone, where practicable, must walk on the left-hand side facing oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
7. Students who have to walk some distance along the roadway to the bus loading zone, where practicable, must walk on the left-hand side facing oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
8. Students shall not sit in the driver's seat, nor shall any student sit to the immediate left or right of the driver.
9. Each student may be assigned a seat if the bus driver requires it.
10. Students shall:

- a. Sit properly in their seats.
 - b. Refrain from throwing objects in/out of the bus.
 - c. Keep their hands to themselves.
 - d. Be courteous to their fellow passengers.
 - e. Use appropriate language.
 - f. Keep the bus clean of refuse.
 - g. Speak in a quiet tone of voice.
11. No student shall use tobacco, an electronic cigarette device, or strike a flame on a school bus.
 12. No student shall at any time extend their head, hands, or arms out of the window while on the bus.
 13. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps, or pins extending from their clothing. Also, any type of animal, except a service animal, is not permitted on the bus without the permission of the bus driver.
 14. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by the building administration to transport any large items (such as school projects or musical instruments).
 15. Students will not be allowed to eat food items on the school bus; personal food items must be stored properly in a student's backpack.
 16. No balloons are allowed on school buses at any time.
 17. The school district will hold the student or parent/guardian responsible for intentional damage to school buses caused by the student. (Restitution)
 18. Students may not use radios or stereo equipment while on the school bus unless the device is being used with headphones.
 19. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
 20. Students must leave the bus in an orderly manner. They must not cross the roadway until given consent by the school bus driver. When boarding or leaving the bus, the students should be given the driver at all times.
 21. Students must cross the roadway only in front of the school bus and never behind it.
 22. It is the responsibility of the parent/guardian to inform the school of a change in arrival/dismissal location.
 23. Transportation service will pick up and drop off students at a single address.
 24. Students shall not perform any act which will obstruct the free passage of a school bus along its normal course.
 25. Two evacuation drills are held each school year to prepare students to recognize conditions that warrant an evacuation, to know correct procedures for each type of evacuation, and to teach students to initiate and complete an evacuation without a driver's supervision, if required. In the event of an actual emergency, bus emergency evacuation procedures will be followed.
 26. Students' misconduct on a bus will be a sufficient reason to discontinue providing the bus transportation to those students involved.
 27. It is the responsibility of the parent or guardian to have their student ready for pick-up approximately five minutes before the assigned pick-up time. Bus drivers will only stop

and wait approximately one minute at each stop while enroute. Students will need to load within that one minute.

28. The bus driver will not allow any parent, adult, or stranger on the school bus or in a district vehicle while loading or unloading students, other than district-approved personnel.
29. Security cameras are installed on all buses. If an incident occurs on the bus, the transportation director will submit any video-recorded incident to the respective principal. The building principal will take the necessary disciplinary action.

To be consistent with all students riding the school bus, USD 250 has developed a discipline matrix. This matrix will be used to assist school administration in dealing with violations on the school bus. Students are expected to follow the guidelines to ensure a safe commute to and from school. **Behavior considered extreme by the administration or staff will be subject to the jurisdiction of the building administrator.**

BUS TRANSPORTATION DISCIPLINE MATRIX

Riding the school bus is a privilege that the district offers families who meet district transportation requirements. To ensure students enjoy a safe and pleasant ride, only those students who follow the USD 250 Bus Behavior Code will be allowed to ride the bus. The bus driver has jurisdiction over behavior on the bus. The building principal will determine consequences for misbehavior.

		Minimum Consequence	Maximum Consequence
Level 1 Behaviors	• Standing up while the bus is moving. • Moving around out of the seat while the bus is moving. • Refusal to stay seated. • Throwing paper or non-threatening items. • Inappropriate yelling/noisy. • Hands or arms outside of the window. • Minor language/verbal hazing.	• Verbal warning by driver or monitor	• Student moved to the front of the bus in an assigned seat.
Level 2 Behaviors	• Horseplay-physically engaging another student without the intention of harm. • Minor defacement of school property (gum under seats, pencil marks). • Inappropriate language towards another student. • Aggressive verbal behavior. • Disrespect to bus driver or bus monitor; non-compliant. • Inappropriate displays of affection (kissing/making out, etc.).	• Assigned seat designated by the Bus Driver. • Bus driver completes a pink slip and gives it to student to have signed by parent/guardian. The slip must be signed by the parent and/or guardian and building administrator to ride the bus. • Transportation staff will document the incident in PowerSchool. • Administration may contact the home regarding Level 2	• 1-10 days of suspension from transportation (building administrator decision)

	• Inappropriate use of transportation (not riding where supposed to go, etc.). • Minor Bullying or Harassment (name-calling, etc.) • Multiple offenses from Level One.	disciplinary actions.	
Level 3 Behaviors	• Fighting on the bus or at bus stops. • Aggressive acts of intimidation with the intent of using physical or verbal gestures toward another student, bus driver, or monitor (cussing, raising fists). • Bullying or harassment with the intent to harm mentally or physically. • Major defacement of property (cutting, writing, altering). • Striking bus driver or bus monitor (any physical contact). • Tobacco, e-cigarette, drugs, or alcohol. • Sexual harassment. • Theft of property. • Arson. • Gang-related activity and affiliation. • 3 pink slips of a Level 2 offense may lead to a Level 3 referral.	• 1-10 days of suspension from transportation (building administrator decision)	• Expulsion for 186 days from school and transportation.

COMMUNICATION

The district strives to keep families and community members informed of school news and activities. Our goal is to have information at your fingertips and to ensure that parents and others feel welcome to contact us with questions and concerns.

PowerSchool Messenger

Maintaining a safe and secure learning environment is a priority in the district. Parents/Guardians will receive alerts via the phone number(s) and email provided during Online Enrollment. If you need to change your contact information, please contact the school your child attends. PowerSchool Messenger is activated to notify families of cancellations, important information, and in the event there is an emergency. PowerSchool Messenger also contains a two-way communication platform that helps educators reach students and parents where they are. Parents and students over the age of 13 will be placed in PowerSchool Messenger groups based on the student's class schedule.

USD 250 WEBSITE: www.usd250.org

- Up-to-the-minute school news
- Board meeting information, briefs, and agendas
- Access to PowerSchool

- Calendars and events
- Contact Information
- Curriculum
- District Policies and Student Handbooks
- Employment information and vacancies
- Links to other education-related sites

USD 250 District Vimeo Channel: www.vimeo.com/USD250

The USD 250 District Vimeo Channel houses important informational videos, board meetings, and stories shared from the District. This channel is one of the ways the district communicates with our community and parents.

POWERSCHOOL

PowerSchool is a web-based program that allows parents/guardians access to vital information about their children quickly and accurately. They can see the results of tests and assignments as soon as they are recorded, enabling them to intervene quickly if necessary. Parents can check the latest homework assignments and offer their children help with their schoolwork. Day in and day out, PowerSchool helps parents help their children achieve their potential.

A few examples of information accessible to parents/guardians:

- Easy access to student assignments and grades
- Communication with teachers
- Track attendance in real time
- Check lunch balance

A few examples of information accessible to students:

- Access to assignments
- Information about their individual progress
- Track grades and credits

PowerSchool can be accessed from any location with an internet connection by visiting <http://powerschool.usd250.org>. Parents/Guardian can create an account and connect your student using the 'Access ID' and 'Access Password' that is provided by the school or can be obtained by contacting the school directly.

EMAIL

The district recognizes the use of e-mail as a vital option for contacting teachers that may not always be available due to teaching schedules. All administration, certified and clerical staff may be reached by e-mail. Typically district emails are formatted as first initial and last name, however, some staff members may be assigned a variant of this. It is best practice to use the staff directory on the USD 250 website to find a specific staff member's contact information.

E-mail example: first initial and last name: name@usd250.org

TELEPHONE

Building	Phone
George Nettels Elementary	620-235-3160
Lakeside Elementary	620-235-3140
Meadowlark Elementary	620-235-3130
Westside Elementary	620-235-3170
Pittsburg Community Middle School	620-235-3240
Pittsburg High School	620-235-3200
Board of Education Office	620-235-3100
Transportation	620-235-3190

CONTINUOUS NOTICE OF NON-DISCRIMINATION AND HARASSMENT

It is the policy of the Pittsburg Community School District to provide a positive and productive learning and working environment, free from discrimination, including discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and hiring practices. Harassment, hazing, intimidation, menacing behavior, or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district superintendent, Richard Proffitt, 510 Deill, Pittsburg, KS, (620) 235-3100, rproffitt@usd250.org.

The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The district is committed to maintaining a working and learning environment free from discrimination. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building principal or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

EMERGENCY PROCEDURES

Contingency plans are in place for crisis situations in all schools throughout the district. In case of an emergency, USD 250 will use our SwiftReach system to share information with parents/guardians by phone and email. It is imperative that your contact information on file with the school district is correct so that you will receive communications regarding your child. In emergency situations, it is difficult to remain calm; however, heavy traffic and a rush of people will only lead to chaos. As requested, please listen for advice on meeting places, briefings, and updates.

EMERGENCY EVACUATIONS (Bomb threat, gas leak, etc)

If there is an emergency, the principal shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies, as noted in the crisis plan, shall be followed.

If it is determined that no danger exists to the students' safety and if there is time remaining in the school day, school shall be resumed. Time missed for a threat to commit bodily harm will be made up.

FEES (Enrollment, Technology, and Damages)

Pittsburg Community Schools, in accordance with Kansas law and Board of Education policy, provides a free public education to all students. However, the district may charge reasonable fees to recover costs associated with materials and services that are used by or provided directly to students.

Enrollment fees are assessed annually and are approved by the Board of Education. These fees are used to help offset a portion of the costs associated with providing instructional materials and classroom resources. Such materials may include, but are not limited to:

- Textbooks and instructional resources
- Consumable materials and workbooks
- Classroom supplies and student materials
- Technology resources and support

Enrollment fees do not represent the full cost of educating a student but are intended to supplement district funding and maintain the quality of educational programs. USD 250 is committed to ensuring that all students have access to educational opportunities regardless of financial circumstances.

Enrollment Fees:

- **Elementary School:** \$25.00
- **Middle School:** \$35.00
- **High School:** \$45.00

In alignment with district policy:

- Students who qualify for free meals under the National School Lunch Program and provide consent will have applicable enrollment fees waived.
- Students who qualify for reduced-price meals and provide consent will receive a 50% reduction in applicable enrollment fees.

Technology Fees (Pittsburg High School Only)

- \$5.00 - Students who qualify for the Free Lunch Program
- \$15.00 - Students who qualify for the Reduced Lunch Program
- \$30.00 - Students who are full pay for the National School Service Program

Collection of Enrollment and Technology Fees:

- Online enrollment for new and returning students generally opens on July 1.
- Fees may not appear in the online system until up to 72 hours after the enrollment form is completed.
- Enrollment is not complete until all required fees are paid or payment arrangements have been made.
- Students with outstanding balances from a previous school year may be restricted from enrolling until those balances are paid in full.
- At Pittsburg High School, Chromebooks will be issued on the first day of school only to students who have completed enrollment and paid applicable fees.

Fees may be paid using one of the following methods:

- Online: Through the district's payment system (MySchoolBucks).
- In Person: At your student's school building or the Board of Education office.
- By Mail or Delivery: Payments may be sent to the Business Office. Partial payments are accepted. Please include your student's name(s) with all payments.

USD #250 Business Office
PO Drawer 75
Pittsburg, KS 66762-0075

Payment Plans

Families who are unable to pay the full amount may request a payment plan. Please contact the Board of Education office at (620) 235-3100 for more information.

Collection of Unpaid Fees

The district follows a consistent process for collecting unpaid fees, including fees for damages to school property, technology, or library materials:

- Fees will be assigned and invoiced through MySchoolBucks (MSB).
- Guardians will be notified of the charge and provided payment instructions.
- The district will make up to **three (3) attempts to collect payment.**
- If the balance remains unpaid after these attempts, the **account may be referred to a collections agency.**

The collection of unpaid fees process applies to:

- Damage to school property
- Technology-related fees

- Lost or damaged library materials

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by Pittsburg USD 250. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if a. we have your prior written consent for disclosure; b. the information is considered "directory information" and you have not objected to the release of such information; or c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that he records are misleading, inaccurate, or otherwise in violation of your rights. This Right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 250 has failed to comply with FERPA's requirements.
5. The right to obtain a copy of USD 250's policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 510 Deill, Pittsburg, Kansas.

For purposes of FERPA, USD 250 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 250 at the office of the Superintendent, 510 Deill, Pittsburg, on or before September 10 of each school year. If a refusal is not filed, USD 250 assumes that there is no obligation to the release of the designated directory information.

HEAD LICE POLICY

Students who are found to have live head lice shall be excluded from school until adequate lice treatment is complete and no live lice are found. A parent/guardian must accompany the student

when they return to school. The student must then be re-examined by school personnel upon returning to make sure there are no live lice. If no live lice are found, the student may return to classes. Other students who have been in close contact may also be examined. Students are not required to be nit-free before returning to school.

IMMUNIZATION POLICY

HEALTH ASSESSMENT REQUIREMENT

All students who attend USD 250 are required to have up-to-date immunizations and booster vaccinations. It is vitally important that all students be up to date in their immunizations during the pandemic for personal health and safety and for the health and safety of others. Students will not be allowed to attend school until all immunizations are up-to-date.

USD 250 Immunization Policy:

It is required that all USD 250 students will be immunized or up-to-date with his/her immunization schedule by the first day of school. The building administrator will have the authority to exclude a student from school if their immunization record is not up-to-date.

K.S.A. 72-6261. Health tests and inoculations; definitions. As used in this act: (a) "School Board" means the board of education of a school district and the governing authority of any nonpublic school; (b) "school" means all elementary, junior high, or high schools within the state. (c) "local health department" means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this act may reside; (d) "secretary" means the secretary of the state department of health and environment; (e) "physician" means a person licensed to practice medicine and surgery.

K.S.A. 72-6262. Health tests and inoculations; certification of completion required, alternatives; duties of school boards. (a) In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or daycare program operated by a school, and such other pupils as may be designated by the secretary, before admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance. (b) As an alternative to the certification required under subsection (a), a pupil shall present: (1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or (2) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations (c) On or before May 15th of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and of any policy regarding the implementation of the provisions of this act adopted by the school board. (d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupil transfers.

STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY

This policy was written and maintained by the technology office and the administration of Pittsburg Community Schools, USD 250, and has been approved by the Board of Education on 07/27/2020. If you have any comments regarding this policy, please contact the district technology office.

Unauthorized usage of the district's computing systems and devices may involve not only the transgression of district policy but also a violation of state and federal laws. Unauthorized use is a crime and may involve criminal and civil penalties.

For the purposes of these guidelines, communication technologies include the Internet (i.e. World Wide Web (WWW)), on-line services, e-mail, other internet-related services, district-provided computers, including tablets and Chromebooks, phones, district networks, and other applicable services or technologies either now in use or implemented in the future. Communication technologies include technologies (whether or not owned by the school district) in use on school grounds or at school activities.

The technology office reserves the right to disable any account at any time, in the event of a real or perceived infraction of this policy until further notice.

STUDENT RIGHTS AND RESPONSIBILITIES

Students' use of communication technologies is a privilege intended for the educational benefit of the student. Students must comply with the terms of these guidelines, any applicable district board policies, administrative guidelines, and operating procedures relative to the use of communication technologies. In using communication technologies, the student will follow these guidelines:

- A. Students are not to use school-owned devices or resources in any way as to impede the use of other devices or services by any other user, regardless of class or group membership.
- B. If any user finds another user of the system to be in violation or suspicion of violation of any rules or policies, the finding user is to notify the technology office, building administrator or classroom teacher immediately, and will not attempt to police this system on their own.
- C. The sharing of accounts with friends or relatives is strictly prohibited without prior permission from the technology office.
- D. The running of ANY software that was not installed by the technology office or its staff is prohibited without the prior consent of the technology office.
- E. Adult material is strictly prohibited.
- F. Users are responsible for all activities associated with their accounts and devices. If a user releases their password to a third party who violates system policy, the owner of the account will be held responsible.
- G. Use of this system is a privilege, not a right. Severe misuse or repeated infractions will result in a temporary or permanent loss of use, and the user may be subject to other disciplinary actions.

UNACCEPTABLE AND INAPPROPRIATE USE

The following forms of use of district technology devices and services are unacceptable and inappropriate and will be considered violations of board policy and administrative guidelines. Violators may be subject to disciplinary actions, which may include the temporary or permanent loss of use of technology and even suspension. Examples of unacceptable\inappropriate use for a student include:

- A. Creating, copying, knowingly distributing, or posting a computer virus or malware or other malicious software or applications.
- B. Sending messages using someone else's account.
- C. Sending messages that are inconsistent with district rules
- D. Sending a message that is sexist, racist, or otherwise prejudicial or inflammatory.
- E. Sending messages or downloading files that knowingly contain obscene language, graphics, pictures, or attached graphics files, either encoded/encrypted or un-encoded/decrypted.
- F. Sending chain letter-type messages, not related to education, through email or chat.
- G. Engaging in online chat sessions that are not related to school functions.
- H. Using school-provided technologies for personal gain.
- I. Sharing of account and/or password with others.
- J. Online use of obscene, harassing, or abusive language.
- K. Attempting to gain access to inappropriate websites.
- L. Attempting to log in to district computer networks as a network or system administrator.
- M. Accessing or attempting to access any part of the district computer networks or any part of a sub-system of the Internet without proper authorization
- N. Theft or intentional destruction of district equipment.
- O. Plugging in or unplugging Ethernet cables, or moving computers or printers without approval from the technology office.
- P. Use district devices or systems in any way that violates school rules, administrative guidelines, Board policies or procedures, state statutes, local ordinances, or other laws.

CONSEQUENCES OF UNACCEPTABLE USE

In the event that an infraction is discovered or reported, the offending user will be promptly notified and given a chance to discuss the action with the system administrator and district and/or building administration depending on the severity of the infraction.

The offending student may be temporarily barred from technology usage pending investigation. Emails provided through district email services are considered to be private information. Only under the most severe of circumstances will user email be read.

Use and Conduct on District Official Social Media Sites

Official Pittsburg Community Schools - USD 250 social media sites have been developed to strengthen the community within our school district and distribute information about events, be it photos, video, website links, or other means of communication.

Pittsburg Community Schools - USD 250 asks that those making comments on the page show respect for their fellow users by ensuring the discussion remains civil, especially since some sites allow for people of any age to join. Comments are also subject to all social media sites' Terms of Use and Code of Conduct policies. Social Media users are encouraged to report the abuse of those

policies to the page's "report abuse" button or by contacting Pittsburg Community Schools Communications Department at communications@usd250.org.

Pittsburg Community Schools - USD 250 reserves the right, but assumes no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, contain falsehoods or are wildly off-topic, or that libel, incite, threaten or make ad hominem attacks on students, employees, guests or other individuals. We also do not permit messages selling products or promoting commercial or other ventures, with the exception of fundraising opportunities of the district. Acts not in compliance can become grounds for bans from social media pages and/or other actions deemed necessary by the Pittsburg Community Schools - USD 250 Superintendent and/or USD 250 School Board. In turn, Pittsburg Community Schools - USD 250 cannot be held responsible for the information posted or provided by third-party sources. By visiting an official Pittsburg Community Schools - USD 250 social media site, you are agreeing that you are responsible for posts and information provided by your person.

Pittsburg Community Schools - USD 250 is relieved of all responsibility pertaining to offensive, inappropriate, and malicious content posted by third-party sources.

Official Social Media Pages include, but are not limited to:

- Facebook.com/USD250
- Twitter.com/PittsburgUSD250
- Instagram.com/PittsburgUSD250
- [Vimeo.com/USD250](https://vimeo.com/USD250)

NETWORK STORAGE USAGE

The school district provides server space for students to store files and data that are for school purposes only. Students should back up their data regularly in the event of server failure or loss of data. If a student is in need of more space, contact the technology office.

LOGS AND MONITORING

The communication technologies provided in the district are owned and monitored by the technology office, including, but not limited to, files stored or transmitted, emails, and use of terminals. The district system creates logs of most user activity. These logs can be used as evidence of unauthorized usage. The technology office may also monitor the input from any terminal, at any time, in the event of suspected unauthorized use, or use that is not consistent with district or system policy. The technology office is sworn to secrecy in the event that private information that is not in violation of policy is monitored.

PARTICIPATION IN ACTIVITIES

Participation in any activity program in the Pittsburg Community Schools is a privilege. Thus, extra-curricular coaches and sponsors may enact such additional rules and regulations not related to drug and alcohol abuse having direct relationship to their programs.

Such proposed rules shall be submitted for review and approval by the board of education two

months before the program/activity.

Parental support and involvement is vital to school success. The parent/guardian and student will be required, by their signature, to acknowledge they have read all policies, rules and regulations pertaining to drug and alcohol abuse. Participation by the student will be delayed until the acknowledgement is signed and returned to the appropriate school official.

FOOD SERVICE DEPARTMENT

Elementary Schools:

Community Eligibility Provision: USD 250 is able to utilize the Community Eligibility Provision (CEP) to offer all students free breakfast and lunch each day, regardless of income. Parents are not responsible for payment for meals during this time. Parents are responsible for any à la carte purchases, such as additional milk or juice, extra entrees, and added snacks.

Breakfast Program: All students are served a free breakfast in the classroom through a federal program. Students make choices for their food items each day.

Lunch Program: Lunch will be served each school day and will contain the necessary foods for a well-balanced meal. Students may bring lunch from home and eat it in the lunchroom. Students need to bring their home lunch to school each morning. If a student forgets their home lunch, parents may bring it to the office. We operate a closed lunch period in USD 250. If you have questions about breakfast or lunch, please contact the kitchen manager at your school. Parents may deposit money into their student's lunch account for instances of à la carte items, extra milk, or juice. Parents will be notified about the status of student lunch accounts if funds are low. While USD 250 operates under CEP, alternate lunches and Free/Reduced applications will not be necessary.

Lunchroom Behavior: Only students who display mannerly behavior will be allowed to eat in the cafeteria. Students may be requested to eat in an alternate setting. Please visit with your child/children concerning the behavior that is expected of them in the school lunchroom.

Lunchroom Rules

- Enter the lunch room in a quiet and calm manner.
- Use good manners at all times.
- Do not share food.
- Sit in assigned seats, if necessary.
- Report problems to the supervisor in charge.

Unpaid Meals Charge Policy: While utilizing the Community Eligibility Provision (CEP), the policy below is not necessary. If USD 250 withdrawals from CEP, the policy information below will be reinstated. A meal account for students paying for full- or reduced-price meals may be established

within the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative \$10 to this account. Once a student's balance reaches negative \$10, notification will be made to the student's parent or guardian via direct phone call. This negative balance shall be considered "Delinquent Debt." If the meal account is at or over the negative \$10 amount at the end of the student's career at USD 250, the debt is classified as "Bad Debt." Administration shall be authorized to submit "Bad Debt" to the district-approved collections process. The district will continue to provide adequate nutrition to a student with bad or delinquent debt through alternative meals.

PCMS:

Community Eligibility Provision: USD 250 is able to utilize the Community Eligibility Provision (CEP) to offer all students free breakfast and lunch each day, regardless of income. Parents are not responsible for payment for meals during this time. Parents are responsible for any à la carte purchases, such as additional milk or juice, extra entrees, and added snacks.

LUNCH

Lunch will be served each school day and will contain the necessary foods for a well-balanced meal.

Students may bring lunch from home and eat it in the lunchroom. Students who choose to bring a lunch from home must bring it to school each morning. If a student forgets their home lunch, parents may bring it to the office before lunch. Pittsburg Community Middle School operates a closed lunch period in USD 250. Parents may deposit money into their student's lunch account for instances of à la carte items, extra milk, or juice. Parents will be notified of the status of their student's lunch account when the account runs negative. While USD 250 operates under CEP, alternate lunches and Free/Reduced applications will not be necessary.

Unpaid Meals Charge Policy: While utilizing the Community Eligibility Provision (CEP), the policy below is not necessary. If USD 250 withdrawals from CEP, the policy information below will be reinstated. A meal account for students paying for full- or reduced-price meals may be established within the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative \$10 to this account. Once a student's balance reaches negative \$10, notification will be made to the student's parent or guardian via direct phone call. This negative balance shall be considered "Delinquent Debt." If the meal account is at or over the negative \$10 amount at the end of the student's career at UDS 250, the debt is classified as "Bad Debt." Administration shall be authorized to submit "Bad Debt" to the district-approved collections process. The district will continue to provide adequate nutrition to a student with bad or delinquent debt through alternative meals.

PHS

Community Eligibility Provision: USD 250 is able to utilize Community Eligibility Provision (CEP) to offer all students free breakfast and lunch each day, regardless of income. Parents are not responsible for payment for meals during this time. Parents are responsible for any à la carte purchases, such as additional milk or juice, extra entrees, and added snacks.

BREAKFAST AND LUNCH

Breakfast and Lunch are available each day. Breakfast and lunch are free to all students, regardless of income, due to the Community Eligibility Provision (CEP). Items on the à la carte line are priced separately and are cash only. Paid monies are credited to their lunch account. When the account runs low, parents are notified. Students may also bring their lunches from home.

Unpaid Meals Charge Policy: While utilizing the Community Eligibility Provision (CEP), the policy below is not necessary. If USD 250 withdrawals from CEP, the policy information below will be reinstated. A meal account for students paying for full- or reduced-price meals may be established within the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative \$10 to this account. Once a student's balance reaches negative \$10, notification will be made to the student's parent or guardian via direct phone call. This negative balance shall be considered "Delinquent Debt." If the meal account is at or over the negative \$10 amount at the end of the student's career at UDS 250, the debt is classified as "Bad Debt." Administration shall be authorized to submit "Bad Debt" to the district-approved collections process. The district will continue to provide adequate nutrition to a student with bad or delinquent debt through alternative meals.

Closed-Lunch Campus: PHS is a closed campus during lunch. The lunch period is considered a part of the class period, and any student who checks out during lunch will be counted absent for that period.

If you are interested in learning more about your child's meal program, contact the Food Service Department, Pittsburg Community Schools, 510 Deill, P.O. Drawer 75, Pittsburg, KS. Phone number-(620) 235-3100, Fax number-(620) 235-3106. Summer Warren, Food Service Director.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S W, Washington, D.C. 20250-9410 or call (866) 632-9992 (voice) Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish) USDA is an equal opportunity provider and employer.

SECTION 504

The Pittsburg Community School District does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The district also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the district's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instruction or services so that those students may receive free, appropriate public education. For additional information, please contact a building principal or the district office.

For this policy, a student who may be eligible within the intent of Section 504 is one who: • Is eligible to attend the district's schools under federal and Kansas law; and • Has a physical or mental impairment that substantially limits one or more major life activities, including learning.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act, (IDEA). Students who are identified as individuals with exceptional needs under IDEA criteria will have their rights and obligations determined by that law.

Each qualified student within the district who is eligible to receive appropriate individual services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free and appropriate public education from the district, as it is defined in Section 504 of the Rehabilitation Act.

SEVERE WEATHER/TORNADO/LIGHTNING EMERGENCIES

Severe weather means meteorological conditions are developing or present that are potentially disruptive to normal procedures and/or may develop into conditions threatening persons or property.

SUSPEND OUTDOOR ACTIVITIES for 30 minutes after the last observed lightning strike within 6 to 8 miles of activity.

Weather advice from the National Weather Service is categorized into three significant terms. These are:

1. An "Advisory" is issued when the weather is expected to disrupt normal routines but is not life-threatening.
2. A "Watch" means weather conditions are present for the development of severe weather. For a tornado watch, classrooms with shuttered windows should secure all shutters.
3. A "Warning" means severe weather conditions are occurring in your area. For a severe thunderstorm warning, each building should be on heightened alert, ready to respond immediately if protective action is needed. For a tornado warning (when the media issues outdoor sirens or an alert), each building will take immediate protective action. No students or staff members will be allowed to leave the shelter area until the warning has expired.

During a tornado warning, each building should:

- Activate their building's crisis team.
- Make necessary verbal announcements instructing students & staff.
- Locate and be ready to use the electronic megaphone.
- Review or activate severe weather drills (model for students).
- Locate and turn on the District emergency radio (Listen to this radio for updates or instructions – communication to District should be minimal, broadcasting only vital information). Assign a Building Crisis Team member to radio duties.
- Locate and use Building radios as needed for internal instructions.

- Turn on local radio or TV for updates; listen to your NOAA weather radio.
- Take a portable radio, a crisis kit, and a cell phone (for outside calls) to the sheltered area. All students and staff proceed to designated shelter areas. All are to take protective positions and remain quiet.
- Remind staff that they are responsible for each student's accountability in their class.
- All persons should remain in a sheltered area until the "all clear" is given.
- Building administration is responsible for the accountability of every person in the building.
- School buses en route will head to the nearest school or storm shelter, as recommended by PSPTA guidelines.

SMOKE AND TOBACCO-FREE FACILITIES AND GROUNDS (applies to adults and students)

All buildings and grounds in USD 250 are declared to be tobacco-free zones. Smoking or use of tobacco products is prohibited in all school buildings and on school grounds at all times.

Interpretation: It will not be the intent of the district to prohibit **non-student** adult members of the community from smoking or using tobacco products in their personal vehicles while on school grounds.

SMOKING AND TOBACCO

Possession or use of tobacco products or paraphernalia or any vapor/electric cigarette of any form is prohibited on school property and at school-sponsored activities. Possession of tobacco, tobacco products or paraphernalia related to the use of tobacco such as lighters, matches, pipes, etc. are also prohibited.

Student Personal Electronic Device Policy (Cell Phone Use)

Purpose

To promote a safe, focused, and effective learning environment by minimizing distractions and supporting student well-being, in compliance with Kansas law.

Legal Authority

This policy is adopted in accordance with the Kansas Senate Substitute for HB 2299 (2026), which requires all public and accredited nonpublic schools to prohibit the use of personal electronic communication devices by students during the school day.

Definition of Personal Electronic Devices

Personal electronic devices include, but are not limited to:

- Cell phones/smartphones
- Smartwatches
- Tablets
- Personal laptops
- Wireless headphones/earbuds

- Messaging or communication devices

General Rule (Bell-to-Bell Prohibition)

Students shall not use personal electronic devices at any time during the school day, including:

- Instructional time
- Passing periods
- Lunch
- Recess
- Study hall

Devices must be:

- Turned off (or in airplane mode)
- Stored in a secure, non-accessible location (e.g., locker, backpack, designated storage)

This reflects the state requirement that devices be stored and inaccessible during the school day.

Permitted Use / Exceptions

Student use of personal electronic devices is permitted only under the following conditions:

- Medical Necessity
 - Documented need approved by a licensed physician
- Individualized Education Program (IEP) / Section 504 Plan
 - Device required for accommodation or accessibility
- Administrative Authorization
 - Explicit permission granted by the school administration for a specific purpose
- Emergency Situations
 - As directed by school staff
- School-Issued Devices
 - This policy does not apply to district-issued technology

Communication with Parents/Guardians

- Students may contact parents/guardians through school-approved communication methods (e.g., office phone).
- Parents/guardians should contact students through the school office during the school day.

Storage Procedures

Each school shall establish procedures for secure storage, which may include:

- Lockers
- Backpacks (not accessed during the day)
- Classroom or office storage systems
- Other site-based solutions

Kansas law allows districts flexibility in how devices are stored and enforced locally.

Prohibited Uses

Students shall not:

- Access social media during the school day on personal devices
- Use devices to record, photograph, or communicate without permission

- Circumvent storage or supervision procedures

Staff Communication Restrictions

In accordance with state law:

- Staff shall not use social media to communicate with students for official school purposes

Disciplinary Consequences

Violations of this policy will result in progressive discipline:

- First Offense- Device confiscated; returned at the end of the day
- Second Offense- Device confiscated; parent/guardian notification required
- Repeated Offenses-
 - Parent/guardian conference
 - Loss of privilege to bring a device
 - Additional disciplinary action per student handbook

Schools may adopt site-specific consequences consistent with district policy.

Implementation

- This policy applies to all students K–12
- Enforcement begins from the first bell to dismissal
- Buildings may establish procedures consistent with this policy

Districts are required to adopt and implement compliant policies statewide.

Rationale

This policy supports:

- Increased student focus and academic performance
- Improved mental health and reduced distractions
- Safer school environments

(These outcomes were cited as key reasons for the statewide law.)

Review

This policy will be reviewed annually or as required by changes in Kansas law or State Board of Education guidance.

STUDENT PRIVACY RIGHTS

Much of the student information processed by the district is confidential, and state and federal law limits its release. USD 250 has district policies in place to ensure the students' privacy rights are protected and that district employees abide by state and federal laws. For complete information, patrons may request a copy of the district Policy IDEA – Student Privacy Policy by calling the district office at 235-3100.

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students.

Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72 – 8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72 - 1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students: • Using face-down (prone) physical restraint;

- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device ;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

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

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such a medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such a written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, De de-escalation techniques, and prevention techniques.

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

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day of an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident.

Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flier on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,

- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a Section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parents' Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such a meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such a meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior

assessment or a behavior intervention plan for any student if such a student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such a complaint shall investigate such a matter, as deemed appropriate by the administrator. If the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will have the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed

of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommend corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent.

On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action.

A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/19; 12/13; 6/15; 6/16

USD 250 Homework School Board Policy

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom and promote academic progress. (Policy IHB)

USD 250 Homework Philosophy

Homework shall be assigned as needed to reinforce lessons introduced in the classroom and promote academic progress. Homework shall not be used as a means to discipline students.

USD 250 Core Beliefs about Homework

We believe the assignment of homework is based on the following principles:

1. Homework shall be used as an extension and/or reinforcement of what was taught and learned in the classroom.
2. The act of doing homework is considered to be important for developing independent work skills.
3. Feedback from teachers to students about homework must be constructive and given in a timely manner.
4. Similar homework guidelines should be established by the classroom teachers, at each grade level at the K-5 level and at the department level, 6-12.
5. Homework involves parents/guardians in their child's education, and the school district appreciates their support and monitoring of homework.
6. Homework may be assignments that were not finished in class or assignments assigned to be completed at home.

USD 250 Grading School Board Policy

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board. (Policy IHA)

USD 250 Grading Philosophy

Grades serve as a vehicle to promote meaningful evaluation of student achievement, to inform students and parents of academic progress, and, as necessary, to improve student performance, habits, and practice.

USD 250 Core Beliefs about Grading

We believe grading of student work is based on the following principles:

1. To communicate to parents what students know and are able to do in the classroom and on homework.
2. That grades are based upon documentation, participation, attitude, conduct, and work habits of each individual student and are given on the basis of sound measurement.
3. Grades are an accurate reflection of student performance based upon a variety of formal and informal assessments.

4. To ensure that all students are given sufficient opportunities to demonstrate their comprehension of a subject or course.
5. Similar grading guidelines should be established at each grade level at the K-5 level and at the department level, 6-12.
6. Student grades reflect individual performance of a student's progress, and teachers provide meaningful feedback.