

**PRATT HIGH SCHOOL**  
400 S. HAMILTON  
PRATT, KS 67124-2534

Telephone: (620)-672-4540  
Fax Line: (620)-672-4549

**PHS OFFICE HOURS**  
7:30 AM - 4:30 PM

Suzan Patton ..... Superintendent  
David Schmidt ..... Assistant Supt. Curriculum  
Steve Blankenship ..... Assistant Superintendent/Principal  
David Swank ..... AD/Assistant Principal  
Lori Myers ..... Counselor  
Chris Battin ..... College & Career Advisor  
Denise Loganbill ..... Bookkeeper  
Valle Swafford ..... Attendance Secretary  
Meagan Householter ..... Counseling Secretary

**The building administration has the option to use discretion in responding to a situation that may not be specifically mentioned in this handbook.**

## Bell Schedule

### 7 period Bell Schedule for an 8:10am to 3:30pm day w/ 4min Passing Periods

1<sup>st</sup> Bell at 8:05am

1st 8:10am 9:00am 50 min

**Breakfast 9:00 – 9:10 10 min**

2nd 9:10am 10:00am 50 min

3rd 10:04am 10:54am 50 min

4th 10:58am 11:48am 50 min

GO Time 11:52am 12:18pm 26 min

**Lunch 12:22pm 12:52pm 30 min**

5th 12:52pm 1:42pm 50 min

6th 1:46pm 2:36pm 50 min

7th 2:40pm 3:30pm 50 min

### **PRATT USD 382 MISSION STATEMENT**

Pratt USD 382 will provide quality educational opportunities for each student to achieve maximum personal and academic success.

### **PRATT HIGH SCHOOL MISSION STATEMENT**

Pratt High School is committed to providing educational opportunities in a safe environment empowering all students to become productive, responsible citizens and life-long learners.

### **NONDISCRIMINATION**

Discrimination against any student on the basis of race, color, national origin, sex, disability or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Director of Personnel for Pratt USD #382, 401 S. Hamilton, Pratt, KS 67124, 316-672-4500, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI 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.

### **KANSAS SCHOOL SAFETY HOTLINE**

A statewide hotline has been established to give students an opportunity to **anonymously** report, "impending school violence". Calls will be received by a single highway patrol dispatch center. They then transfer to a local law enforcement officer who will then relay information to the local school administrator. The hotline number is **1-877-626-8203**.

### **STUDENT GRADE CLASSIFICATIONS (BP IHFD)**

A student with fewer than 6 credits is classified: Freshman

A student with 6 - 12 credits is classified: Sophomore

A student with 12 - 18 credits is classified: Junior

A student with 18+ credits is classified: Senior

### **GRADING SCALES**

All departments grade on the following scale:

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

### **PHS DIPLOMA ENDORSEMENTS**

#### **Band:**

Enrolled 8 semesters in band. GPA of 4.0 in band.

Audition for the SWKMEA Honor Band twice and participate twice at the Regional Solo/Small Group Festival

#### **Foreign Language:**

Complete 3 years of Foreign Language (levels I and II; level I of a second language)

Maintain a 3.5 grade average in foreign language courses.

#### **Science:**

Complete 5 credits in the PHS Science curriculum (**4 years of competition may be substituted for one credit**).

Maintain a 3.5 GPA in PHS Science Courses.

Compete in 2 separate years in any 1 or more of the following: Science Olympiad, Kansas Junior Academy of Science (if you qualify for state competition, you must participate), Eco-Meet, other science competitions PRE-APPROVED.

#### **Social Science:**

Maintain a 3.5 GPA in 4 credits of Social Science.

#### **Visual Arts:**

Present (4) one person shows in an approved public forum during junior/senior year; or (3) one person shows during senior year for transfer students. This will consist of at least 5 works of their personal art.

As documentation of fulfillment, posters developed by the student announcing the show must be included along with other promotional information, i.e. radio or newspaper.

Tutor one art student in a media technique 2 times during their senior year. Time documentation must accompany application.

Promote & assist in the annual FHS Art Show or do a (1) person demonstration in a media of their choice as a class presentation.

#### **Vocational Endorsements:**

A student will be given endorsement in the following Vocational program areas when:

1. They graduate on time.
2. Successfully complete at least three courses in a program area, two of which have to be funded.
3. Meet 80% of the program competencies.

Automobile/Automotive Mechanics Technology

Cabinet/Furniture Design

Welding Technology

**Service Learning:**

Students will provide written verification of completing 40 hours of community service/volunteer work from a pre approved agency or organization. Examples include PRMC, Red Cross, Pratt Recreation Department.

**PARENT-TEACHER CONFERENCES** - Each year, in the fall and the spring, the staff of PHS will hold conferences with the parents and students. This activity is very important to increasing and facilitating communication between home and the school. Encourage your parents to attend the conference; let them share PHS with you.

**HONOR ROLL** - There are three established honor rolls at Pratt High School to recognize academic achievement through grade point averages (GPA).

**ACADEMIC EXCELLENCE** - students who compile a 4.0 GPA.

**ACADEMIC ACHIEVEMENT** -students who compile a 3.50-3.99 GPA.

**ACADEMIC MERIT** - students who compile a 3.0-3.49 GPA.

**CLASS RANKS** - Class rank is determined by comparing the grade point average of all students in a particular grade level at Pratt High School. Grade point average is the average of all semester grades (points earned divided by credits attempted). Students are then ranked from highest to lowest grade point average. Colleges and universities, as well as various scholarship committees, are often interested in an individual student's class rank.

**VALEDICTORIAN/SALUTATORIAN** - The priority is to students who are taking the Kansas Scholars Curriculum, second priority is given to students taking the College Bound Qualified Admissions Curriculum then final consideration to students who are taking the basic curriculum. Ties are to be broken by using ACT scores from national test dates, residual testing would be excluded.

## GRADUATION REQUIREMENTS

Students will be certified for graduation from Pratt High School upon completion of the following requirements:

- I With a 7 period schedule a student can earn as many as 28 credits over the course of four years (7 per year). All students need to earn 24 credits, including the state required credit components in order to graduate from Pratt High School. With the change from a 28 credit requirement to a 24 credit requirement there will be a phase in of credits needed by each class to meet graduation requirements. The class of 2019 will need 26 credits, the class of 2020 will need 25 credits and all classes thereafter will need 24 credits to meet graduation requirements.
  - A. Credits earned during summer school may not be used to satisfy the graduation credit requirements, except to make up credits lost due to failure, sickness, or new students moving into the district with less than posted PHS requirements.
- II. Satisfactory completion in the following areas:
  - A. Four (4) units of English Language Arts, which shall include:
    - \*One (1) English I credit
    - \*One (1) English II credit (Adv. English students must substitute 1 credit of English Electives)
    - \*One (1) English III credit
    - \*One-half (.5) Composition credit
    - \*One-half (.5) Literature credit
  - B. Mathematics requirements: Three (3) Mathematics credits.
  - C. One (1) unit of Physical Education.
  - D. Science Requirements: Three (3) credits of Science.
  - E. Three (3) units of Social Science in the following areas:
    1. One (1) unit of American History
    2. One-half (.5) unit of American Government
    3. One-half (.5) unit of World History
    4. One-half (.5) of Economics
    5. One-half (.5) of Geography
  - F. One-half (.5) unit of Computer Studies (Transitions will fulfill this requirement).
  - G. One (1) Fine Arts credit from the following list:
    1. Any Art Course
    2. Any Music or Band Course
    3. Forensics
    4. Multimedia
    5. Architectural Drawing
  - H. Eight (8) elective credits.
- III. In order to participate in graduation exercises a student must have completed all graduation requirements by 4pm on the last day for seniors to attend. Additionally, the student must have paid all fines, fees and any other financial obligations to the district or school also, by 4pm on the last day for seniors to attend in order to participate in commencement. The student must not be under suspension or expulsion at the time of graduation. Students must be in good standing and not owe any time from detention, AHD or any other form of discipline consequence in order to take part in the graduation ceremony.

IV Students transferring to Pratt High from a school not accredited by the state of Kansas, or the student's respective home state (e.g. Home-School, On-Line School, etc), must complete 13 credits through Pratt High (Including two credits of math, two credits of English/Language Arts, one credit of science and one credit of social science including government) AND provide appropriate transcript documentation of said unaccredited work (samples or test outs may be required for proof of coverage) covering the other credit requirements to graduate with a Pratt High Diploma. Additionally, fulltime enrollment at Pratt High is required to be eligible to participate in any high school function e.g. Prom, Scholarship Banquet, Athletics, Activities, etc. **In order to be considered for top 10 percent of class and/or Valedictorian/Salutatorian honors, all 24 credits must be from an accredited source.**

V. **Kansas Board of Regents Qualified Admissions Requirements: See PHS Counselor for complete details.**

Students planning on entering a Kansas Regents college must have completed in high school:

1. Achieve an ACT composite score of 21 or above.
2. Rank in the top one-third of your high school's graduating class.
3. Complete the Qualified Admissions curriculum below with at least a 2.0 grade point average (GPA) on 4.0 scale.
  - A. English - four (4) units
  - B. Natural Science - three (3) units
  - C. Math - four (4) units
  - D. Social Science - three (3) units
  - E. Computer Technology - one (1) unit

**To be a Kansas Board of Regents Curriculum Completer and to be eligible to be named a *Regents State Scholar* the following classes must be taken in addition to the above curriculum: two (2) years of the same foreign language, physics, and one unit of math above Algebra II.** Kansas Board of Regents colleges are Emporia State University, Fort Hays State University, Kansas University, Kansas State University, Pittsburgh State University and Wichita State University.

#### EARLY GRADUATION

USD 382 Board of Education Policy (IHFA) states that requests for early graduation will be handled on an individual basis through written application to the high school principal. The deadline for application will be by the end of the Junior year. Parental consent is required. If approved by the high school principal, a formal request will be made to the superintendent and the Board of Education. Students will be eligible after the seventh semester at Pratt High School. **If granted, students will not be eligible to participate in any school activities (athletics, dances, etc), except graduation ceremonies.** The students and parents will be required to meet with the high school counselor to discuss course credits/requirements. If the counselor agrees that the requirements for early graduation are in good order, the counselor will forward the recommendation to the high school principal, by May 1st of the junior year. The principal will compile a list of approved students requesting early graduation and submit it to the superintendent. Please note that if the requirements for graduation are not achieved at the end of the 7th semester, the student will remain a student at PHS for the 8th semester. Completion of application procedures indicates that the student and parents understand the following statement. Graduation requirements, attendance requirements and all other student behavior expectations will be adhered to in order to be eligible for early graduation. The diploma will be presented to the student at regular commencement in May or **can** be mailed if the student chooses not to attend commencement.

#### TEST-OUT

Students interested in testing out of a particular class should visit with the principal as soon as possible after they decide they would like to attempt a test out. The principal will review the USD 382 BOE procedure for testing out with the student, including deadlines for applying and completing requirements. Testing out can affect a student's grade point average, so be sure to visit with your parents before applying for a test out. Testing out of a course does require advanced planning.

#### CORRESPONDENCE CREDIT

Students may earn credit toward graduation by correspondence from schools and institutions approved by the State Board of Education. Students earning correspondence credit shall have prior approval from the high school principal and be responsible to see that proper notification of completion is filed with the Counselor's office.

## **HIGH SCHOOL ENROLLMENT AT THE COMMUNITY COLLEGE**

All Pratt High School students must have the high school principal's approval before enrolling at the Community College. During their Sophomore, Junior or Senior year, high school students may enroll in college classes based on a matrix of eligibility determined by the PHS counseling office.

Students must maintain continuous enrollment throughout the school day at either PHS or the community college. Students wanting to enroll at the community college should obtain a request from the community college.

## **SCHOOL POLICIES, RULES AND REGULATIONS**

**The building administrator has the option to use discretion in responding to a situation that may not be specifically mentioned in this handbook.**

**ATTENDANCE POLICY:** A student's attendance record is a very important part of his/her permanent record. Students with regular attendance will be more successful in their classes. The responsibility of school attendance is with the student and the parent. When a student is absent it is the responsibility of the parent to call the attendance office at 672-4540 on the day of the absence. The call should be made **before 8:30 AM**. The attendance office is open at 7:30 AM for calls. Any student who checks into school after 8:10 AM must first report to the office to be admitted to class. Whether the absence is excused or unexcused, daily work must be made up. **It is the responsibility of the student to initiate the make-up work immediately upon return to each class.** The classroom teacher will determine the make-up work. The Principal has been designated to determine whether the absence is excused or unexcused. The Principal may exempt the following types of absences, **which follow state definitions:**

1. Illness (illness verified by notification from physician).
2. Appointment for medical treatment (The student **will** be asked to present an appointment card for verification.)
3. A family emergency. (e.g. Illness or death in the family, court appearances, bring verification documentation)
4. School approved activities.
5. When weather conditions are so severe that it is impossible for the student to attend.

The principal shall report students who have excessive absences to the appropriate authorities. Excessive absences may result in failing classes. When a student has excessive absences parents will be notified by the school (See Truancy).

**TARDIES** - A student is tardy if he/she is not in the assigned room when the bell rings for the start of each class. Most tardiness is unexcused. **The third unexcused tardy in each 9 weeks will result in a Discipline Referral.** Additional tardies will result in further disciplinary actions consistent with the discipline matrix.

**TRUANCY** - Consistent attendance is essential for success in school. State legislation requires that all schools have at least a 90 percent student attendance rate. Kansas law KSA 72-1113 requires schools to report truancy when a student misses a significant part of three consecutive school days, or five days in a semester, or seven days in a year. **Students who arrive late to school/class are counted as tardy for a designated amount of minutes (20) and are then unexcused absent following that time limit.** The building principal shall report students who are inexcusably absent from school to the appropriate authority. The State Compulsory Attendance Law mandates that any child who has reached the age of seven years and is under the age of eighteen years be enrolled in school. Students who are absent because of long-term suspension or expulsion from school are exempted from these compulsory attendance provisions. Along with reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. If necessary a meeting may be scheduled with the district/community Truancy Review Board. Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent attends the counseling session required by law and signs the appropriate



consent and waiver form; if the student earns a GED; or if the student is exempted from compulsory attendance requirements pursuant to a court order.

**SIGN IN/SIGN OUT - Students must sign out in the office before leaving school premises during the school day.** They must sign in upon their return to school. By not signing in or out, a student will be considered unexcused from school.

**RELEASE OF STUDENT DURING SCHOOL DAY** - Building principal shall not release a student during the school day except upon a written or verbal request from the student’s lawful parent or guardian. Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student’s release may be refused.

**Student Standing** - Students receiving disciplinary actions **may** be denied opportunity to hold office in a school organization or receive honors given by the school for the remainder of the school year. These honors include, but are not limited to, homecoming attendant, escort, or queen, senior athlete of the year or any other special awards given by school organizations. **The building administrator has the option to use discretion in responding to a situation that may not be specifically mentioned in this handbook.**

**HARASSMENT** - The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment, race, color, religion or national origin. Harassment of employees or students is strictly prohibited. Harassment should be reported to your building principal or any staff member. Complete copies of Board policy regarding harassment may be obtained at your school office or the Board of Education Office and have been posted below.

**EMERGENCY SAFETY INTERVENTIONS**  
(See JRB, JQ, JQA and KN)

The board of education is committed to limiting the use of Emergency Safety Interventions (“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.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be 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 the student will be prevented from leaving, the enclosed area.

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

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“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.

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

### 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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint except;
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.

### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, deescalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. 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 documentation regarding the training that was provided and a list of participants.

### Notification and Documentation

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

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

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

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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.

### Local Dispute Resolution Process

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. In the event that 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 share 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 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.

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 and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of the 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.

## **USD 382 Bullying Policy**

Bullying on USD 382 property, in a USD 382 vehicle or at any district bus stop or at any USD 382-sponsored activity or event is prohibited.

"District" includes district facilities, district premises, on district-provided transportation or at any district bus stop, if the student or employee is at any district sponsored, district approved or district sponsored activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

### Reporting of Prohibited Conduct

- All students who believe they have been victims of bullying shall report it to an administrator or teacher
- All administrators and teachers who have any incident of bullying reported to them shall forward the report(s) to the principal
- All administrators, teachers, and classified staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall report the bullying to the principal
- Each building principal shall ensure that reports involving student bullying in any such circumstance are investigated.
- In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying, including reports to law enforcement if the bullying incident is criminal.

Discipline for Prohibited Conduct: See JDD-Suspension and Expulsion

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

The filing of a complaint or otherwise reporting prohibited conduct shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a formal or informal complaint, or testified, assisted, or participated in an investigation of a prohibited conduct complaint is prohibited. Any person who retaliates will be subject to disciplinary action, up to and including expulsion for a student, exclusion from all district property or programs.

False or malicious complaints of prohibited conduct, or a series of totally unfounded complaints, may result in corrective or disciplinary action against the complainant.

#### Staff Training

The faculty and staff of USD 382, including teachers, paraprofessionals, office staff, cafeteria personnel, bus drivers and custodial staff will receive training on bullying, prevention of bullying, and means of intervention with the student who is bullying, the student being bullied, and bystanders/witnesses.

Staff training will include information on the district policy, how to intervene in an instance of bullying, and how it relates to the district's discipline policies and how to make appropriate referrals.

Training needs will be assessed and staff development will be provided.

#### Student Training

The student body of USD 382 will receive age-appropriate training on bullying.

#### Policy Dissemination

A summary of this policy and related materials shall be available in each district facility and on the district's website.

The policy shall also be published in student and employee handbooks.

Parents shall also be provided with copies of this policy and procedure.

### **STUDENT DRESS GUIDELINES**

Each student shall make it a habit to look neat and well groomed at all times, which is in preparation to meet the dress expectations in future jobs and careers. Each student shall strive to look their best by the practices of cleanliness, neatness and attractive grooming. In the matters of dress cleanliness and grooming, **the building administration will have the final authority** in determining if the student is dressed appropriately. The items contained within this dress code are not intended to be all inclusive, but examples. As the styles of dress and grooming change, so will the items that are and are not appropriate for school. When a student fails to comply with the dress code, they will be asked to change clothing to an appropriate level. If necessary, parents will be asked to bring a change of clothes to school on request. If the student continues to be in violation of the dress code, they will enter the discipline policy.

#### **EXAMPLES OF APPROPRIATE DRESS (K-12):**

Pants that don't sag and are worn on the waist or hips, not below.

Skirts and shorts that are not shorter than mid-thigh, **should extend below the fingertips flat at side or front.**

Jeans, slacks and shorts (mid-thigh or lower). Holes in clothing should be smaller than the fist of the person wearing the clothing or should have cloth in place underneath so that skin is not visible and must be below the extended fingertips.

#### **EXAMPLES OF INAPPROPRIATE DRESS (K-12): Not allowed**

Pajamas  
Cut-off jeans  
Short shorts  
Tube tops  
Halter tops  
Short crop tops

See-through shirts

Tank tops

Spaghetti strap tops

Open back shirts

T-shirts that advertise, show sponsorship or promote in any way: drugs, alcohol, tobacco, violence, gangs, inappropriate sayings – graphic phrases, derogatory comments, suggestive material, etc.

Bedroom slippers

Jewelry and/or accessories that can be removed and used as a weapon, such as dog collars; studded or spiked collars, bracelets, belts, necklaces and rings; billfold with chains, etc.

**Hats, caps, bandanas, sunglasses, blankets, gloves and coats (including coveralls) are to be placed in the student's locker upon arrival at school and stay in the locker until school is dismissed.**

Stage makeup and coloring of skin or hair may not be performed at school without staff supervision.

#### **SUGGESTIONS FOR STUDENTS/PARENTS/TEACHERS TO DETERMINE APPROPRIATE DRESS:**

Sagging – It will be considered sagging any time a student's pants are down lower than their hips. This is with or without a belt!

Can the student raise their arms above their head without showing any part of their stomach or midsection?

Does the student's shorts or skirt fall below their fingertips when their arms are straight at their side?

Can the student bend or squat without exposing himself/herself?

**BACKPACKS** – Backpacks, bags and large purses are not allowed in classrooms, lunchrooms or any other PHS rooms after the start of the school day. Backpacks must be placed in the student's locker upon arrival to school and left there until the end of the school day.

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

**GANGS** - Activities which threaten the safety or well being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. Gang activity, dress, recruitment or graffiti will not be tolerated.

**HAZING/INITIATIONS** - Incidents involving initiations, hazing, intimidation, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited. (Refer to USD382 Bullying Policy)

**SEARCHES** - Administrators are authorized to search students' clothing, belongings, and locker if there is reasonable suspicion that district policies, rules or directives are being violated.

**CELLULAR PHONES** - Cell phones can be valuable sources of communications when used appropriately. They can also be a distraction and detriment to the learning process. Cell phones are not to be used during school hours under any circumstances. Emergency contact with students must take place through the office by phone or walk-in. Student cell phones are to be off at all times during school hours, **except during lunch and passing periods**. There will be no exceptions made. First offense results in cell phone being confiscated until end of day. Second offense results in one-hour detention and parent must come retrieve cell phone. Third offense results in one AHD and parent must come retrieve cell phone. Fourth offense and beyond may result in OSS and parent must come retrieve cell phone.

**HOMEWORK/MAKE-UP WORK** - Students are expected to complete homework assignments on time. **It is the student's responsibility to obtain make-up assignments from teachers following an excused absence or an out of school suspension.** The classroom teacher will allow two days for each day missed for all make-up assignments after the student returns to school. For example, if a student were to miss Monday, the work would be due Wednesday. Beyond that, work will not be accepted for credit unless prior arrangements have been made with the teacher.

**DETENTION** -Detention is held after school from 3:30 - 4:30 PM on scheduled days per the office. Failure to serve an assigned detention will result in additional consequences.

**A STUDENT “NOT IN GOOD STANDING” WITH USD 382** - “Not in good standing” means that a student is assigned out of school suspension, or expulsion. A student “not in good standing” is ineligible for participation in any USD 382 activity and is not to be at or about any USD 382 activity or facility. **A student who accumulates 13 points or more during a semester may be recommended for a long-term suspension/expulsion from school.**

**AFTER HOURS DETENTION (AHD)** The AHD program runs from 3:30pm to 6:30pm on scheduled days per the office as needed. AHD accommodates not only those students who formerly were placed in ISS but also encompasses the current short-term detention (both one hour and half hour) students. Students must bring homework, but may be required to complete a building issued assignment if directed (Character Education for example). Students and parents are responsible for transportation to and from AHD.

**SATURDAY SCHOOL** – Saturday School runs from 8:00 AM to 12:00 PM. Students and parents are responsible for transportation to and from Saturday School.

**SHORT TERM SUSPENSION (OSS)** - Out of school suspension is assigned for behavior and attendance infractions and will be from one (1) to ten (10) days. While on suspension, the student is not to be at or around any USD 382 activity or facility. Absences during OSS are to be considered unexcused and those students are not to be in or at any USD 382 property for any reason. This includes a ban from all extracurricular activities and practices. **School-work may be made up for credit, while a student is serving out of school suspension. See HOMEWORK/MAKE-UP WORK section for details.**

**SUSPENSION/EXPULSION** - A student may be suspended or expelled for reasons set forth in Kansas law or BOE policy by the following certified personnel: superintendent, principal, assistant principal. A short-term suspension may not exceed ten school days; a long-term suspension may not exceed 90 school days. An expulsion may be for a term not exceeding 186 school days. A student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent &/or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee.

**ASSEMBLIES** - All assemblies must be approved by the administration. Any acts or program content, which deviate from the approved presentation, will result in disciplinary action.

**EXTRACURRICULAR GUIDELINES** - An Extracurricular Guideline handbook was developed in 1996 by committees of various representatives and was approved as policy by the Pratt USD 382 Board of Education on July 2000 and has been updated each year. The purpose of this handbook is to provide a set of extracurricular guidelines.

This comprehensive handbook, in addition to the guidelines for specific activities also contains the necessary physical form, a parent health authorization form, transportation form and a parent-student agreement form. A handbook is available upon request.

Meetings will be held during the school year prior to the beginning of fall sports, winter sports and spring sports, debate, forensics, band, and choir. Prior to being eligible for practice, students wishing to participate in a school sponsored interscholastic activity must attend, with a parent, one general meeting. After attending a meeting, the parent and student must submit a physical form and sign a USD 382 Pupil Emergency and consent Form.

**EXTRACURRICULAR ACTIVITIES GOALS** - The goal for the overall extracurricular activities program at Pratt High School is to provide enjoyment activities for students while also providing additional learning opportunities through teamwork, problem solving, collaboration and self-reliance—instilling character and determination in those who participate.

**SPORTSMANSHIP** - Good sportsmanship is contagious and should be among the top priorities of every school. The best way to support a team is to do just that - **CHEER FOR THE TEAM, not against the opponent.** Good sportsmanship is resisting any negative behavior that tends to put down or detract from an opponent's performance no matter how the opponents or their fans behave. Please treat the officials, the other team and their fans with courtesy and respect. One way to think of this is the Be A Fan Model:

**BE A FAN**  
The Four Roles In Sport

1. Athlete
2. Coach
3. Official
4. Fan

*There are only four roles...pick ONE*

Unsportsmanlike behavior will be dealt with as any other classroom behavior problem.

**ELIGIBILITY** - Pratt High School is a member of the Kansas State High School Activities Association, and must abide by the KSHSAA's rules and regulations. For a student to remain scholastically eligible to participate in interschool activities, he/she must pass at least five graded classes the previous semester and/or meet other requirements specified by the extra-curricular guidelines or Pratt USD 382 BOE policy. (Refer to the no F policy in the Extra-Curricular Guidelines)

**TEAM TRAVELING** - Unless the coach and an administrator approves, students are expected to travel with the team or group to and from school sponsored events. If a situation arises in which a student needs to travel home or to an additional destination following the event, a written request form is to be signed and on file with the Activity Director prior to departure for the activity.

**SCHOOL INSURANCE** - Pratt High School students are insured while participating in or traveling to or from school activities as per the schedule established by the insurance company. This schedule is available in the office. If you wish to purchase additional insurance, information is available in the office.

**CLUBS/ORGANIZATIONS** - School sponsored clubs shall be under the direct control of school personnel. Every school-sponsored club shall have a constitution, which has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

**OFFICES** - Student Council, class and organization elections are held in the spring. Any student holding any office in Student Council should **NOT hold office in another club—thus allowing for more leadership opportunities.**

**FUND-RAISING/SOLICITATIONS** - Only when related to school sponsored activities may solicitation of students or school personnel during school hours and on school property be allowed and must be done by students. All student sales projects shall require prior approval by the administration.

**DANCES** - Unless specified otherwise, Pratt High School dances are open only to Pratt High School students. All out-of-school dates must be registered in the office by the end of school the day before the dance and are subject to administrator approval. Doors will be locked 45 minutes after the start of the dance. Students and their dates may not leave the dance and return. All students will be tested with a breathalyzer before entering the dance.

**FIELD TRIPS** - Students may participate in a field trip if the parental consent form for the trip is on file in the Main office.

**STUDENT PUBLICATIONS** - School-sponsored student publications shall be under the supervision of the building principal and designated faculty representative. Non-school sponsored publications may not be distributed without prior permission by administration.

**SAFETY DRILLS** - Your safety is important! PHS strictly follows state guidelines in safety drills.

**Fire Drills:** At various times during the school year, unannounced fire drills will be conducted. Your teachers will offer complete instructions in each of your classes.

**Tornado Drills:** Like fire drills, tornado drills will also be held throughout the year. Again, your teachers will instruct you as to proper procedure.

**Lockdown Drills:** Occasional lockdown drills will be conducted to ensure compliance with school safety protocols.

**HEALTH AND SAFETY** - Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

**MEDICATIONS** - The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the BOE policy. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in BOE policy. State law allows students with asthma or anaphylactic reactions, requiring frequent medication, to carry needed medication on their bodies and self-administer if the proper forms are completed and signed. If your child is in need of this medication at school, please contact the school to obtain these separate forms. **Otherwise, students are never to carry any type of medication with them at school at anytime.**

**NURSING SERVICES** - A school nurse is available to students on an as needed basis. The nurse should be notified about medications and other special medical conditions. Health records and waiver forms for dispensing medication will be collected and maintained by the nurse. Students will be released to a parent or designated guardian in the case of illness that requires leaving school during the day.

**DISTRIBUTION OF MATERIALS** - Materials unrelated to the school's curriculum may be placed in the public access area with prior consent from the principal.

**PERSONAL PROPERTY** - The district is not responsible for students' personal property and does not provide insurance on students' personal property. **If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.** Students should not bring large sums of money or valuable items to school. Make sure you lock your locker to help safeguard any valuables that you choose to bring. However, even keeping valuables in a locked locker does not alter the responsibility of the student in bringing valuables that are not necessary in school if they are lost or stolen.

**TELEPHONE CALLS** - District telephones are for school business. **Use of phones for personal business will not be allowed, except in case of an emergency.** Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal.

**USE OF PERSONAL VEHICLE** - Students who drive to school shall park in the designated parking area. **Students may not go to their vehicles during the school day for any reason without specific permission from PHS administration.**

**VISITORS** - Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. **To ensure safety and security, all visitors must check in at the office** before proceeding to contact any other person in the building or on the grounds. Students are not allowed to bring visitors to school without prior permission of PHS Administration.

**COMPUTER USE** - Students are each issued a laptop computer for their academic use. These computers were purchased by the School District and are to be handled appropriately. Failure to treat this equipment accordingly, and/or repeated failure to comply with directives by faculty on appropriate use will result in the loss of the laptop. Refer to the USD 382 District Policy for further information on computer usage. Copies are available in the school office and in the District Calendar. Be sure you and your parent sign the Internet Access Agreement.

**LUNCH RELEASE** - Fourth year students, seniors, at PHS may leave the campus during their thirty-minute lunch break if they have a signed parent consent form. If seniors are repeatedly tardy from lunch this privilege will be forfeited.



**LOCKERS** - Lockers at Pratt High School are provided for students at no cost. They remain the property of Pratt High and are subject to direct supervision by Pratt High officials. All lockers will have school issued locks only. All other locks will be removed from lockers. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students should not keep money or valuables in their lockers, including dressing room lockers. Please check money or valuables in the office, for safekeeping. **PHS is not responsible for lost or stolen property.** All backpacks must be kept in lockers upon arrival to school. **Backpacks are not allowed in the classrooms.**

**COUNSELING SERVICE** - Counseling services are available to all students who wish assistance with vocational, educational, or personal problems. These services normally include testing, individual counseling and information relating to occupational or educational needs. The Counseling Office is located in the main office.

### **SCHOOL SONG "LOYALTY"**

Show your pride in PHS by standing and singing  
"Loyalty" whenever it is being played.

We're loyal to you, old Pratt High;  
We're green and white, old Pratt High.  
We'll back you to stand  
'Gainst the best in the land,  
For we know you have sand,  
Pratt High Rah! Rah!  
So smash that blockade, old Pratt High,  
Go crashing ahead, old Pratt High,  
Our team is our fame protector;  
On, team for we expect a victory  
From you, Pratt High.

(YELL) Che Haw, Che Haw Haw  
Che Haw, Che Haw Haw  
Pratt High - Pratt High - Pratt High

Fling out your dear old flag of green and white.  
Lead all your sons and daughters,  
Fighting for right  
Like those of old or giants,  
    Placing reliance --  
    Shouting Defiance  
    Osk-e-wow-wow  
Among the broad green fields that nourish our lands;  
For honest labor and for learning, we stand;  
and unto thee, we pledge our hearts and hands;  
Dear Alma Mater, Pratt High School.

## PHS Discipline Matrix

<b>LEVEL ONE (1 POINT PER VIOLATION)</b>				
INFRACTION	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE	4TH CONSEQUENCE
	Conference	Office Detention	1 Day AHD	Move to Level Two Consequence 2
Cafeteria Behavior				
Dress Code Violation				
Display of Affection				
Unauthorized Electronic Device Use				
Food/Drink Violation				
Hallway Behavior				
Littering				
3 Tardies (UT)				
Parking Violation				
Unauthorized Vehicle Use During School				
Profanity				
Other as Determined by Administrator				

<b>LEVEL TWO (2 POINTS PER VIOLATION)</b>				
INFRACTION	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE	4TH CONSEQUENCE
	Office Detention	1-3 Days AHD	3-5 Days OSS	Move to Level Three Consequence 3
Forgery/Altering Attendance				
Academic Dishonesty				
Class Disturbance				
Disrespect to Student or Staff				
Failure to Serve Detention				
Unexcused Absence (UAB)				
Hazardous Driving				
In a Restricted Area w/o Permission				
Jeopardizing Safety of Self/Others				
Leaving Class w/o Permission				
Inappropriate Behavior				
Lying				
Leaving School Grounds During Lunch				
Other as Determined by Administrator				

**LEVEL THREE \*****(3 POINTS PER VIOLATION) PARENT NOTIFICATION REQUIRED**

INFRACTION	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE	4TH CONSEQUENCE
	3-5 Days AHD	3-5 Days OSS	5-10 Days OSS	Move to Level Four Consequence 3
Defiance				
Harassment/Intimidation/Bullying				
Gang Behavior/Activity				
Inappropriate Use of Computers				
Failure to Serve AHD				
Vandalism (restitution required)				
Tobacco/Lighter Possession/Use				
Other as Determined by Administrator				

**LEVEL FOUR \*****(5 POINTS PER VIOLATION) PARENT NOTIFICATION REQUIRED***POLICE MAY BE NOTIFIED - POINTS REMAIN FOR ENTIRE YEAR*

INFRACTION	1ST CONSEQUENCE	2ND CONSEQUENCE	3RD CONSEQUENCE
	3-5 Days OSS	10 Days OSS	Extended Suspension Recommendation
Assault			
Sexual Harrassment			
Fighting			
Threatening Behavior			
Computer Network Violation/Porn			
Open and Persistent Defiance			
Theft (Under \$20 - Restitution Required)			
Other as Determined by Administrator			

**LEVEL FIVE \*****(10 POINTS PER VIOLATION) PARENT NOTIFICATION REQUIRED***POLICE NOTIFICATION OPTIONAL - POINTS REMAIN FOR ENTIRE YEAR*

INFRACTION	1ST CONSEQUENCE	2ND CONSEQUENCE
	5-10 Days OSS	Extended Suspension Recommendation
False Fire Alarm/911 Call		
Intimate Acts		
Theft (Over \$20 - Restitution Required)		
Possession of Dangerous Objects		
Alcohol/Misdemeanor Drug Use/Possession		
Poss. Drug Paraphernalia /Hooka /Vapor Pen/E-Cig		
Assault/Battery on Student or Staff		
Severe Disrespect to Student or Staff		
Dangerous Behavior		
Fireworks Possession/Use		
Other as Determined by Administrator		

**LEVEL SIX \*****(13 POINTS PER VIOLATION) PARENT NOTIFICATION REQUIRED***POLICE NOTIFICATION REQUIRED - POINTS REMAIN FOR ENTIRE YEAR*

INFRACTION	1ST CONSEQUENCE
	Extended Suspension Recommendation
Felony Drugs /Alcohol/Providing Controlled Substance, Sale, Distribution or Furnish	
Possession/Use of Explosive Devices	
Bomb Threat	Mandatory 10 day automatic suspension
Arson	
Possession/Use of Weapons	
Other as Determined by Administrator	