

PHILLIPSBURG HIGH
SCHOOL



**STUDENT DISCIPLINE
HANDBOOK**

2024-2025

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STUDENT DISCIPLINE HANDBOOK

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PHILOSOPHY AND PURPOSE

In order for students to grow and learn, a safe and orderly environment must exist within our school. The high school administration and faculty have high expectations regarding appropriate behavior of students. The discipline handbook guidelines are approved and supported by the USD 325 Board of Education.

Parents and students are encouraged to read the handbook and be familiar with the infractions and consequences for violation of infractions contained within. Policies and procedures outlined in this handbook are intended as a guide to cover most but not all situations that arise. **School officials have the authority to exercise discretion in applying policy to individual cases.**

LOCKER SEARCHES

School Lockers are school property; therefore, the high school reserves the right to search student lockers at any time, for any reason.

CANINES

USD 325 will use canines for an unspecified number of visits by trained dogs. Please be aware that these dogs are trained to detect a wide range of illegal drugs and weapons—including, but not limited to—gunpowder, narcotics, alcohol, and over-the-counter medications. Detection of illegal items will be referred to law enforcement.

DISCIPLINE HANDBOOK NOTES

Disciplinary consequences commonly used in schools include: time-out, detention, assignment to a study carrel, writing assignments, community/school service, restitution, required apologies, exclusion from extracurricular activities, exclusion from a particular class, counseling, in-school suspension, and out-of-school suspension. School officials have the authority to exercise discretion in their choice of consequences. The disciplinary consequence chosen to use with a particular student in a particular situation should be reasonable and designed to change a student's behavior. The consequence should also promote a safe and orderly learning environment.

Parents play an important role in the disciplinary philosophy of Phillipsburg High School. We need your help regarding your student's behavior. If we work together, we can be more successful in teaching appropriate behavior. Parents will be contacted when students receive a suspension for their behavior.

Behavior Points are assigned for various violations. If a student accumulates 10 points in a semester or 15 points in a year, a LTS hearing will be held for that student. In the case where several violations are committed, all Behavior Points will accumulate. Points will start at zero every school year.

ISS is shorthand for in-school suspension. In-School Suspension is defined as 1-10 days in school.

OSS is shorthand for out-of-school suspension. Short-Term Suspension is defined as 1-10 days.

LTS is shorthand for Long-Term Suspension. The length of a Long-Term Suspension is generally recognized as the remainder of the present school year.

Expulsion is a suspension that can last for a maximum total of 186 school days.

Classroom Detentions are controlled by the individual teacher.

Office Detentions have the following parameters:

- 1) In general, office detentions can only be served after the school day has ended. (3:10-3:40 PM) If there are emergency circumstances, other arrangements can be made by the principal.
- 2) Students cannot be tardy to detention and must bring material to read or work on.
- 3) Failure to serve detention or follow detention guidelines may result in a 1 day ISS.
- 4) All detentions mentioned in this handbook are office detentions.

ACCIDENTAL DESTRUCTION OF PROPERTY (1 Behavior Point)

Students are responsible for the accidental destruction of property, unless the property destruction is the result of following coach/teacher/sponsor instructions. It can be student property or school district property.

Step 1: Restitution

Step 2: Restitution, 1 Day of ISS

ALCOHOL—STUDENT INVOLVEMENT (4 Behavior Points)

The consumption, possession, under the influence, transfer, and distribution of alcohol anywhere on school property or at a school-sponsored activity is prohibited. Students involved in extracurricular activities will face additional consequences due to the Student-Activities handbook.

Step 1: 5 Days OSS, notification of police.

Step 2: 10 Days OSS, notification of police.

Step 3: 10 Days OSS, LTS/Expulsion Hearing, notification of police.

ARSON (4 Behavior Points)

Arson is defined as the malicious and intentional burning of property (as a building). Legal authorities will be notified.

1st Incident: 5 days OSS, LTS or Expulsion hearing, notification of police.

AGGRAVATED BATTERY (4 Behavior Points)

Aggravated battery is defined as the unlawful touching or application of force to the person of another with intent to injure that individual and which inflicts great bodily harm, causes disfigurement, dismemberment or death.

1st Incident: 5 days OSS, LTS or Expulsion hearing, notification of police.

BATTERY (3 Behavior Points)

Battery is defined as the unlawful, intentional touching or application of force to the person of another, which is done in a rude, insolent, or angry manner. Battery could involve such acts as slapping, scratching, punching, kicking, shoving, biting, and hair pulling.

1st Incident: 3 days OSS, notification of police.

2nd Incident: 5 days OSS, notification of police.

3rd Incident: 10 days OSS, LTS or Expulsion Hearing, notification of police.

BULLYING (2 Behavior Points)

Bullying includes, but not limited to verbal abuse, name-calling or physical contact other than fighting. This may occur at school, school activities, or cyber-bullying: using emails, texting, sexting, message boards, or social networking sites to harass.

1st Incident: Warning and a meeting with Counselor. Notification of police possible.

2nd Incident: 1-3 detentions and a meeting with Counselor. Notification of police possible.

3rd Incident: 1 day ISS. Notification of police possible.

4th Incident: 1 days OSS. Notification of police possible.

5th Incident: 3 days OSS. Notification of police possible.

DETENTION VIOLATIONS - CLASSROOM (1 Behavior Point)

Classroom detentions may be assigned at the discretion of the individual teacher. Failure to appropriately serve a classroom detention is a violation.

1st Incident: 1 classroom detention becomes 2 office detentions.

2nd Incident: 3 office detentions.

3rd Incident: Now defined as office detention violation with appropriate consequences.

DETENTION VIOLATIONS - OFFICE (1 Behavior Point)

Office detentions are served in a designated spot after school from 3:10-3:40 PM. Failure to appropriately serve an office detention is a violation.

1st Incident: 1 day ISS.

2nd Incident: 2 days ISS.

3rd Incident: 1 day OSS.

DISRUPTIVE BEHAVIOR (1 Behavior Point)

Disruptive behavior is defined as behavior that affects the instructor's ability to teach, a student's ability to learn, and adversely affects the learning environment of the classroom or school. Teachers are encouraged to use parental contact as an initial intervention. Incidents accumulate in the same class.

1st Incident: Removal from class for one day and 1-3 detentions.

2nd Incident: Removal from class for one day and one day ISS.

3rd Incident: 1 day OSS.

4th Incident: 3 days OSS.

5th Incident: 5 days OSS, possible LTS or Expulsion hearing.

DRESS CODE VIOLATIONS (1 Behavior Point)

The dress code is defined in detail in the student/parent handbook. Failure to dress appropriately at school or an activity during the school day is a violation.

1st Incident: Change to appropriate dress.

2nd Incident: Same as above along with 1 detention.

3rd Incident: Same as above with 2-5 detentions.

4th Incident: 1 day ISS.

5th Incident: 1 day OSS.

DRIVING/PARKING VIOLATIONS (1 Behavior Point)

Driving a vehicle on school property is a privilege and not a right. Students who drive a vehicle to school or school activities are expected to operate that vehicle in a safe manner. Failure to do so is a violation. Students are not to park in staff/visitor parking.

1st Incident: Warning.

2nd Incident: 1 week suspension of driver privileges on school property.

3rd Incident: 30-day suspension of driver privileges on school property.

4th Incident: Suspension of driving privileges on school property.

EXTORTION (3 Behavior Point)

Extortion is defined as an attempt to acquire money, property, schoolwork, or services of any type from another student by using threats or force.

1st Incident: 3 days ISS.

2nd Incident: 1 day OSS.

3rd Incident: 5 days OSS.

FAILURE TO PARTICIPATE IN REQUIRED ACTIVITIES (1 Behavior Point)

Repetitive refusal to participate in required learning activities during class time is a violation. This includes bringing appropriate materials to class and sleeping.

1st Incident: Teacher discretion regarding consequence along with parental contact.

2nd Incident: Removal from class that day and 1 -3 detentions.

3rd Incident: Removal from class that day and 1 day ISS.

4th Incident: Removal from class that day and 2 days of ISS.

FALSE NOTE/CALL OR FRAUDULENT MISUSE OF SCHOOL FORM (2 Behavior Points)

Involvement in the falsification of a note or phone call is a violation. Misuse of a school form for any false purpose is a violation.

1st Incident: 3 detentions.

2nd Incident: 1 day ISS.

3rd Incident: 2 days ISS.

4th Incident 3 days OSS.

FIGHTING (2 Behavior Points)

Fighting or use of physical force with anger will not be permitted at school, on school property, or at school-sponsored activities. All identified combatants will receive consequences including those spectators who verbally instigate.

1st Incident: 3 days ISS, possible notification of police.

2nd Incident: 2 days OSS, possible notification of police.

3rd Incident: 10 days OSS, LTS or Expulsion Hearing, notification of police.

FLAGRANT MISBEHAVIOR (3 Behavior Points)

Flagrant misbehavior is defined as an unsafe act that jeopardizes the health, safety, or physical well-being of students and staff. Possible examples include possession or use of exploding fireworks, smoke bombs, explosive noisemakers, and setting off a false fire/tornado alarm.

1st Incident: 3 days OSS, possible notification of police.

2nd Incident: 5 days OSS, possible notification of police.

3rd Incident: 10 days OSS, LTS or Expulsion Hearing, notification of police.

FLAGRANT MISBEHAVIOR TOWARDS STAFF (4 Behavior Points)

Flagrant misbehavior towards staff includes but is not limited to threats, obscenity, profanity, vandalism, and menacing or threatening gestures.

1st Incident: 3 days OSS.

2nd Incident: 5 days OSS, LTS or Expulsion Hearing.

3rd Incident: 10 days OSS, LTS or Expulsion Hearing.

HANDBAGS/PURSES/BOOK BAGS (1 Behavior Point)

Handbags (purses) and book bags will not be used during the school day. Students are welcome to use book bags to bring items to and from school, but they will not be permitted to carry bags throughout the school day. Such bags shall be kept in a locker during the day.

1st Incident: Warning

2nd Incident: 1 detention.

3rd Incident: 2 detentions.

4th Incident: 1 day ISS.

HORSEPLAY (1 Behavior Point)

Horseplay is defined as physical actions that are disruptive to the learning environment plus could result in injury to participants and others even though there was not any intent to cause injury.

1st Incident: Warning.

2nd Incident: 1-3 detentions.

3rd Incident: 1-3 days ISS.

ILLEGAL SUBSTANCES - STUDENT INVOLVEMENT (5 Behavior Points)

The consumption, possession, under the influence, transfer, and distribution of any illegal substance (i.e. drugs) anywhere on school property or at a school sponsored activity is prohibited. This will include OTC drugs that are not cleared through the office.

1st Incident: 10 days OSS (administration may seek LTS/Expulsion Hearing), notification of police.

2nd Incident: 10 days OSS, notification of police, LTS/Expulsion Hearing.

INAPPROPRIATE BEHAVIOR (1 Behavior Points)

There are inappropriate behaviors that will not fit precisely into other violation categories. This category is defined as a “catch all” category.

1st Incident: 1-5 detentions.

2nd Incident: 1 day ISS.

3rd Incident: 2 days ISS.

4th Incident: 1 day OSS.

INAPPROPRIATE ITEMS or PARAPHERNALIA (1 Behavior Point)

This is a “catch all” category for administrative discretion for items that do not belong at school. This includes cell phones, CD players, iPods, etc. Punishment must be served to receive the item back. After the 4th incident, student may not bring item back to school and now becomes refusal to obey reasonable request.

1st Incident: Confiscation, warning.

2nd Incident: Confiscation, 1 detention.

3rd Incident: Confiscation, 2 detentions

4th Incident: Confiscation, 1 day ISS

INAPPROPRIATE COMMUNICATION (1 Behavior Point)

Inappropriate communication includes but is not limited to profanity, inappropriate gestures and drawings. (i.e. agendas, school property, or objects on school grounds)

1st Incident: Warning.

2nd Incident: 1 detention.

3rd Incident: 3 detentions.

4th Incident: 1 day ISS.

LEAVING CLASS/LUNCHROOM WITHOUT PERMISSION (1 Behavior Point)

Students are not allowed to leave the classroom or lunchroom without supervisor permission. This includes being gone for unreasonable amounts of time.

1st Incident: 1 detention.

2nd Incident: 3 detentions.

3rd Incident: 1 day ISS.

LEAVING SCHOOL WITHOUT PERMISSION (2 Behavior Points)

Students must check out through the school office in order to leave school property. This includes, but not limited to leaving to go to vehicles in the school parking lot.

1st Incident: 3 detentions.
2nd Incident: 1 day ISS
3rd Incident: 1 day OSS

LUNCHROOM MISBEHAVIOR (1 Behavior Point)

This is defined as any behavior that violates lunchroom procedures.

1st Incident: Help with cleaning the lunchroom for 1-5 days.
2nd Incident: 1-5 detentions and help clean the lunchroom.
3rd Incident: 2 days ISS.

OFFICE DISCIPLINE REFERRAL (1 Behavior Point)

Any office discipline referral (ODR) will receive a minimum of one Behavior Point with the possibility of detention time.

OPEN DEFIANCE (3 Behavior Points)

Open defiance is the exhibition of rude, uncooperative, argumentative behavior that challenges the authority of an adult supervisor's reasonable request. This includes refusing to serve ISS.

1st Incident: 3 days OSS.
2nd Incident: 5 days OSS.
3rd Incident: 10 days OSS, LTS or Expulsion Hearing.

PHYSICAL FORCE AGAINST ANY USD 325 EMPLOYEE (5 Behavior Points)

Physical force against an employee will not be tolerated.

1st Incident: 5 days OSS, LTS or Expulsion Hearing.

PREJUDICIAL BEHAVIOR (2 Behavior Points)

Any behavior or communication that is derogatory and inflammatory regarding race, religion, ethnic origins, handicap conditions, and sexual orientation will not be tolerated.

1st Incident: 3 days ISS.

2nd Incident: 3 days OSS.

3rd Incident: 5 days OSS, LTS or Expulsion Hearing.

PUBLIC DISPLAYS OF AFFECTION (1 Behavior Point)

Students are allowed to hold hands and have a simple embrace. Kissing, long embraces, and inappropriate placing of hands will not be tolerated.

1st Incident: Warning

2nd Incident: 1 detention

3rd Incident: 2 detentions

4th Incident: 1 day ISS.

REFUSAL TO OBEY REASONABLE REQUESTS - INSUBORDINATION - (2 Behavior Points)

Students are to obey reasonable requests from adult supervisors immediately and without argument.

1st Incident: 3 days ISS

2nd Incident: 1-day OSS

3rd Incident: 2 days OSS

4th Incident: Now defined as open defiance with appropriate consequences.

SEXUAL HARASSMENT (3 Behavior Points)

Sexual harassment is defined as a practice that adversely affects others by creating a hostile, or threatening environment. This includes, but is not limited to words, gestures, physical contact, mooning, or unwanted disrobing of another student.

1st Incident: 3 days OSS.

2nd Incident: 5 days OSS.

3rd Incident: 10 days OSS, LTS or Expulsion Hearing.

TARDY (1 Behavior Point)

The individual teacher will deal with tardiness according to their classroom guidelines for the first five tardies. A maximum of one excuse will be accepted per semester when late to school. Tardies will accumulate within the same class.

6th Tardy and up: 1 detention

TERRORISTIC THREAT (5 Behavior Points)

A terrorist threat is communicated with the intent to commit violence or terrorize another individual, or to cause the evacuation of any building, place, assembly, or transportation vehicle with wanton disregard for the risk caused by such terror or evacuation.

1st Incident: 5 days OSS, LTS or Expulsion Hearing, notification of police.

THEFT OR POSSESSION OF STOLEN PROPERTY (3 Behavior Points)

Theft of property or possession of stolen property is a clear violation of expected school behavior. Accomplices may fall under the category of Inappropriate Behavior.

1st Incident: 3 days ISS, restitution, possible notification of police.

2nd Incident: 3 days OSS, restitution, notification of police.

3rd Incident: 5 days OSS, restitution, notification of police, possible LTS or Expulsion Hearing.

THREATS-VERBAL OR WRITTEN HARASSMENT (3 Behavior Points)

Verbal and written threats to intimidate other students creates a hostile learning environment. These threats often lead to physical violence.

1st Incident: 3 days ISS. Notification of police.

2nd Incident: 1 day OSS. Notification of police.

3rd Incident: 3 days OSS. Notification of police.

4th Incident: 10 days OSS, LTS or Expulsion Hearing. Notification of police.

TOBACCO—STUDENT USE/POSSESSION (2 Behavior Points)

Using tobacco products (cigarettes, nicotine delivery devices, vaping devices, snuff, chew, etc.) on school grounds is prohibited. Also, any student with tobacco products on their person (excluding vehicle) will be in violation.

1st Incident: 2 days OSS.

2nd Incident: 3 days OSS.

3rd Incident: 5 days OSS.

TRANSPORTATION-SCHOOL (1 Behavior Point)

Any behavior on school transportation that adversely affects the safe operation of the transportation vehicle is a violation. All other school rules apply while being transported in a school vehicle.

1st Incident: Warning.

2nd Incident: 1-week suspension from school transportation.

3rd Incident: 30-day suspension from school transportation.

THROWING OBJECTS-CAUSING DISRUPTION OR POSSIBLE DANGER (1 Behavior Point)

Throwing of any object which disrupts class or which could cause injury is a violation.

1st Incident: Warning.

2nd Incident: 1-3 detentions.

3rd Incident: 1 day ISS.

4th Incident: 1 day OSS.

VANDALISM (2 Behavior Points)

Vandalism is the intentional destruction of property of others: school property, teacher property, and student property. School administration can determine if an incident was unintentional and assign detentions, depending on severity.

1st Incident: 3 days OSS, restitution, notification of police.

2nd Incident: 5 days OSS, restitution, notification of police.

3rd Incident: 10 days OSS, restitution, LTS or Expulsion Hearing, notification of police.

WEAPONS (10 Behavior Points)

Possession, use, or transfer of any weapon at school, on school property, or at school-sponsored activities is expressly prohibited by Kansas state law. Weapons may include but are not limited to: knives, firearms, destructive devices, any object that can reasonably be considered a weapon, or any facsimile of a weapon.

1st Incident: 10 days OSS, LTS or Expulsion Hearing, notification of police.

DEFINITIONS OF PUNISHMENTS

Suspensions and Expulsions

The principal or superintendent has the authority to suspend or recommend suspension. By enrolling in USD #325, students agree to follow school and district rules. Students who elect to violate the rules are subject to disciplinary action.

Short Term Suspension (Out of School)

1. A short-term suspension may be assessed for up to five days.
2. The student has the right to an informal hearing in accordance with KSA 72-8902(b).
3. The parent or guardian will be notified as soon as possible concerning the length and reasons for suspension.
4. Absences due to an out of school suspension may, at the discretion of the principal, count toward the ten maximum absences per semester.
5. The superintendent will be informed of the out of school suspension.
6. Out of School suspension results in no credit earned for any work missed.
7. An informal hearing by telephone or in person will be held before the student is readmitted. The principal may waive this hearing.
8. While on suspension, a student is not permitted on school grounds or to participate in any school function for any reason.

In School Suspension

All of the above will be enforced except that the in-school suspension will permit the student to receive credit for work completed and attend but not compete in school activities. Absences due to ISS are excused. The student will abide by the ISS Rules. **All ISS days include a 30 minute detention after school.**

Long-Term Suspension/Expulsion

1. Long-term suspension is one exceeding five days.
2. The suspension may extend beyond the current semester.
3. As soon as possible, written notification will be given to the student and parents concerning the reasons and length of the suspension.
4. The student will be given a formal hearing within ten days after the notice. The notice of a hearing will be accompanied by a copy of the Board of Education policy and appropriate statutes.
5. The hearing will be conducted by the superintendent. Also in attendance will be the attorney for the school board, if possible. An educational official from outside the USD 325 school district will conduct hearings due to the accumulation of behavior points.

6. A written result of the findings and results will be directed to the Board of Education and presented to all concerned.
7. Any appeal will be made in accordance with procedures established by the Board of Education in compliance with state statutes.
8. The hearing will be conducted according to regulations outlined in KSA 72-8901-8902, 8904 as amended, and House Bill 2746, 1982. Copies of the preceding will accompany any notice of long-term suspension.

APPENDIX A

USD 325 STUDENT DRUG TESTING POLICY

The Phillipsburg USD 325 Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse or injuries resulting from the use of drugs/alcohol, and to set an example for all other students of USD 325, has adopted the “Student Drug Testing Policy” for drug testing of students participating in or attending school sponsored activities. The USD 325 Board of Education recognizes that all students have certain personal rights of privacy guaranteed by our federal and state constitutions. This policy will not infringe on those rights.

STATEMENT OF PURPOSE AND INTENT

- A. It is the desire of the USD 325 Board of Education, administration, and staff that every student in the USD 325 School District refrain from using, possessing, or distributing illegal drugs and/or alcohol. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend school sponsored activities. This policy is intended to supplement and complement all other policies, rules, and regulations of USD 325 regarding possession and/or use of illegal drugs and/or alcohol.
- B. Participation in or attendance at school sponsored activities is a privilege. Accordingly, students participating in or attending school sponsored activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.
- C. The purpose of this policy is to prevent illegal drug use and to strive within USD 325 to create an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend school sponsored activities. No academic sanction for violation of this policy will occur, except to the extent that a violation of this policy would also constitute a violation of the school’s discipline policy. If the school’s discipline policy regarding drug/alcohol use is violated, the student will be subject to the penalties of the discipline policy.
- D. The purpose of this policy is to prevent drug/alcohol use; educate students as to the serious physical, mental, and emotional harm caused by drug use; alert students with possible drug problems to the potential harms of use; prevent injury, illness and harm as a result of drug use; and to maintain in the school district an environment free of drug use and abuse. USD 325 has adopted this policy for use by all students participating in or attending school sponsored activities in grades 7 -12.

DEFINITIONS

SCHOOL SPONSORED ACTIVITIES – those activities that take place outside the regular course of study in school and those students involved in those activities including all USD 325 sponsored athletics and activities and interscholastic athletics and activities. Examples would include, but not be limited to, competitive athletics, cheerleading, clubs, organizations, school-sponsored dances, music programs, and graduation.

DRUG USE TEST – a scientifically substantiated method to test for the presence of illegal drugs, performance-enhancing drugs, alcohol, or the metabolites thereof in a person’s urine, saliva, hair, or breath.

ILLEGAL DRUGS – any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or Kansas law. Examples would include, but not be limited to, all scheduled drugs as defined by Kansas law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, as well as alcohol and vaping devices.

PERFORMANCE-ENHANCING DRUGS – includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. Dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions are not included in the term “performance-enhancing drugs.”

POSITIVE RESULT – a toxicological test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. “Positive” when referring to an alcohol test administered under this policy means a breathalyzer test result that is considered to demonstrate the presence of alcohol.

REASONABLE SUSPICION – means a school employee’s suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities. All observations, sources, and personal information will be weighed by school employees on a case-by-case basis.

RANDOM SELECTION – each participant who has returned a signed consent form will be assigned a random number for testing purposes. The participant’s drug test number will be used by the laboratory, which conducts the drug tests, to select the participants to be tested.

SCHOOL DAYS – Days that school is actually in session in USD 325.

ACTIVITY DAYS - Days that USD 325 actually has a school sponsored activity (including weekends).

EDUCATION

The school shall provide a drug policy education session for students. The session will include an explanation of the “USD 325 Student Drug Testing Policy.” In addition, it is recommended that each coach/sponsor conduct a player and parent meeting that will include expectations with respect to the use of illegal drugs/alcohol by participants. Parental attendance is strongly encouraged at each session. Each student will be provided a copy of the policy and consent form.

PROCEDURE

- A. Each student in school sponsored activities shall receive copies of the “Student Drug Testing Consent Form” which shall be read, signed, and dated by the student and parent and/or guardian. All students wanting to participate in or attend school sponsored activities must sign the consent form. This form must be returned to the office within the first three (3) days of school or their first three (3) days enrolled. Failure to turn in the properly signed consent form within the time limits set forth in this policy will keep a student from participating

in or attending school sponsored activities. Transfer students will be placed in a testing pool within one week of their enrollment date in USD 325 schools so long as this form is completed and turned in.

- B. Students will be required to provide test samples as follows. Initial test will be hair or oral swab and the follow-up test will be urine. A USD #325 employee will be present at all times. In the case of a hair sample, the parent will be notified and can be present, or the parent can designate a representative to be present.
- C.
 - On a random selection basis, from a list of all students in the testing pool will be drawn to provide a hair sample.
 - The designee will clip the required amount of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number and verify accuracy by initialing the envelope. The clippers or scissors must be wiped with an alcohol wipe before and after each collection.
 - At any time requested by the administration, based upon reasonable suspicion.
- D. Any drug use test required by USD 325 under the terms of this policy will be administered by, or at the discretion of a professional laboratory chosen by USD 325, using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.
- E. Students attending school sponsored activities may be required to submit to an alcohol breathalyzer test prior to entry to determine the presence of alcohol or at any time requested by administration.
- F. All aspects of the drug-testing program, including the taking of specimens, will be conducted in a manner to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure.
- G. If the initial drug test is positive, the initial test result will then be subject to confirmation by a second test. The second test shall not be reported positive unless the second test is positive for the presence of an illegal drug or metabolite thereof.
- H. If the second test confirms a positive result the laboratory will report the results to the Designated Employee Representative. The lab will then be responsible for contacting the parents of the student with the results and will solicit information regarding any medications the student may be taking. If needed, the school will contact a certifying scientist, at the laboratory, regarding any drug interactions. If requested, a Medical Review officer is available to confirm the results and report the findings to the designated Employee Representative.
- I. The school district will rely on the professional opinion of the laboratory that performs the confirmation test in determining whether the positive test result was produced by something other than the consumption of an illegal drug, performance-enhancing drug, or alcohol. The principal and superintendent will make the decision within three (3) working days.
- J. The decision may be appealed in writing to the USD 325 superintendent within three (3) working days. The superintendent will make a written decision within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in school sponsored activities.
- K. The decision of the superintendent may be appealed in writing to the USD 325 Board of Education within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in school sponsored activities.
- L. A student who has tested positive for illegal, performance-enhancing drugs or alcohol will be required to undergo one or more additional drug tests to confirm that the student is no longer using illegal, performance-enhancing drugs or alcohol. A student may participate in activities after his/her initial suspension is served. However, the student will need to pass a second test within two months of the suspension to maintain participation privileges. The cost of the retest will be the obligation of the student or the parent/guardian.

VIOLATIONS

Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the consequences listed below. Violations under this drug testing policy are cumulative throughout 2 years, grades 7-12 and start over every two (2) school years.

- 1ST OFFENSE – The student shall be suspended from participation in or attending all school sponsored activities including all performances and competitions for a period of thirty (30) school/activity days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to fifteen (15) school/activity days.
- 2nd OFFENSE - The student shall be suspended from participation in or attending all school sponsored activities, including all performances and competitions, for a period of ninety (90) school/activity days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to fifty (50) school/activity days.
- SUBSEQUENT OFFENSES – The student shall be suspended from participation in or attending all school sponsored activities, including all performances and competitions, for one hundred and eighty (180) school/activity days.

REFUSAL TO SUBMIT TO A DRUG TEST

Any student in the pool who refuses to submit to a drug/alcohol test authorized under this policy shall be considered “POSITIVE” for drugs and be subject to the appropriate suspension as stated previously in the USD 325 Student Drug Testing Policy.

TRANSFER STUDENTS

Any student transferring to USD 325 who wishes to participate in or attend school sponsored activities must have a signed “Student Drug Testing Consent Form” on file with the principal’s office within three (3) school days of his/her initial enrollment.

DISCLAIMER

The Phillipsburg USD #325 Student Drug Testing Policy does not supersede the student handbooks of Phillipsburg High School with regard to students found to be in possession of, using, providing, or under the influence of illegal substances or alcohol while on school property or at a school activity (home or away). Therefore, a student who violates the policy as set forth in the student handbooks should expect further consequences as deemed appropriate by the building principal.

ATTENDANCE POLICY

Research shows that the single greatest factor contributing to student achievement is attendance at school. Although we realize that there will be occasions when students legitimately need to be gone from school, it is the combined responsibility of the school officials, students, and parents to see that these absences are kept to a minimum.

Absences

Once a student has accumulated ten absences (excused or unexcused) per semester, any additional absences will be considered unexcused and handled as an unexcused absence, including vacations or trips. Exceptions to this policy are absences, which can be verified by a physician, and other situations which the administration has determined to be emergencies. Disciplinary action will be taken as a result of an unexcused absence. The student will be required to make up unexcused time beyond the ten absences. This will be determined by the administration. If a Senior has unexcused absences beyond the ten absences, he/she will be required to make up the time prior to graduation.

Note: This policy does NOT automatically excuse a student for his/her first ten absences from school, as the administration has the final authority to determine whether or not any absence will be excused.

Acceptable Reasons for Excused Absences (by phone or note)

1. Personal illness
2. Serious illness or death of a member of a family member
3. Emergencies calling for the student's services or presence at home
4. Obligatory religious observations
5. Participation in a district-approved or school sponsored activity.
6. College/post secondary school visitation for seniors (4 days) and for juniors (2 days) if arranged through the counseling office.

Again, school administrators will have the final authority to determine whether or not an absence is excused.

Consequences for Unexcused Absences

1 Period	1 Detention
2-3 Periods	2 Detentions
4-5 Periods	3 Detentions
6-7 Periods	4 Detentions
8 Periods	5 Detentions