

PHILLIPSBURG MIDDLE SCHOOL



STUDENT INFORMATION HANDBOOK

2025-2026

PHILOSOPHY AND PURPOSE

In order for students to grow and learn, a safe and orderly environment must exist within our school. The middle 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 middle school reserves the right to search student lockers at any time, for any reason.

Class Schedules

There are no changes in class schedules after the 2nd full day of each semester. There is no dropping band after the start of the 2nd semester.

Academic Letter

Each student in grades 7 and 8 will be eligible to receive an academic letter based upon the following criteria: in the Middle School, a student must maintain at least a 3.5 grade point average for each of the four quarters in a school year. (This criteria is exactly what is required at the Middle School to be on the Blue and Gold Honor Roll.)

Attendance- See Appendix B for the full policy and discipline guidelines.

Regular attendance is essential for maintaining growth in the educational process. Students can make up the paperwork missed when absent, but will miss the discussions and other classroom learning activities which are equally important.

All P.M.S. Students are required, by Kansas Law, to be regular in attendance. Attendance is a parent/student responsibility. The average attendance rate at Phillipsburg Middle School is about 96%. Parents will be contacted when absentees are adversely affecting a student's academic progress. An absence is defined as missing two or more class periods in one school day. The building principal, in consultation with the Superintendent, may require medical or other supportive evidence of absences.

We expect our students to be in school each day unless excused for:

1. illness
2. medical treatment
3. family crisis/events
4. school activities
5. Or absences expressly requested by the parent/guardian with prior arrangements made with the principal

All other absences will be considered unexcused. 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. Exceptions to this policy are absences, which can be verified by a physician, and other situations which the administration has determined to be emergencies. A student is TRUANT when they have accumulated unexcused absences for three (3) consecutive days, five (5) days in one semester, or seven (7) days in one school

year. The school principal is required to report truancy to the Kansas Department of Children and Families (DCF) or to the Phillips County District Court for non-compliance with the Kansas Compulsory School Attendance Law.

Phone Calls

For the safety and welfare of our students, we request parents to call the school at 543-5114 at 7:45 a.m. to report student absences for the day. Students will be marked unexcused if we do not receive notification of an absence by 9:00 a.m. We may call parents at home or work to confirm the absence if we do not receive a phone call. Cell phones are allowed at school but must be turned off and kept in the student's book locker. Cell phones may be used before and after school only.

MIDDLE SCHOOL STAFF

Terra Keeten	Principal/Athletic Director
Kurt Pakkebie	PE/Health
Ross Coomes	PE/Health
Shayne Lyon	K-8 Counselor
Sharell Hilbrink	Secretary
Muriel Iman	Library Aide/Assistant Secretary/Accompanist
Jarrett Bates	PE/Health
Vesta Jo Still	5 th – 8 th Instrumental Music
Nicole Glynn	7 th & 8 th Science
Kelsi Blew	7 th & 8 th Math
Tiffany VanDerVeen	7 th & 8 th Reading
Elsie Parks	5 th & 6 th Special Education
Laura Umbarger	5 th & 6 th Reading
Kyleigh Lenneman	5 th & 6 th Science
Alyssa Stites	5 th & 6 th Social Studies
David Hindman	7 th & 8 th Social Studies
Ranelle Hugunin	5 th & 6 th Language Arts
Kelly Hendryx	7 th & 8 th Language Arts
Martha Wolfe	5 th & 6 th Math
Melanie Molzahan	5 th – 8 th Technology, 8 th Publications, 8 th Bus. Ess.
Aubrey Larson	5 th – 8 th Vocal Music
Julie Peterson-Shea	8 th Art
Sarah Pauley	Special Education
Lynette Ehm	7 th & 8 th Special Education
Mitzi Weinman	Technology Integration Specialist
Tina Blew	Speech Pathologist/Hearing Impaired
Christine Thompson	School Psychologist
Cindy Burton	Food Service Director
Nel McCreery	Cook
Stacey Moon	Cook
Wendy Hunnacutt	Para
Jessica Wilson	Para
Michael Romo	Head Custodian
Brad Artz	Custodian
Michelle Cole	School Nurse

LIST OF SUPPLEMENTAL ASSIGNMENTS

Stacey Hudson	Head Girls Volleyball
Shaunna Ruder	Assistant Volleyball
Kyleigh Lenneman	Assistant Volleyball
Conrad Corman	Head Football, Head Boys Basketball
David Hindman	Head Girls Basketball
Michael Hensley	Assistant Girls Basketball, Assistant Wrestling
Ben Swenson	Assistant Football, Assistant Boys Basketball
Jon Weinman	Assistant Football, Head Wrestling
David King	Head Boys/Girls Cross Country
Jon Weinman	Assistant Track
Kara Hilburn	Head Track
Dani Suchsland	Assistant Track
Rachel Miller	Assistant Track
Melanie Molzahn	Tech, Publications
Kelsi Blew	Co-Scholar's Bowl, Co-Pep Club/Cheerleading
Vesta Jo Still	Instrumental Music
Aubrey Larson	Vocal Music
Laura Umbarger	Co-Pep Club/Cheerleading
Nicole Glynn	Student Council, Co-Scholar's Bowl

Student Behavior Code and Point System

DISCIPLINE HANDBOOK NOTES

Disciplinary consequences commonly used in schools include: time-out, detention, 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 Middle 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 20 points in a semester, a LTS hearing will be held for that student. Minor offenses such as Tardies will not count towards the LTS points. In the case where several violations are committed, all Behavior Points will accumulate. Points will start at zero every semester.

ODR is shorthand for Office Discipline Referral.

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. (3:15-3:45 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 doubling the detention time or 1 day ISS for repeat offenders.
- 4) All detentions mentioned in this handbook are office detentions.

DISCIPLINE POLICY

The primary purpose of school is to provide a place and a process for students to gain knowledge. We expect our students to work to the limit of their individual abilities to reach their maximum learning potentials. Any student behavior that results in a negative influence on other students in their learning process or in the teacher's ability to teach shall be considered inappropriate and changes in that behavior will have to occur. Discipline is a process of causing a change of a learned behavior. Students will have an opportunity to change their behavior, which will eliminate any problems they are causing. Consequences will become more severe for students who refuse to fix the problem. A Discipline Matrix has been created and attached to the end of the handbook that lists infractions and disciplinary actions for each offense. The building principal has the final say and ability to vary disciplinary actions on all infractions on a case by case basis.

All students are primarily responsible to the teachers and supervisors for their behaviors inside and outside of their classrooms. Students who refuse to change behaviors or respond to the discipline program of teachers will be referred to the principal for appropriate consequences.

Students who are responsible school citizens are rarely affected by any discipline policy. Students who consistently violate the provisions of the Citizenship Code or normal rules of conduct will be subject to one or more of the following consequences:

- Loss of Privileges
- Loss of Free Time
- In-School Suspension
- After or Before School Suspension
- Out of School Suspension
- Saturday School
- Expulsion

Infractions which will almost always be referred to the principal are:

- Being disrespectful to any school employee
- Insubordination-refusing to follow directions
- Use or possession of drugs, alcohol or tobacco
- Vandalism
- Theft (stealing or possession of another's property without permission)
- Fighting or hazing
- Continuous class disruptions
- Obscene/vulgar language
- Refusing to cooperate with substitute teachers
- Use of cell phone to text, make calls, listen to music, etc.

Prohibited Behaviors—To maintain a positive learning environment at P.M.S. it is necessary to prohibit behaviors which cause:

1. disruptions in the hallways and classrooms
2. a safety concern
3. any damage to the school or school property

Behaviors which are prohibited are:

1. running in hallways
2. pushing or having hands on other people
3. fighting, scuffling or hazing
4. profanity
5. setting on or putting feet on furniture
6. yelling or being excessively loud
7. any verbal or physical abuse of other students, teachers, substitute teachers, or school employees
8. sexual harassment
9. teasing, name calling, or threatening other students
10. any cell phone use or carrying of cell phone
11. wearing/listening to headphones, earbuds, air pods, music in the hallway or class
12. carrying bags of any kind from class to class. These should be left in student lockers.

It is impossible to list every potential problem/disruption and every possible consequence. Infractions not specifically mentioned in this handbook or on the Discipline Matrix will be considered and dealt with on an individual basis.

General Classroom Rules:

1. Students are to take their seats upon entering the room.
2. All books, materials and homework for each class should be in your possession when entering the classroom.
3. Cheating is not an appropriate habit or value and will not be allowed.
4. Each teacher will establish rules on talking, pencil sharpening, etc., and you will need to adjust to each class and teacher.
5. Students are not allowed to leave the classroom until they are dismissed by the teacher, not the bell.
6. We expect respect for others' property and of our building.
7. No use of inappropriate language and put-downs.

DRESS CODE – Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be sent to the office and will be required to change their clothing.

The board-approved dress code for school days and school activities (home/away events) is as follows:

- Appearance must be neat and clean
- Hair must be clean and well-groomed
- Facial hair must be trimmed and maintained
- Clothing must not be unreasonably soiled or badly worn
- Decency and good taste are required.
- Wearing apparel that is excessively short, tight, low-cut or revealing may not be worn. Midriff must be covered and undergarments should be covered.
- No hats, caps, or head coverings in any school buildings during the school day.
- Clothing that suggests illegal, immoral, vulgar, or uncomplimentary language or advertises drug, alcohol, or tobacco is prohibited at school or activities.
- Shoes or sandals that attach securely to the feet are required.
- Clothing that is loose or dangling is not permitted around machinery.

Any student involved in an extracurricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

DRESS CODE VIOLATIONS (1 Behavior Point)

Failure to dress appropriately at school or an activity during the school day is a violation.

- 1st Incident: Change to appropriate dress, missed class time to be made up after school & 1 Behavior Point.
2nd Incident: Same as above along with 1 detention & 1 Behavior Point.
3rd Incident: Same as above with 2-5 detentions & 1 Behavior Point.
4th Incident: 1 day ISS & 1 Behavior Point.
5th Incident: 1 day OSS & 1 Behavior Point.

ARRIVAL-DEPARTURE TIME – Students may not enter the building until 7:50 a.m. unless you have an appointment with a teacher or to eat breakfast from 7:40 – 7:55, so your arrival at school should be at 7:50 or slightly before. Exceptions are made during very severe weather to be in the entrance areas, but you are not to be in the main hallways or at your lockers or in the locker room before then. School dismisses at 3:13 and students are to leave the building and school grounds unless you are involved in after school activities or you have an appointment with a teacher.

EARLY DISMISSAL/LEAVING SCHOOL – When you arrive at school, **stay at school**. If you must leave for any reason, you must report to and check out with the office. Parents need to call or send a note requesting your early dismissal and this should be taken care of at 7:50 a.m. with the office secretary.

HOMEWORK (1 Behavior Point)

Students are responsible for completing all assigned work for each class. This may result in work to take home and complete on the student's time outside of the regular school day. Late homework is defined as any work not turned in at the beginning of the class period or after the teacher designates it as on time. Each teacher may have different procedures for students turning in homework. The following procedures will be used with late assignments:

1 Day Late: 10% off the completed work. The student will be required to stay after school 30 minutes or until the work is complete (whichever comes first). Students are responsible for contacting parents.

*Multiple late assignments in different classes result in the student staying a minimum of 30 minutes for the office to work towards completing the assignments.

2 Days Late: 20% off the completed work. The student will turn in work even if not complete for partial credit.

3 Days Late: 1 Behavior Point, Office Discipline Referral and 0% for all assignments not turned in.

*Multiple missing/late assignments or continued late work may result in detention or Saturday School.

*If late work is part of a past due make-up slip, points will be assigned only once.

Student Make-up Work

Students will be sent an online make-up slip after missing school for any reason, and are responsible for, and are required to complete all missed work on time. After their work is complete, students are responsible to acquire all signatures on the make-up slip for classes missed and notify the office when the make-up slip is complete.

Students receive two days to complete make-up work following one day of absence plus one additional day for each additional day of absence (Example: absent all day Monday, the make-up slip will be due at the end of the day Wednesday. Absent Monday & Tuesday, the make-up slip will be due at the end of the day Friday). Make-up slips will fall under behavior points for failure to complete it by the due date. All make-up work must be complete, make-up slip signed, and turned in to the office before students leave to attend as a participant in extracurricular activities.

Make-up Slip Study Hall (MUSH)

Students with a past due make-up slip will attend make-up slip study hall until 3:45 p.m. or when the make-up slip is completed, whichever comes first, the first day past due. A student will serve a detention each day after the make-up slip is due, for a maximum of three days, unless the make-up slip is completed. Bus students will have 1 day leeway to make transportation arrangements, if needed. Fridays are excluded.

Teachers need to sign up for at least two weeks of make-up slip study hall starting the second week of the school year. Office detentions may be served with the make-up slip study hall teacher. 8th grade students will not be required to complete make-up slips or attend MUSH unless they are failing two or more classes, or unless the principal determines otherwise.

MAKE-UP SLIPS

Consequences for late make-up slips:

- 1 day late: Detention & 10% off make-up work
- 2 days late: Detention & 20% off make-up work
- 3 days late: Detention & dropped makeup slip (0% for all incomplete assignments)

ACADEMIC DISHONESTY (1 Behavior Point)

Students are responsible for completing their own work. Plagiarism or other forms of cheating will not be tolerated.

- 1st Incident: 1 Behavior Point, ODR, Failure of assignment (0%), and parent notification.
- 2nd Incident: 1 Behavior Points, ODR, Failure of assignment (0%), parent conference and ISS or Saturday School.
- 3rd Incident: 1 Behavior Point, ODR, Failure of assignment (0%), 2+ days ISS/OSS and Saturday School.
- 4th Incident: 1 Behavior Point, ODR, Failure of assignment (0%), parent conference and possible LTS.

PERFECT ATTENDANCE—Certificates will be awarded to students who have been absent for less than one full day (Five two hour absences equal one day)

TARDIES—Punctuality is an important value. Students who are tardy disrupt the educational process of the entire class; this is a serious concern and cannot be allowed. Students are responsible for arriving at school on time and to each class on time. You are responsible to each of your teachers for arriving on time. The following Tardy Policy will be used throughout the school year:

Tardy Policy – Per 9 Weeks

Beginning of the day Procedures: *Students must get a tardy slip from the office if late.

- 1st Offense = Warning
- 2nd Offense = 30 min. detention
- 3rd Offense = 30 min. detention
- 4th Offense = 30 min. detention
- 5th Offense = 30 min. detention
- 6th Offense and up = 1 day ISS

After 1st Hour: *The teacher will deal with tardiness until the 6th offense.

- 1st Offense = Warning
- 2nd Offense = Warning
- 3rd Offense = 30 min. detention
- 4th Offense = 30 min. detention
- 5th Offense = 30 min. detention
- 6th Offense and up = Office Referral

*Student's Tardy to more than one class per day will be referred to the office.

*To be on time the students must be in their seat and prepared for class when the bell rings.

*Three (3) excused tardies = One (1) unexcused tardy.

We expect our students to be on time to school and in class each day unless excused for:

1. illness
2. medical treatment
3. family crisis/events
4. school activities
5. Or absences expressly requested by the parent/guardian with prior arrangements made with the principal

OFFICE TARDY (1 Behavior Point)

The individual teacher will deal with tardiness according to their classroom guidelines after the first hour. A maximum of three excuses will be accepted per nine weeks when late to school. 3 EXCUSED TARDIES = 1 UNEXCUSED TARDY. Tardies will accumulate per nine weeks

1st Tardy:	Warning
2nd Tardy:	1 detention & 1 Behavior Point
3rd-5th Tardy:	1 detention & 1 Behavior Point
6th & up:	1 day ISS & 1 Behavior Point

CLASSROOM TARDY (1 Behavior Point)

The individual teacher will deal with tardiness according to their classroom guidelines after first hour. Tardies will accumulate within the same class per nine weeks.

1st & 2nd Tardy:	Warning
3rd-5th Tardy:	1 detention
6th & up:	ODR & 1 Behavior Point

BOY/GIRL FRIENDS—Having a close friend is a nice event for you. We expect you to refrain from physical contact of hand holding, hugging, etc. at school. Public displays of affection are not appropriate in our school environment.

PUBLIC DISPLAYS OF AFFECTION (1 Behavior Point)

1st Incident:	Warning
2nd Incident:	1 detention & 1 Behavior Point
3rd Incident:	2 detentions & 1 Behavior Point
4th Incident:	1 day ISS & 1 Behavior Point

LEAVING CLASS WITHOUT PERMISSION (1 Behavior Point)

Students are not allowed to leave the classroom without supervisor permission. This includes being gone for unreasonable amounts of time. Each incident earns 1 behavior point.

- 1st Incident: 1 detention.
- 2nd Incident: 2-3 detentions.
- 3rd Incident: 1 day ISS, possible Saturday School.

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. Each incident earns 1 behavior point.

- 1st Incident: Removal from class for one day and 1-3 detentions.
- 2nd Incident: Removal from class for one day, 2-3 detentions or one day ISS.
- 3rd Incident: 1-2 days ISS.
- 4th Incident: 1-3 days ISS/OSS.
- 5th Incident: 3-5 days ISS/OSS and Saturday School.

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 & 1 behavior point.
- 3rd Incident: 2-5 detentions or 1-3 days ISS & 1 behavior point.
- 4th Incident: 1-3 days ISS/OSS & 1 behavior point.

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 & 1 behavior point.
- 3rd Incident: 2-5 detentions or 1 day ISS & 1 behavior point.
- 4th Incident: 1-3 days ISS/OSS & 1 behavior point.

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. Each incident earns 1 behavior point.

- 1st Incident: 1-5 detentions.
- 2nd Incident: 2-5 detentions or 1 day ISS.
- 3rd Incident: 1-3 days ISS.
- 4th Incident: 1-3 days OSS.

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 & 1 behavior point.
- 3rd Incident: 1-3 detentions or 1 day ISS & 1 behavior point.
- 4th Incident: 1-3 days ISS/OSS & 1 behavior point.

OBSCENE LANGUAGE/GESTURES (1 Behavior Point)

Obscene language or gestures includes anything that is sexually explicit, vulgar, lewd, racist, sexist, or anything that could be considered reasonably crude or suggestive. The principal will make the final determination on a case by case basis.

- 1st Incident: 1-3 detentions or 1 day ISS & 1 behavior point
- 2nd Incident: 1-3 days ISS & 1 behavior point
- 3rd Incident: 1-3 days ISS/OSS & 1 behavior point
- 4th Incident: 3-5 days OSS & 1 behavior point

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. Each incident earns a minimum of 2 behavior points.

- 1st Incident: 1-3 days ISS, possible notification of police.
- 2nd Incident: 2-3 days ISS/OSS, possible notification of police.
- 3rd Incident: 5-10 days ISS/OSS, possible LTS or Expulsion Hearing, notification of police.

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 & 1 behavior point.
3rd Incident: Removal from class that day and 1 day ISS & 1 behavior point.
4th Incident: Removal from class that day and 1 day of ISS, possible Saturday School & 1 behavior point.

OPEN DEFIANCE/INSUBORDINATION (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. Each incident earns a minimum of 3 behavior points.

- 1st Incident: ODR & 30 minute detention.
2nd Incident: ODR, 1-3 days ISS/OSS and possible Saturday School
3rd Incident: 2-5 days ISS/OSS and possible Saturday School.

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. Each incident earns a minimum of 3 behavior points.

- 1st Incident: 3 days ISS/OSS, possible notification of police.
2nd Incident: 5 days ISS/OSS, possible notification of police.
3rd Incident: 5-10 days ISS/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. Each incident earns a minimum of 4 behavior points.

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

DETENTION—Teachers may keep students in after school as necessary for disciplinary reasons or to complete schoolwork. **It is the responsibility of the student to notify their parents when they have to stay after school.** Twenty -four hour notification will be provided as needed. Students must serve detentions either the day of or the following day of the assigned detention. Failure to serve in that time frame will result in doubling the time to serve. Failure to serve the doubled time will result in being referred to the office. ISS could result in failure to serve detentions.

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 classroom detentions.

2nd Incident: 2-3 office detentions & 1 behavior point.

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 3:15-3:45 PM. Failure to appropriately serve an office detention is a violation. Each incident earns 1 behavior point.

1st Incident: Double the detention time owed.

2nd Incident: 1 day ISS.

3rd Incident: 2 days ISS

TECHNOLOGY—Students will follow the Responsible Use Policy and the Technology Policies, Procedures, and Information Handbook set in place by USD 325.

TELEPHONE—An office telephone is available for emergency use only with permission from school staff. It is not to be used for organizing social events with friends. Cell phones are allowed at school but must be turned off and kept in the student's book locker. Cell phones may be used after school only.

HONOR ROLL—The honor roll is for recognition of its student's academic performance. The honor roll includes 7th and 8th grade students only. The honor roll will be published in the local newspapers after grades are released each nine-weeks. There are three categories on the honor roll. They are

<i>Panther All A's</i>	<i>4.0</i>
<i>Blue & Gold</i>	<i>3.5-3.99</i>
<i>Honorable Mention</i>	<i>3.0-3.49</i>

RESTROOM USE—Students are expected to use the restrooms on your three minute passing time between classes, before and after school, and during lunch break. Emergencies will arise and will be approved by classroom teachers until you abuse the number of requests.

HALL PASSES—When a student is out of a classroom for any reason, they must use the hall pass on their iPad to be signed by the teacher. Over use of hall passes, as determined by the principal, may result in a student making up time after school.

Students may ride bikes to and from school. Bikes are to be parked in the bike racks when you arrive at school. The bike rack is off limits for all students until school is dismissed. You are not to touch any bike except your own.

SOCIAL EVENTS (PARTIES)—The following guidelines will be followed at P.M.S.:

1. Only P.M.S. students from the designated grade levels may attend the activity.
2. Students will stay inside the building for the duration of the activity and will not leave without permission. Students who leave early will not be allowed back into the event.
3. Students who must leave before the end of the activity must have a parent come in the building to get you or you must have a verified phone call for permission to leave early.

ATHLETIC EVENTS P.M.S./P.H.S.—Middle School student's attendance at school events is contingent on following these rules, regulations and expectations:

1. Activity sponsors will be responsible for determining the permissance of hat wearing for activity participants at P.M.S activities (home and away).
2. We expect our students to stand and be orderly when the National Anthem is sung or played

3. We expect you to be good citizens and refrain from pushing, shoving, running and throwing things
4. We expect you to sit in the assigned or designated areas
5. We expect you to stay at the activity and not leave the area or building until it is time to go home
6. We expect you to demonstrate good sportsmanship and to support the Phillipsburg teams without booing or ridiculing opposing players or officials
7. We expect you to represent P.M.S. well and to demonstrate pride in our schools, community and in yourself

Please take care of yourself and do a good job so you will not lose your privilege of attending school activities and events.

ROTARY STUDENT—The Phillipsburg Rotary Club recognizes an outstanding student at the High School and Middle School at a noon luncheon each month. The selection will be made by the 8th grade faculty.

CAFETERIA GUIDELINES:

1. Pop type drinks, energy drinks (such as Monster, Alani, and Rockstar), and fast food type meals are not allowed as sack lunches
2. Students who eat breakfast are to report directly to the cafeteria without going to your locker and after eating may join your friends outside or in the hallway
3. Students are expected to be courteous, polite and use appropriate eating manners
4. "Classroom" level voices are appropriate in visiting
5. Students are responsible to the lunchroom supervisors for appropriate behaviors

LUNCHROOM MISBEHAVIOR (1 Behavior Point)

This is defined as any behavior that violates lunchroom procedures. Each incident earns 1 behavior point.

1st Incident: Help with cleaning of the lunchroom 1-5 days or 1-5 detentions.

2nd Incident: 2-5 detentions.

3rd Incident: 1-2 days ISS.

LEAVING LUNCHROOM WITHOUT PERMISSION (1 Behavior Point)

Students are not allowed to leave the lunchroom without supervisor permission. This includes being gone for unreasonable amounts of time. Each incident earns 1 behavior point.

1st Incident: 1 detention.

2nd Incident: 3 detentions.

3rd Incident: 1 day ISS and possible Saturday School.

DRINKS/OUTSIDE FOOD—Water in clear bottles are allowed in class. No pop, energy drinks (such as Monster, Alani, and Rockstar), or other beverages are allowed in school, this includes lockers. No food items are allowed in school or the cafeteria unless part of a sack lunch (must meet the cafeteria guidelines).

STUDENT COUNCIL—The purpose of Student Council is to give experience in student government, in peer representation, in interrelating through an organizational process with the school principal and in organizing student activities to as many students as possible.

Membership in the council include a President and Vice-President elected for the year by the student body from the 8th grade class and a grade level representative for 5th, 6th, 7th and 8th. Representatives are elected for a full school term.

GRADES—If there is a question about grades or assignments, the student should visit with their teacher to check for any mistakes or misunderstanding. If parents/guardians still have a question about grades, the student and their parents/guardian should set up a time to visit with the teacher. Any questions after that should be directed to the principal.

GRADING SCALE --	90-100	A
	80-89	B
	70-79	C
	60-69	D
	59-Below	F

Other infractions as part of the point system include:

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. Each incident earns a minimum of 2 behavior points.

1st Incident: Minimum 30 minute detention and parent notification.

2nd Incident: Minimum 60 minute detention and parent conference.

3rd Incident: 1-3 days ISS/OSS. Notification of police possible.

4th Incident: 3 days ISS/OSS. Notification of police possible.

iPAD - Inappropriate Use (1 Behavior Point)

The iPad is a privilege, not a right. Failure to follow proper procedures will result in losing this privilege. The Responsible Use Policy lays out guidelines and will be followed by all students. Failure to do so could result in the following. *Incidents will accumulate throughout the entire school year and will not reset until the following school year. Each incident earns 1 behavior point.

1st Incident: Loss of iPad for 1 day

2nd Incident: Loss of iPad for 2-3 days

3rd Incident: Loss of iPad for 3-5 days

4th Incident: Possible loss of iPad for an extended amount of time determined by the principal

iPAD - Failure to Charge/Leave at Home (1 Behavior Point)

Students having their iPad fully charged each day is a necessity. Teachers plan and require various activities to be completed during each class period using the student's iPad. If a student continually leaves their iPad at home or fails to charge it at night this could adversely affect their ability to participate in class.

One detention will be served for each time a student leaves their iPad at home or fails to charge their iPad.. The student will also be required to plug their iPad in on the charging cart in the office when it is not needed for class. Repeat offenders may be required to leave their iPad at school daily in the office to ensure it is here and charged to use in their classes.

1st-4th Incidents: One Detention

5th Incident and Beyond: iPad will remain at school in the office when not needed for class.

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. Consequences must be served to receive the item back. After the 4th incident, a student may not bring items back to school and it now becomes refusal to obey a reasonable request.

1st Incident: Confiscation, parent/guardian must retrieve item

2nd Incident: Confiscation, parent/guardian must retrieve item, 1 detention & 1 behavior point.

3rd Incident: Confiscation, parent/guardian must retrieve item, 3 detentions & 1 behavior point.

4th Incident: Confiscation, parent/guardian must retrieve item, 1 day ISS & 1 behavior point.

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. Each incident earns a minimum of 3 behavior points.

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

2nd Incident: 2-5 days ISS/OSS, restitution, possible notification of police.

3rd Incident: 5-10 days OSS, restitution, LTS or 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, minimum of 4 behavior points.

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. Each incident earns a minimum of 3 behavior points.

1st Incident: 3 days ISS.

2nd Incident: 2-3 days OSS.

3rd Incident: 3-5 days OSS.

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. Each incident earns a minimum of 2 behavior points.

1st Incident: 1-3 detentions.

2nd Incident: 1 day ISS.

3rd Incident: 2 days ISS & Saturday School

4th Incident 3 days OSS.

ILLEGAL SUBSTANCES - STUDENT INVOLVEMENT (5 Behavior Points)

The consumption, possession, under the influence, transfer, and distribution of any illegal substance (i.e. drugs, alcohol, tobacco, nicotine delivery devices) anywhere on school property or at a school sponsored activity is prohibited. This will include OTC drugs that are not cleared through the office. Each incident earns a minimum of 5 behavior points.

1st Incident: 2-10 days OSS (administration may seek LTS/Expulsion Hearing), notification of police.

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

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

Physical force against an employee will not be tolerated. Each incident earns a minimum of 5 behavior points.

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

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. Each incident earns a minimum of 3 behavior points.

1st Incident: 1-3 days ISS/OSS.

2nd Incident: 2-5 days ISS/OSS.

3rd Incident: 5-10 days ISS/OSS, LTS or Expulsion Hearing.

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. Each incident earns a minimum of 5 behavior points.

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

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. Each incident earns a minimum of 3 behavior points.

- 1st Incident: 1-3 days ISS. Possible notification of police.
- 2nd Incident: 1 day OSS. Possible notification of police.
- 3rd Incident: 3 days OSS. Possible notification of police.
- 4th Incident: 10 day OSS, LTS or Expulsion Hearing. Notification of police.

TRANSPORTATION-SCHOOL (1-5 Behavior Points)

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 & 1-5 behavior points.
- 3rd Incident: 30-day suspension from school transportation & 1-5 behavior points.

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. Each incident earns a minimum of 2 behavior points.

- 1st Incident: 1-3 days ISS/OSS, restitution, possible notification of police.
- 2nd Incident: 2-5 days OSS, restitution, possible notification of police.
- 3rd Incident: 5-10 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, & minimum of 10 behavior points.

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 (8:00 - 3:45).**

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.

**PHILLIPSBURG MIDDLE SCHOOL 2025-2026
STUDENT SUPPLY NEEDS**

FIFTH AND SIXTH GRADE

3 large boxes Kleenex	
Scissors	1 box colored pencils
4 glue sticks	
Spiral notebook for Math	3 - composition notebooks
1 – 4 pack dry erase markers	
#2 lead pencils	large eraser
1 box Crayola markers 8 count	1- composition notebook for Science
Spiral notebook for Reading	
iPad stylus (Optional)	
2 pocket folders (any color)	

Students will need wireless headphones or headphones with a usb-c end. – TO REMAIN AT SCHOOL (REQUIRED)

SEVENTH AND EIGHTH GRADE

Package of 2 expo markers for Math	
3 large boxes Kleenex	1 - 3-prong folder (English)
2 Composition Notebooks (English)	2 glue sticks
iPad stylus	1 box colored pencils
large eraser	
#2 lead pencils	
Ballpoint pens	
2 pocket folder for Science	

Students will need wireless headphones or headphones with a usb-c end.

1" or 1.5" three ring binder (Science)
Texas Instruments TI-30X or TI-34 Scientific Calculator. (REQUIRED)

FIFTH, SIXTH, SEVENTH, AND EIGHTH GRADE PE

Socks
Tennis Shoes

EIGHTH GRADE ART

Good eraser, soft lead pencil such as a 6B or Ebony.

PHILLIPSBURG MIDDLE SCHOOL DISCIPLINE MATRIX				
INFRACTIONS	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
DRESS CODE VIOLATIONS (1 Behavior Point Each Incident)	Change to appropriate dress, make up missed time after school.	Same as 1st offense along with 1 detention.	Same as 1st offense along with 2-5 detentions.	1 Day ISS. 5th Offense = 1 day OSS.
HOMEWORK (1 Behavior Point)	Late 1 Day: 10% off, stay after school until work is complete or 30 minutes, whichever comes 1 st .	Late 2 Days: 20% off, turn in work even if not completed. 20% off the completed work.	Late 3 Days: 0% for all assignments not turned in. ODR & 1 point.	*Continued late work results in Saturday School. (*case by case basis)
MAKE-UP SLIPS	1 day late = Detention & 10% off late work	2 days late = Detention & 20% off late work	3 days late = Detention, Dropped Make-up Slip & 0% on late work	
ACADEMIC DISHONESTY (1 Behavior Points)	1 behavior point, ODR, 0% on assignment	1 behavior points, ODR, 0%, ISS or Saturday School	1 behavior points, ODR, 0%, 2+ days ISS/OSS and Saturday School	1 behavior points, ODR, 0%, parent conference and possible LTS
TARDY TO SCHOOL (1st HOUR ONLY) OFFICE PROCEDURES (1 Behavior Point)	Warning	30 minute detention & 1 point.	3 rd & 5 th Offense = 30 minute detention & 1 point.	5 th Offense & up = 1 day ISS & 1 point.
TARDY PER TEACHER/ PER NINE WEEKS	Warning	Warning	3 rd , 4 th , & 5 th Offense = 30 minute detention	6 th Offense & up = ODR & 1 point.
ATTENDANCE POLICY	1-2 Unexcused Absences 1 Lunch Detention	3-4 Unexcused Absences 2 Lunch Detentions	5-6 Unexcused Absences 3 Detentions	7-8 UA= 4 Detentions 9-10 UA= 5 Detentions
PUBLIC DISPLAYS OF AFFECTION (1 Behavior Point)	Warning	1 Detention & 1 point.	2 Detentions & 1 point.	1 day ISS & 1 point.
LEAVING CLASS WITHOUT PERMISSION (1 Behavior Point Each Incident)	1 Detention	2-3 Detentions	1 Day ISS & possible Saturday School	
DISRUPTIVE BEHAVIOR (1 Behavior Point Each Incident)	Removal from class for 1 day and 1-3 detentions.	Removal from class for 1 day, 2-3 detentions or 1 day ISS.	1-2 days ISS.	1-3 days ISS/OSS 5th Offense = 3-5 days ISS/OSS + Saturday School
HORSEPLAY (1 Behavior Point)	Warning	1-3 Detentions & 1 point.	2-5 Detentions or 1-3 days ISS & 1 point.	1-3 days ISS/OSS & 1 point.
THROWING OBJECTS- CAUSING DISRUPTION OR DANGER (1 Behavior Point)	Warning	1-3 Detentions & 1 point.	2-5 detentions or 1 day ISS & 1 point.	1-3 days ISS/OSS & 1 point.
INAPPROPRIATE BEHAVIOR (1 Behavior Point Each Incident)	1-5 Detentions	2-5 Detentions or 1 day ISS.	1-3 days ISS.	1-3 days OSS.
INAPPROPRIATE COMMUNICATION (1 Behavior Point)	Warning	1 Detention & 1 point.	1-3 Detentions or 1 day ISS & 1 point.	1-3 days ISS/OSS & 1 point.
Obscene Language/Gestures (1 Behavior Point Each Incident)	1-3 Detentions or 1 day ISS	1-3 days ISS	1-3 days ISS/OSS	3-5 days OSS

FIGHTING (2 Behavior Points Each Incident)	1-3 days ISS, possible notification of police.	2-3 days ISS/OSS, possible notification of police.	5-10 days ISS/OSS, possible LTS or expulsion hearing, notification of police.	
FAILURE TO PARTICIPATE IN REQUIRED ACTIVITIES (1 Behavior Point)	Teacher discretion regarding consequence along with parental contact.	Removal from class that day and 1-3 detentions & 1 point.	Removal from class that day and 1 day ISS & 1 point.	Removal from class that day and 1 day ISS & Saturday School & 1 point.
OPEN DEFIANCE/INSUBORDINATION (3 Behavior Points Each Incident)	ODR & 30 minute detention.	ODR, 1-3 days ISS/OSS and possible Saturday School.	2-5 ISS/OSS and possible Saturday School.	
FLAGRANT MISBEHAVIOR (3 Behavior Points Each Incident)	3 days ISS/OSS, possible notification of police.	5 days ISS/OSS, possible notification of police.	5-10 days ISS/OSS, LTS or Expulsion Hearing, notification of police.	
FLAGRANT MISBEHAVIOR TOWARDS STAFF (4 Behavior Points Each Incident)	1-3 days ISS/OSS.	2-5 days ISS/OSS.	5-10 days OSS, possible LTS or Expulsion Hearing.	
DETENTION VIOLATIONS - CLASSROOM (1 Behavior Point)	1 classroom detention becomes 2 classroom detentions.	2-3 office detentions & 1 point.	Now defined as office detention violation with appropriate consequences.	
DETENTION VIOLATIONS - OFFICE (1 Behavior Point Each Incident)	Double the detention time owed.	1 day ISS.	1 day ISS & Saturday School.	
LUNCHROOM MISBEHAVIOR (1 Behavior Point Each Incident)	Help with cleaning of the lunchroom 1-5 days or 1-5 detentions.	2-5 Detentions	1-2 days ISS	
LEAVING LUNCHROOM WITHOUT PERMISSION (1 Behavior Point Each Incident)	1 Detention	3 Detentions	1 day ISS & Saturday School.	
BULLYING (2 Behavior Points Each Incident)	Minimum 60 minute detention and parent notification.	Minimum 60 minute detention and parent conference.	1-3 days ISS/OSS. Notification of police possible.	3 days ISS/OSS. Notification of police possible.
iPAD – Inappropriate Use (1 Behavior Point Each Incident)	Loss of iPad for 1 day.	Loss of iPad for 2-3 days.	Loss of iPad for 3-5 days	Possible loss of iPad for an extended amount of time determined by the principal. (*case by case basis)
iPAD- Failure to Charge/Leave at Home (1 Behavior Point Each Incident)	1 Detention	1 Detention	1 Detention	1 Detention and/or loss of/limited use of iPad during the day as determined by the principal.
INAPPROPRIATE ITEMS OR PARAPHERNALIA (1 Behavior Point)	Confiscation, parent/guardian must retrieve item.	Confiscation, parent/guardian must retrieve item, 1 detention & 1 point.	Confiscation, parent/guardian must retrieve item, 3 detentions & 1 point.	Confiscation, parent/guardian must retrieve item, 1 day ISS & 1 point.
THEFT OR POSSESSION OF STOLEN PROPERTY (3 Behavior Points Each Incident)	1-3 days ISS/OSS, restitution, possible police notification.	2-5 days ISS/OSS, restitution, possible police notification.	5-10 days OSS, restitution, LTS or Expulsion Hearing, notification of police.	
ARSON (4 Behavior Points)	5 days OSS, LTS or Expulsion Hearing, notification of Police. Minimum of 4 points.			
EXTORTION (3 Behavior Points Each Incident)	3 days ISS	2-3 days OSS	3-5 days OSS	

FALSE NOTE/CALL OR FRAUDULENT MISUSE OF SCHOOL FORM (2 Behavior Points Each Incident)	1-3 Detentions	1 day ISS	2 days ISS & Saturday School	
ILLEGAL SUBSTANCES - STUDENT INVOLVEMENT (5 Behavior Points Each Incident)	2-10 days OSS, notification of police.	2-10 days OSS, notification of police, LTS/Expulsion Hearing.		
PHYSICAL FORCE AGAINST ANY USD 325 EMPLOYEE (5 Behavior Points)	5 day OSS, LTS or Expulsion Hearing. Minimum of 5 points.			
SEXUAL HARASSMENT (3 Behavior Points Each Incident)	1-3 days ISS/OSS	2-5 days ISS/OSS	5-10 days ISS/OSS, LTS or Expulsion Hearing.	
TERRORISTIC THREAT (5 Behavior Points)	5 days OSS, LTS or Expulsion Hearing, notification of police. Minimum of 5 points.			
THREATS-VERBAL OR WRITTEN HARASSMENT (3 Behavior Points Each Incident)	1-3 days ISS, possible notification of police.	1 day OSS, possible notification of police.	3 days OSS, possible notification of police.	10 days OSS, LTS or Expulsion Hearing, notification of police.
TRANSPORTATION - SCHOOL (1-5 Behavior Point)	Warning	1 week suspension from school transportation & 1-5 points.	30 day suspension from school transportation & 1-5 points.	
VANDALISM (2 Behavior Points Each Incident)	1-3 days ISS/OSS, restitution, possible notification of police.	2-5 days OSS, restitution, possible notification of police.	5-10 days OSS, restitution, LTS or Expulsion Hearing, notification of police.	
WEAPONS (10 Behavior Points)	10 days OSS, LTS or Expulsion Hearing, notification of police. Minimum of 10 points.			

*Points are as defined above. See the handbook for more details.

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, tobacco, vaping devices, 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, alcohol, tobacco, and vaping devices. 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, alcohol, tobacco, and vaping devices.

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, alcohol, tobacco, and vaping devices.

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 drugs, alcohol, tobacco, and vaping devices. 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 the usage of illegal drugs, alcohol, tobacco, and vaping devices; 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, nicotine (including through its metabolite, cotinine), alcohol, or other metabolites 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, vaping devices, and tobacco products.

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.
- On a random selection basis, a list from all students in the testing pool will be drawn to provide a 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.
- C.** 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.
- D.** 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 anytime requested by administration.
- E.** 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.
- F.** 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.
- G.** 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.

H. 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.

I. 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.

J. 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.

K. A student who has tested positive for illegal, performance-enhancing drugs, alcohol, tobacco, or vaping devices will be required to undergo one or more additional drug tests to confirm that the student is no longer using illegal, performance-enhancing drugs, alcohol, tobacco, or vaping devices. 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/nicotine 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 attending 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 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 an eighth grader has unexcused absences beyond the ten absences, he/she will be required to make up the time prior to leaving the middle school or detentions will be carried over to the high school as freshman.

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 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.

Again, school administrators will have the final authority to determine whether or not an absence is excused. ISS days may be used to subtract a large number of detentions owed. This will be determined by the principal on a case by case basis.

Consequences for Unexcused Absences

- 1-2 Periods= 1 Lunch Detention
- 3-4 Periods= 2 Lunch Detentions
- 5-6 Periods= 3 Detentions
- 7-8 Periods= 4 Detentions
- 9-10 Periods= 5 Detentions