

ARKANSAS CITY HIGH SCHOOL STUDENT HANDBOOK

School Colors: Purple and Gold

School Mascot: Bulldog

FORWARD

This handbook is written for the students and parents of USD 470 in order to provide information about select ACHS policies and procedures which support student success. For a more complete description, please ask the building principal or Central Office administration to view the District's Policy Manual (also located online at www.usd470.com). Many opportunities exist during the school year for teachers and parents to work as a team. Working together, parents and teachers can give our students the best possible chance for success. This handbook supports a relationship between home and the school. Electronic surveillance is in place at all schools.

MISSION STATEMENTS

Kansas State Board of Education: To prepare each person with the living, learning and working skills necessary for caring, productive and fulfilling participation in our evolving, global society.

USD 470: The Arkansas City Public Schools are committed to excellence in teaching and learning for all students. We will provide effective instructional leadership and quality learning environments which promote improved student outcomes. Our district holds high expectations for students and staff. We share with the community the responsibility for educating all students so they will be prepared to live, work and continue learning how to learn in an ever-changing world.

Arkansas City High School: ACHS creates a learning community that promotes the pursuit of excellence while preparing students to be productive and successful citizens.

DIRECTORY INFORMATION

USD 470 considers the following as directory information:

The student's name; the student's participation in officially recognized activities and sports; the weight and height of members of athletic teams; dates of attendance and grade in school; degrees and awards (including honor rolls) received; most recent previous school district attendance by the student; and student photos for use in newspaper and district publications. This information is considered public information which may be released by the school district without your prior consent. You have 10 days from the date of this notice to inform your building principal that any or all of the directory information should not be released.

Rights of access to students by military recruiters:

Through governmental initiatives of the No Child Left Behind Act, school districts are required to release the names, addresses and phone numbers of high school students to military recruiters unless parents contact the district and opt-out. It is our desire to comply with this policy. To opt-out, contact the ACHS office at 441-2010 before September 1, if you prefer that your child's information is not released. Requests to opt-out must be in writing and are effective for one year.

GENERAL INFORMATION

AFTER SCHOOL PROGRAM - The Arkansas City High School Homework Center will provide academic assistance for students needing additional support. Students may voluntarily seek this assistance or they may be assigned at the request of the parent, teacher, counselor, or administrator. **Attendance is mandatory if assigned.** The same attendance and discipline policies that govern students during the regular school day will be in effect during program time. Students will attend assigned times until they have completed all assigned work. After School Program will operate Monday-Friday each week: before school from 6:55 a.m. to 7:50 a.m., and after school from 3:20 p.m. to 4:15 p.m. on Tuesday-Thursday. The school district will provide a bus for students who are in need of district transportation on Tuesday, Wednesday, and Thursday for those students who qualify to ride the school bus. Bus transportation will not be available on Monday or Friday.

ANIMALS AND PLANTS - Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. Under no circumstances are animals to be transported on school buses. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Teachers must be aware of the federal and state laws regulating the handling of animals. (Cf. KSA 21-4310)

If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety. All experiments using live animals must have prior approval of the principal.

If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. Principals will attempt to notify the parents.

ANTI-HAZING POLICY

Purpose and Philosophy - Student hazing, harassment, bullying and victimization activities that are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. USD 470 is committed to providing a safe and orderly environment for all students that promotes respect, civility and dignity, so this policy's purpose is to create and preserve an educational environment free from such activities.

Policy - USD 470 strictly prohibits students from engaging individually or collectively in any form of hazing, harassment or bullying/victimization or any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where the incident occurs. Any student who participates in such an activity, or conspires to engage in the same will face immediate disciplinary action: up to and including suspension, expulsion and loss of participation in extra-curricular activities. In addition, students who participate in hazing, harassment or bullying/victimization may be referred to law enforcement authorities and may face subsequent prosecution.

Definitions -- **"Hazing, harassment, bullying/victimization"** means any action taken or situation created that causes, or is reasonably likely to cause, harassment, bodily dangers or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.

"Consent" is no defense to such activities, i.e., the implied or expressed consent of a person to participate shall not be a defense to discipline under this policy.

"Related initiation activity" means any method of initiation or pre-initiation into a student organization, club or team, or any past-time or amusement engaged in with respect to such organization, club or team, that causes or is reasonably likely to cause bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.

The terms **"hazing"** and **"related initiation activity"** do not include customary athletic events, intramural activities, or other similar student contests or competitions. **"Conspire to engage in the same"** means to plan, encourage, or fail to report both listed and related initiation activities prohibited by this policy.

Prohibited Conduct – Activities that may be construed as hazing, harassment, bullying/victimization include, but are not limited to:

Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual (including activities commonly known as the "choking game").

Any act that involves forced consumption of food, alcohol, drugs, or other substance, or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Any activity that would subject an individual to extreme mental stress, embarrassment, or emotional harm, or any other forced activity that could adversely affect the mental health or dignity of the individual.

Examples of Hazing, Harassment, Bullying/Victimization – Many different types of activities can be considered hazing, harassment, bullying/victimization. Although not intended as an exhaustive list, the following examples are provided to inform students, parents and educators about specific misconduct that may be considered hazing, harassment, bullying/victimization:

Any activity that might reasonably bring physical harm to an individual, such as slapping, pushing, shoving, bumping, beating, paddling, taping or otherwise restraining students against their will, forced calisthenics done individually or as a group.

Activities that reasonably interfere with a student's academic efforts by causing exhaustion, prolonged loss of sleep or loss of reasonable study time.

Morally degrading or humiliating games, pranks, stunts, practical jokes or any other verbal, written, or electronic activities that make a student the object of amusement, ridicule or intimidation.

Forcing, coercing, or permitting students to drink alcohol or consume illicit drugs or controlled substances.

Forcing, coercing, or permitting students to eat or drink foreign or unusual substances or food.

Throwing or applying whipped cream, shaving cream, toothpaste, paint, honey, eggs or other substances on an individual's body.

Requiring personal servitude.

Harassment (See BOE policy JGF) including, but not limited to pushing, cursing, shouting, or yelling.

Requiring students to wear uncomfortable, ridiculous, or embarrassing clothing or underclothing.

Requiring students to participate in acts of vandalism, theft, assault, sexual acts, or other criminal activity.

Causing indecent exposure or any other gross and lewd behavior involving nudity.

Subjecting an individual to cruel or unusual psychological conditions for any reason.

Compelling an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral or religious beliefs or contrary to the rules, policies, and regulations of USD 470.

Reporting – School personnel and students who become aware of any actions that could be hazing, harassment, bullying/victimization or related initiation activity shall report such incident immediately to the building principal so that prompt and appropriate action can be taken. Students who observe hazing, harassment, bullying/victimization activities and fail to report these to school officials may face disciplinary action for conspiring to engage in hazing. This hazing policy will be included in the activities department student participation packet and in the student handbooks of both Arkansas City High School and Arkansas City Middle School.

ATTENDANCE – TRUANCY & TARDY

Attendance Policy – Attendance at school is required by law until the age of 18 years. Truancy is defined as any three consecutive absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered unexcused. The principal is required by state law

to report all cases of truancy to the truancy officer. The tardiness to school policy is in compliance with Kansas State Statutes for a referral to a truancy officer. Tardiness to school and/or class can become disruptive and detract from the learning process.

Absence and Illness – Required Excuse – Parents will be contacted if their child becomes ill at school so the child can be taken home. It is helpful if backup arrangements have been made with a second party in case a parent is unable to come. The school can provide no treatment other than simple first aid. Parents will be contacted if their child becomes ill at school, i.e. elevated temperature of 99.6 or above, vomiting, etc. Your child should not have an elevated temperature or vomiting for 24 hours before returning to school. If your child is ill, please call the school by 8:15 a.m. to let them know; otherwise a written excuse must accompany the returning student.

The principal or his/her designated representative will determine if an absence is excused. To be classified excused, a phone call on the day(s) of the absence or a note of valid excuse from a parent or guardian shall be received in the school office within 24 hours of the student's return to school. Absences will be classified excused for:

- Medical/Psychological
- Appointments
- Death in the Family
- Illness
- Funerals
- Court Appearances

A doctor's statement of health will be required after a student's 10th absence in a school year; however, the building principal may excuse additional absences, if after a conference with the parent/guardian, the principal deems the request to be acceptable.

Check-Out Procedures – Students who leave the building during school hours must check out through the office. Parents or designated emergency contacts must give permission for a student to check out.

Make-Up Work – A student will be allowed a minimum of one day for every day of school excused absence to make up work.

Tardies – On a student's first tardy to class, the student will receive a warning. Second tardy will result in a lunch detention. A third tardy will result in a lunch detention. The fourth and fifth tardies will result in a one hour detention apiece. The sixth tardy and every tardy thereafter will result in a one day In-School Suspension assignment. Four tardies will be equivalent to an unexcused absence.

BACKPACKS - Students are not permitted to use bags during the school day. For the purposes of this policy, "bag" shall be defined to include, but shall not be limited to, bookbags, backpacks, string bags, large purses*, suitcases, brief cases, and duffle bags. Students are permitted to utilize such bags for carrying belongings to and from school and for storage of necessary clothing and equipment for physical education or school sponsored extracurricular activities, however students may not carry such items to or between classes. Such items must remain in the students' lockers and/or other assigned areas. Computer cases are permissible. Backpacks are subject to search. Any backpack brought on ACHS property is subject to search by school authorities and law enforcement personnel working with them. Such a search may be conducted without warrant for any reasonable purpose. Search of the backpack includes all compartments and components thereof. Once a search begins, the person in control of the backpack will not be permitted to remove it from the premises during the reasonable duration of the search.

*a large purse is defined as being able to fit a normal sized text book.

BUS BEHAVIOR - The right of all pupils to ride in USD 470 school vehicles is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be subject to discipline procedures in accordance with the Board of Education policy in regards to Bus Discipline.

The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly. The bus driver may assign seating.

Pupils shall obey and respect the orders of bus aides and bus stop monitors.

Pupils loading and unloading at in-city consolidated bus stops will abide by the rules given to these pupils by the bus stop monitor in addition to the general rules for all bus stops – no rowdy behavior or "horseplay".

When pupils are on the bus:

Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.

No animals, snakes, spiders, bugs or any other type of animal will be allowed on a bus.

Keep books, pencils, pens and all other objects in backpacks and out of the aisles.

Papers or other rubbish should not be thrown on the bus floor.

No one should damage or deface the bus in any way.

Students should avoid any unnecessary conversation with the driver of the bus.

Do not throw anything out of the bus windows.

Safety requires that students do not lean their heads out of windows or extend their hands out of windows.

When the bus is in motion, students must not change seats or try to get on or off the bus.

Students may not leave the bus without the driver's consent except at their assigned bus stop.

Courtesy and respect must be shown to fellow passengers, persons along the route, and the bus driver. Profanity on the bus will not be tolerated.

No drugs, alcohol or cereal malt beverage will be permitted on the bus.

Tobacco in any form, including electronic cigarettes, is not permitted on the bus or at any loading or unloading area or bus stop.

Riders will remain quiet when approaching a railroad stop.

In case of a road emergency, riders are to remain on the bus.

A note is required from parents and/or guardians if their child needs to ride another bus, other than their own, or if their child does not ride a bus.
No eating or drinking on the bus.
No medicine of any type may be brought on the bus.
No flowers, balloons, or anything that would cause a distraction to the driver is allowed on the bus.

After Leaving the Bus:

When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross the road. Never walk behind a parked bus!
Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
Help look after the safety and comfort of small children.
The driver will not discharge riders at places other than the regular stop, except by proper authorization from the parent or school official.

Extracurricular Trips:

The above rules and regulations will apply to any trip under school sponsorship.
Pupils shall respect the wishes of a competent chaperon appointed by the school officials.

Bus Stop Rules:

Students must wait at their bus stop at the scheduled time, not across the street. Do not arrive more than 10 minutes before your scheduled time. The bus driver will not wait on you; be on time.
If the bus has started moving to pull away from the stop, it will not stop for you.
Students must stay away from any building at the bus stops.
No throwing rocks, snowballs, paper, etc.
Talk quietly - no loud talking or screaming. No profanity will be allowed.
Keep hands and feet to yourself. No hitting, kicking, pushing, etc.
No radios, cassette players, etc., except those that have earphones attached for only the individual to hear.
Students can have food or drink at the bus stop. Trash will be given to the bus stop monitor, not thrown on the ground. No food or drinks will be allowed on the bus.
Wait until the bus comes to a complete stop or the door opens, before leaving assigned waiting area to load.
After unloading, stay on the assigned waiting area until bus pulls away and turns the corner. Cross at marked crosswalks only; do not cross in the middle of the street. Do not return to bus stop until the last bus has unloaded and those students have left the area.
Only one warning will be given. After that, a discipline slip will be written.

DANCES – *The high school has four dances a year; back to school, fall and winter homecoming, and Junior-Senior Prom. Students may bring outside dates to both homecoming dances and to prom. Non-ACHS students may not be older than 20 years old and must receive administrative approval prior to the dance. These students must be in good standing. Students must arrive within the first thirty minutes of the scheduled start time of the dance or forty-five minutes following the activity or sports event prior to the dance. Students will not be allowed admittance later than the times indicated. This does not apply to the Junior-Senior Prom.*

DETENTION – *Students may be detained before or after regular school hours by any teacher or administrator. Students will be given 24 hours notice before being required to serve either a teacher or office detention. Alternate office detentions may be made only through administrative approval.*

DRESS CODE – *If, in the opinion of any teacher or administrator, a student's attire is disruptive to the class, is deemed offensive or inappropriate, the student will be asked to take appropriate measures to comply with the dress code.*

Unacceptable Dress

Jewelry associated with body piercing that the administration considers substantially disruptive to the learning environment, or a health risk, may be required to be removed.
Shorts, skirts, or dresses that are shorter than mid-thigh.
Pants and shorts must be worn fastened at the normal waistline. Anything else is unacceptable.
Shirts or dresses with straps less than 2" wide. Shirts and sleeveless dresses must fit snugly under the arm. A-Shirts commonly referred to as "wife beaters" are not permitted.
Hats in the building, except in the gym for athletic events after the regular school day. This includes baseball and cowboy hats, hooded sweatshirts or jackets, bandanas, sweatbands, or other items worn on the head. Teachers in vocational shops will be given discretion to decide if hats are acceptable during their classes.
Clothing or jewelry that contain slogans, graphics, pictures, symbols, graffiti, or words that demean race, religion, creed, sex, national origin, intellectual ability or handicapping condition.
Clothing or jewelry that advertises alcohol, drugs, tobacco products, or contains slogans that are obscene, suggestive, or have double meanings.
Sunglasses
Combs or other potentially dangerous items in the hair.
Wallet chains or other heavy chains

Pajamas, house slippers

DRUG FREE SCHOOLS – Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-116, 103 St. 1928. Any student in violation of this policy will receive immediate disciplinary action.

EXPENDITURE OF CLASS FUNDS - Expenditure of class funds: Funds remaining in active/inactive class accounts require the following process to be accessed for fund expenditure.

A designated class secretary is required to open a bank account named "Class of ____ (year)".

The District will issue a check to the designated class account for the amount of the remaining funds to be accessed.

The designated class must vote, results of a simple majority, deciding how remaining funds will be expended.

The Superintendent or designee will maintain a written record of the vote results and funds designation.

FIGHTING OR USE OF PHYSICAL FORCE WITH ANGER will not be permitted. Students should exhaust every alternative available to them before resorting to hitting or the use of physical force. Fighting at school, on school property or at school-sponsored activities is expressly prohibited. If appropriate, legal authorities will be notified. Consequences also apply to students who incite, or instigate or are accomplices to the fight or use of physical force.

FIRE DRILLS – When the fire alarm is heard, students are to pass quickly and quietly from the building according to instructions posted or given by a school authority. Absolute cooperation and order are essential to ensure the safety of everyone.

FLOWERS / BALLOON DELIVERY POLICY – All floral / balloon deliveries will be made to the ACHS office. No deliveries will be accepted on the day before Valentine's Day or on Valentine's Day. Students who have had flowers or balloons delivered to school will be sent a hall pass during the last five minutes of the hour and advised that they are to stop by the office to pick them up.

FOOD SERVICE – USD 470 participates in the Nutrition Program. These programs provide healthy foods that meet nutritional standards established by the U.S. Department of Agriculture. USD 470 participates in the National School Breakfast and Lunch programs. If parents now get Food Stamps, Temporary Assistance to Families (TAF) or Food Distribution Program on Indian Reservations (FDPIR) benefits for their children, they are also eligible for free Child Nutrition Program benefits. To get reduced price or free Child Nutrition Program benefits for their children, parents must complete an application and return it to the school. An application that is not complete cannot be approved. Reduced price or free Child Nutrition Benefits may be applied for at any time during the year. Parents may want to apply at a later time because of a decrease in household income, an increase in household size, unemployment or if a child becomes eligible for Food Stamps, TAF or FDPIR. Children eligible for free or reduced price Child Nutrition Program benefits may also qualify for HealthWave, a program that provides health insurance for children at little or no cost. For more information, call 800-792-4884.

A regular lunch includes all the food items from one food line (salad, taco, deli, wrap, or mainline) and milk. Prices for additional foods will be posted. Extra servings of the main food item, sport drinks, chips, cookies, bottled water, etc. are not part of the free or reduced program. If a student has a negative balance they will receive a cheese sandwich for two days and parents will be contacted. Students are required to have their student ID for both breakfast and lunch.

FOOD/DRINK POLICY – We take pride in our building and expect that all food and drink items be disposed of properly. Only water bottles will be allowed on the upper level.

HARASSMENT – BULLYING-ANTI HAZING

JDDC BULLYING -The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the Board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

USD 470 strictly prohibits students from engaging individually or collectively in any form of bullying on school property, in conjunction with any school activity or involving any person associated with the school. This includes Cyberbullying or bullying by use of electronic communication devices through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile-phones, pagers, online games and websites and includes using electronic devices to spread false rumors.

The Board of Education has adopted the following definition of bullying:

Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property;
Placing a student or staff member in reasonable fear of harm to the student or staff member; or
Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
Any form of intimidation or harassment prohibited by the BOE in policies concerning bullying.
Any student who participates in bullying, or conspires to engage in bullying will face immediate and appropriate disciplinary action.

HARASSMENT - RACIAL – The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial harassment is racially motivated conduct which:

Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities, or programs of the school.

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile environment; or

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (see KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or ~~SRS~~ DCF authorities. (See GAAD)

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

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation or a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective action or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of this policy shall be included in the school newsletter or published in the local newspaper annually.

HARASSMENT - SEXUAL – The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the

Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another when (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participating in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. (See GAAD)

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

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

HOURLY IN-SCHOOL SUSPENSION (HISS) – Hourly In-School Suspension shall be used by teachers to remove students from class for disruptive or other behaviors that interfere with the learning environment. Students will be required to write a reflective essay discussing why they were removed from class. They will not be allowed to do homework during this time.

IN-SCHOOL SUSPENSION (ISS) – In-School Suspension is an alternative to out-of-school suspension to allow students to remain in school, and at the same time keep up with class. Students who are given in-school suspension will not be allowed to attend or participate in any school-sponsored activity during the period of time they are assigned to ISS.

INCLEMENT WEATHER - School Closing

When school is cancelled due to inclement weather, the decision is usually made between 5:30 and 6 a.m. and is based on the ability of busses to transport children safely to school. If the decision to cancel school is made the night before, this decision will be made by 10 p.m. Any days that are missed due to emergency weather will be made up at the discretion of the superintendent and the Board of Education to comply with state attendance law. The following media outlets will be notified if school is dismissed early or cancelled: KNSS, KKRD, KACY, KFDI, KSOK, KAKE-TV, KWCH-TV, KSN-TV, The parent alert system, AlertNow will also be used to notify parents of emergency closings.

LIBRARY RULES - Library Hours - The library is open from 7:15 am to 3:15 pm unless posted otherwise.

Library Pass - Students should get a gold library pass from their teacher to enter the library during class or XLT. Library staff will record the time entering and leaving the library to keep everyone honest and accountable.

Library Checkout - Students must have their ID card to check out materials. Books are circulated for three (3) weeks at a time, and can be renewed for additional three-week periods. Students are responsible for returning items on time; Overdue items will accrue fines of ten cents (\$.10) per school day. Students with unpaid fines will be limited to one (1) book checkout.

Food and Drink - Please, no food or drink in the library.

Personal Electronic Devices - Devices, such as phones, music players, laptops, tablets, and readers should be used for academic purposes only while in the library.

Behavior - Appropriate behavior is expected at all times. Those whose behavior becomes detrimental to the academic atmosphere will be sent back to their classroom.

LOCKERS – Lockers will be assigned to students at the beginning of the school year. Each student will have an individual locker to use during the year and students are not to share lockers. Students who are found to be sharing lockers will receive consequences according to the disciplinary handbook.

Students need to remember that lockers belong to the school, and officials always have the right to inspect student lockers without notice. This policy applies to any locker owned by the school and issued to students for their use throughout the school year, including physical education lockers, athletic lockers, shop and agricultural education lockers.

LOST AND DAMAGED SCHOOL PROPERTY - Library materials, textbooks, district provided technology and technology peripherals, etc. are made available for students use at a minimal textbook fee or no cost. These materials are expected to be returned in equivalent condition with allowance for normal wear. Materials that receive excessive wear or are damaged while checked out to a child will be noted by a staff member. Restitution will be expected based on repair or replacement. The building principal will notify the parent/guardian as soon as a restitution amount is determined. All school property must be returned prior to moving out of the district.

LUNCH POLICY – Arkansas City High School has a closed 30-minute lunch period. Sack lunches may be brought from home or food may be purchased in the school cafeteria. Food is to be eaten in the cafeteria. Students will only be allowed upstairs with teacher permission indicated in their own planner.

MESSAGES TO STUDENTS – The school will accept only emergency messages from parents or guardians. The school will not accept messages from employers, friends, etc.

NOTICE OF NON-DISCRIMINATION - Arkansas City Public Schools, USD 470, does not discriminate on the basis of sex, race, color, national origin, religion, handicap/disability, or age in its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504, Americans with Disabilities Act, and the Age Discrimination Act may be directed to the Compliance Coordinator who can be reached at 620-441-2000, 2545 Greenway, Arkansas City, KS 67005.

OVER FAMILIARITY - PDA – Any overt display of over-familiarity other than holding hands between students is inappropriate at school.

PERSONAL ELECTRONIC DEVICES (PED's) - Students are permitted to carry cell phones and other PED's (iPods, MP3 players, handheld data organizers, etc.) on their persons. These devices are to be used during the following times only:

Before and after school;

Lunch and lunch recess;

During passing periods in the hallways only;

On school trips when permitted by sponsors/coaches; and

In the classrooms at the request of teachers.

Policy excludes use during the following times and in the following manner:

Inside classrooms unless requested by the teacher;

Inside locker rooms;

Inside restrooms;

During state and local assessments;

During assemblies; and

During any other time when deemed inappropriate by administration. (Students will be notified.)

Consequences for policy violations are outlined in the discipline handbook. ACHS is not responsible for lost, stolen, or damaged items. Items brought to school are the responsibility of the owner.

POWER SCHOOL INFORMATION SYSTEM - Our student information system, Power School tracks student records and progress. School personnel enter data into the system. Parents/Guardians can monitor their children's progress, communicate with teachers and learn about school activities through Power School. The types of information managed by Power School include grades, attendance records, school schedules, class schedules, daily bulletins, and lunch balances. All of this information can be accessed through any web browser. Parents/Guardians may pick up their login information from the school offices or through the technology department. Logins for students and parents are separate and secure. The parent login page can be accessed using this link: <http://ps.usd470.com>

SITE COUNCIL - The purpose of the school Site Council is to advise the school on such matters as student learning, education programs, school improvement planning, and accreditation issues.

Provide advice and counsel to the school in developing, implementing, and evaluating school performance goals and objectives, and

Provide ongoing support for the students and staff of the school.

If you are interested in serving your student's school in this capacity, please see your school principal for further details.

STUDENT INFORMATION – The school should always have the most current address and phone numbers. Students who change addresses or phone numbers should notify an office secretary in writing as soon as the change is made. Many important items are sent by mail or through the automated phone system.

STUDENT INSURANCE - USD 470 does not provide insurance for students who have accidents at school. If a student is not covered by family insurance, school officials recommend that parents purchase a student insurance policy, which is offered at a minimal cost. Information packets regarding student insurance are given to students or parents at enrollment time.

STUDENT PLANNERS – Each ACHS student is issued a planner at the beginning of the year. Replacement planners are sold in the office. Students are expected to carry their own planner with them throughout the school day and to carry it in plain sight when using it as a hall pass during class. Students need a hall pass to be excused from class during class time. Hall pass pages must remain in the planner to be valid and students must use their own planners.

SUSPENSION – A student who is suspended from school for any reason will not be allowed to attend classes during the suspension. A student will not be allowed to represent the school in any activity or participate in school functions during the suspension period. A student will not be allowed to be on school property except as required through the OSS after-school program. A student will not be allowed to attend any school activity, at home or away, as a spectator or participant. Student work will be available and completed in the OSS after-school program under the supervision of a certified staff member.

SUSPENSION & EXPULSION LAW – The Board of Education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certificated employees to suspend or expel, any pupil or student guilty of any of the following:

Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.

Conduct which substantially disrupts, impedes or interferes with the operation of any public school.

Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school-sponsored activity.

Conduct which, if the student is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.

Conduct at school, on school property, or at a school sponsored activity which, if the pupil is an adult, would constitute the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.

Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Possession of a weapon at school, on school property or at a school-sponsored event.

SUSPENSION PROGRAM (OSS PROGRAM) – Students who are assigned Out-of-School Suspension (OSS) will be required to attend the OSS Program for the duration of their suspension. The purpose of this program is to allow the suspended students the opportunity to work on assignments they will be missing during their assigned suspension.

The OSS Program operates on all student attendance days from 3:30 p.m. to 6:00 p.m. Students should report directly to the ACHS office between 3:20 p.m. – 3:30 p.m. on the days of their suspension and remain there until escorted to the rooms that will be used for the program. One of our licensed staff members will have collected the student's work from the classroom teacher ahead of time. This work is to be completed during the assigned after-school OSS Program time. Students will not be allowed to return to class until all OSS time is completed. Failure to attend the OSS Program may also result in contacting the Cowley County Truancy Officer.

TELEPHONE– If a student wishes to use the telephone in the office, he or she must have a hall pass.

TORNADO WARNINGS AND DRILLS – During a storm or tornado warning, announcements may be made concerning evacuation of certain parts of the building. Because of this necessity, a no talking rule will be enforced during all drills and warnings. Tornado drill procedures will be practiced on a regular basis during the school year. Approved procedures will be discussed by teachers, and will be posted in all classrooms.

VISITORS– All visitors to the building are to check in with an administrator in the office first where they will be given a visitor's pass to wear while in the building. Prior approval must be arranged if guests will visit with students.

GUIDANCE

ACADEMIC HONORS – The following are the three divisions of the Honor Roll: Principal's Honor Roll (4.0 with all A's); Assistant Principals' Honor Roll (3.5-3.99 with all A's and B's); and Counselors' Honor Roll (3.0-3.49 a B average with no more than one C). No student with a D or F grade is eligible for the honor roll.

ACADEMIC LETTERING - Students must meet the following criteria to be eligible to receive an academic letter:

Minimum 3.75 GPA for both semesters during the 9th grade year.

Minimum 3.50 GPA for both semesters during the 10th, 11th grade year.

Minimum 3.50 GPA for the first semester of their senior year AND enrollment in at least four core classes (math, science, English, and social studies)

Freshman, sophomores and juniors must be enrolled in both semesters at ACHS. During the senior year, qualifying students must be enrolled in the Fall semester.

Students who receive OSS or ISS during either semester of the year they are being considered are not eligible.

Students cannot receive a letter grade below "C" in any class taken during the semester(s) being considered.

Other pertinent information: Letters will be awarded to seniors during the Senior Awards Night. Letters for underclassmen will be awarded to those students during a special assembly after school starts the following year. Students lettering for the first time will receive a letter. Bars will be awarded to students who letter for subsequent years.

CLASSIFICATION OF STUDENTS – Student classification at Arkansas City High School will be based on credits earned.

A student with fewer than 6 credits will be classified as a Freshman.

A student with at least 6 credits and in their 2nd year of high school will be classified as a Sophomore.

A student with at least 12 credits and in their 3rd year of high school will be classified as a Junior.

A student with at least 18 credits and in their 4th year of high school will be classified as a Senior.

If there is a question regarding a student's classification because of transfer, drop in, dropout, etc., the student's permanent file will be reviewed by the administrator and counseling department and a classification will be determined by the administration based on the result of that review. Student classification is determined at the beginning of the school year and will not change at semester.

DISTRICT GRADING SCALE

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	0-59

Advance Placement Grading Scale

A	=	87-100
B	=	77-86
C	=	70-76
D	=	60-69
F	=	0-59

DROPPING/ADDING CLASSES – At the beginning of each semester, students will have 5 school days to make schedule changes. Any student, at the discretion of the administration, who drops a class from their schedule, after the five-day drop/add period of time is over, will have the grade of an F automatically placed on his/her transcript for that class (this includes any college class).

Schedule changes may be requested by a student for the following reasons:

Mis-enrollment (Student lacks the prerequisite for a class.)

Misplacement (It would be in the best long-range academic interest of the student requesting the change.)

Enhancement (Student wants to take a more rigorous course.)

Medical reasons validated by a licensed physician

Religious reasons (The student has religious objections to course material.)

Must repeat a failed course

GRADE CARDS – Students will be issued grade cards at the close of each nine-week grading period.

ARKANSAS CITY HIGH SCHOOL GRADUATION REQUIREMENTS – Students must have completed a total of 26 credits as follows prior to taking part in commencement exercises.

4 credits of English

3 credits of Math

3 credits of Science (Physical Science, Biology and one additional unit)

3 credits of Social Studies (World History, U.S History, Economics and Government)

1 credit of Physical Education (1/2 credit required of freshman, the other half in any P.E. course)

1 credit of Fine Arts (May include art, music, debate, forensics, drama, acting, theatre, creative writing, and photo imaging)

1 credit of a Career and Technical Education (CTE) course (all freshmen will take a full year of Career and Life Planning) (1/2 credit of Personal Finance is required for graduation)

10 credits of Electives

REGENTS ADMISSIONS CURRICULUM (Qualified Admissions) – To qualify for admission to any of the seven Kansas Regents universities, (Emporia State University, Fort Hays State University, Kansas State University, University of Kansas, Pittsburg State University, Wichita State University, and Washburn University) a student must meet the following requirements:

4 credits of English

3 credits of Math (Algebra I only counts if taken at the high school), Geometry, Algebra II, and 1 credit of Advanced Math) **AND** receive a minimum ACT math score of 22 **OR** the student must take 4 credits of math (one credit must be taken the graduating year)

3 credits of Science (one credit must be Chemistry or Physics) (Animal Science or Horticulture Science may be used for one credit only)

3 credits of Social Studies (1 credit of World History, 1 credit of U.S. History; 1/2 credit of U.S. Government, 1/2 credit of Economics or Business Economics) (may use any other Social Studies courses as elective credits)

3 credits of electives, which must include instruction in: English, math, natural science, social science, fine arts, foreign languages, personal finance, computer/info systems, career/tech ed, journalism, speech, debate, forensics

Further, all students **must**:

Complete the Qualified Admissions Curriculum with at least a 2.0 grade point average on a 4.0 scale.

Achieve ONE of the following:

* Rank in the top one-third of the high school graduating class **OR**

* ACT score of 21 or higher **OR**

* SAT score of 980 or higher **AND**

Achieve a 2.0 GPA or higher on any college credit taken in high school

KANSAS SCHOLARS CURRICULUM– This is a college prep curriculum, which may help students to obtain scholarships:

4 credits of English

4 credits of Math (Algebra I taken in 8th grade is accepted) (in addition to Algebra I, Geometry and Algebra II, you **MUST** complete at least one credit of advanced math selected from: Pre-Calculus, AP Calculus, Algebra III, Statistics, Trigonometry and/or College Algebra

3 credits of Science (Biology, Chemistry, and Physics or required)

3 credits of Social Studies (1 credit of World History, 1 credit of U.S. History, 1/2 credit of U.S. Government, 1/2 credit of Economics or Business Economics) (may use any other Social Studies courses as elective credits)

2 credits of the same foreign language

Further, all students **must**:

have taken the ACT between April of the sophomore year and December of the senior year
be a Kansas resident

VALEDICTORIAN- Students designated as valedictorian must have successfully completed the Kansas Scholars Curriculum and have a cumulative GPA of 4.0. The student must be in good standing as defined by the principal.

ELIGIBILITY REQUIREMENTS – For a student to remain in good standing, and eligible to participate in athletic and extracurricular activities, including debate, forensics, choir, band and any other KSHSAA activity, a student's grade performance must meet the minimum requirements of passing 6 of 8 classes from the previous semester. Head coaches will have discretion in applying more rigorous standards for their teams.

MID-TERM GRADUATION – Early graduation will be allowed when a student has met all graduation requirements. However, students are required to be in attendance full-time through seven (7) semesters at which time they may have a reduced schedule or graduate early. Students who wish to graduate mid-term will need to take Economics or Business Economics **and** Government in the fall and will need to work with the counselor to meet the

senior English requirement. Students must further meet the required number of credits (26). Students will be required to fill out an “application” for early graduation, to be approved by the building principal.

GRADUATION - Meeting Minimum High School Kansas Requirements: A student in the custody of Juvenile Justice Authority (JJA) or Social and Rehabilitation Services (SRS) on or after the student’s 14th birthday and who has achieved the minimum Kansas High School Graduation Requirements (21 specified credits) will be awarded a regular high school diploma from USD 470. The student must be at least 17 years of age and is responsible for showing he/she has been “in the custody”.

ENROLLMENT IN CTE PROGRAMS AT COWLEY - Following are guidelines needed for high school students to participate in the CTE programs at Cowley College. Students must:

Have a cumulative GPA of 2.5 or above.

Be a junior or senior in good standing.

Meet the minimum assessment scores in Reading - 63 or higher in Compass or 18 ACT score in Reading.

Complete the required application and support documents for the Career & Technical Education (CTE) Programs.

Submit a completed CAPSS form.

REDUCED SCHEDULE - Seniors may take a reduced schedule during their second semester if they are on target or ahead of meeting their credits for graduation. **Keep in mind that a student must be enrolled in at least six new classes of high school credit to be eligible to participate in KSHSAA-sponsored activities.**

ODYSSEYWARE CLASSES - No student will be allowed to start credit recovery in OdysseyWare until the current semester of the “failed” class ends.

FERPA (Family Educational Rights and Privacy Act) CONSENT FOR RELEASE OF INFORMATION FORM - The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 and becomes independent from his/her parents or attends a school beyond the high school level. In accordance with FERPA, it is Arkansas City High School’s policy to withhold certain educational records unless the student and/or parent(s)/guardian(s) provide consent to disclose information. The purpose of this form is to provide the consent to Arkansas City High School as required by FERPA law.

Information will not be shared unless it is necessary to meet the needs of your child.

The purpose of sharing information is to provide appropriate services for your child, enable your child to be successfully involved in school, and to assist your child to receive funds to assist in paying for certain benefits.

This consent will remain in effect until it is revoked in writing by you.

You have the right to revoke this consent at any time.

See Mrs. Cornejo in the counseling office or Mrs. Enderud, ACHS Registrar, for a FERPA release form.

HEALTH INFORMATION

HEAD LICE – USD 470 requires that all students who have lice will be excluded from school until they have been treated with a pediculocide.

Students will be checked for evidence of lice when referred to the nurse or designee by a staff member or parent.

Siblings of those living in the same household of those identified will also be examined.

After identifying students with lice the students will be removed from the classroom immediately and parents/guardians notified.

Upon arrival of the parent/guardian, the family member will be informed of the school policy.

Upon readmission, the student will be examined and will be lice-free prior to readmission to school.

Proof of pediculocide treatment must be provided to the nurse or their designee:

* Receipt for a pediculocide.

* Visual evidence of pediculocide treatment materials.

Students who have been identified as having lice will be monitored by the school nurse, or designee. The students will be rechecked upon admission and weekly until they have no evidence of lice infestation for three consecutive checks.

Students are allowed no more than four excused days per semester for the treatment of head lice.

HEALTH & WELLNESS (JGCA)

When parents select beverages and snacks for distribution during the school day or school activities, USD 470 will work closely with parents to encourage providing beverages and snacks which meet U.S. Dietary Guidelines for Americans. A list of suitable snacks and beverages is available at each school site. An example of suitable beverage could be: Provide bottled water and/or nutritious 100% juice beverages to students. An example of suitable snack could be: Provide pizza, fruits, popcorn, granola mix, rice crispy treats etc. rather than high calorie cakes, cookies and candy bars.

IMMUNIZATION REQUIREMENTS – USD 470 requires that all students have immunization records on file that are complete as required by KSA 72-5209 and USD 470 Board Policy. At the beginning of the school year any student that does not have immunizations as required by law will have until October 1 of that school year to complete the required immunizations and present written documentation to the school nurse or they will be considered noncompliant and be excluded from school.

Students who have immunizations to complete after October 1 will need to present to the school nurse the required immunization(s) on or before that due date or they will be considered noncompliant and will be excluded from school until documentation is presented to the school nurse.

When a student transfers from one school to another the immunization records are to transfer with the transcripts. If records are not obtained within 30 days the student will be in noncompliance and will be excluded from school until such documentation of immunizations is on file at the student's school. When immunization records are received the student will have 30 days to complete the required immunizations and documentation presented to the school nurse or they will be excluded from school until immunizations are complete. Students who are not immunized against a particular disease(s), either for religious or medical reasons, may be excluded from school during any outbreak.

INFECTIOUS SOFT SKIN TISSUE POLICY

Students or staff members, who have soft tissue infections, (such as but not limited to MRSA-Methicillin Resistant Staph Aureus, Ringworm, Impetigo) should not routinely be excluded from the classroom unless directed by a physician.

In situations where students and parents do not comply with wound care, coverage and hygiene, exclusion from school or athletics (physical education classes or team sports – including practice and competition) may be appropriate. For those with wound drainage that cannot be covered and contained with a clean, dry dressing taped on all four sides, and for those students who cannot maintain good personal hygiene, the school district will work with the students and parents to educate students on wound treatment and hygiene and the requirements on wound care, coverage and hygiene.

USD 470 INFECTIOUS SOFT SKIN TISSUE PROCEDURE

Management of Infectious Soft Skin Tissue in the School Setting

Refer students with open, draining wounds or infections to the school nurse.

School personnel should notify parents/guardians when possible skin infections are detected for referral to a licensed health care provider for diagnosis and treatment.

Individuals with open wounds should keep them covered with clean, dry bandages.

Open wounds should be treated as infectious.

Gloves should be worn during contact with non-intact skin or mucous membranes. Hands should be washed immediately after removing gloves.

When a confirmed soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo) occurs within the school population, the superintendent or his or her designee will determine whether parents and staff should be notified.

If a cluster of three or more cases occurs in a single classroom or athletic team, the superintendent or his or her designee will determine whether a report should be filed with the Cowley County Health Department.

Students or staff members, who are colonized or infected with a soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo), should not routinely be excluded from the classroom unless directed by a physician.

Individuals with a confirmed soft skin tissue infections (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo), should not be placed in the same classroom with anyone who has severe immune system suppression.

Exclusion from school or athletics (physical education classes or team sports – including practice and competition), when appropriate, will be recommended for those with wound drainage that cannot be covered and contained with a clean, dry dressing taped on all four sides, and for those who cannot maintain good personal hygiene.

Students with active skin and soft tissue infections unless adequately covered and routine hygiene measures maintained will not be allowed to participate in physical activities without a doctor's release or until wounds are completely healed.

The Administration will advise the Director of Maintenance in order to ensure appropriate cleaning measures are undertaken in the event of a confirmed soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo).

When a soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo) occurs, cleaning and disinfection should be performed on potentially contaminated surfaces with EPA – registered disinfectants labeled effective against a soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo).

MEDICATION – *When possible, students should take medication at home. If it is necessary that a medication be taken during school hours, the following regulations will be followed. Medication must be brought to school in the original container with appropriate label intact. Medication should not be kept in a student's vehicle. This includes over-the-counter medication such as aspirin, as well as prescriptions. If medication is not properly labeled, it may not be taken.*

A written statement by parent requesting the medication be taken at school needs to accompany all medication. All medication, both over-the-counter and prescription must be kept in the office.

The school nurse or a designated person will supervise the taking of medication. A record will be kept by school personnel of all medication taken at school.

The school nurse or any other school personnel cannot by state law dispense aspirin or any other type of medication to students.

STUDENT ACTIVITIES HANDBOOK

JH *Arkansas City Public Schools athletics and activities operate under the guidelines established by the Kansas State High School Activities Association, The Ark Valley Chisholm Trail League (high school) and the Pioneer League (middle school).*

I. PHILOSOPHY – *The extracurricular activities and athletics program of Unified School District #470 includes any athletic team, club activity, program, class office or group which represents our school district. These extracurricular programs of Arkansas City High School and Middle School are a valuable part of the educational program of U.S.D. #470. These programs teach many things in addition to the aptitudes or skills in which the participant*

is directly involved. Attitudes and values, such as leadership, discipline, sacrifice, cooperation, dedication and self-confidence are among the most important products of a successful activities program. These programs are considered to be a privilege rather than a right for the participants involved, a principle which has been upheld in numerous court decisions. The participants are highly visible representatives of their school, their district, and their city. Because of these facts, schools are allowed to set more stringent codes of conduct, dress, and responsibilities for participants than are required of students in the regular academic setting. In the event that a sponsor or coach desires a more stringent code of conduct, dress or responsibility in their activity or athletic program, they will need to have the endorsement of the Board of Education.

II. USE OF TOBACCO, ALCOHOL OR CONTROLLED SUBSTANCES -The use of tobacco in any form, or the possession (actual or constructive) or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, crack, steroids or any other substance on the controlled substance abuse list, alcoholic beverage, cereal malt beverage or intoxicant of any kind is prohibited for students involved in extracurricular activities. These rules take effect two (2) weeks prior to the first possible practice date for each sports season as established by the Kansas State High School Activities Association. Definitions related to the policy are as follows:

CAREER – the sports' and activities' career shall be defined as follows:

Middle School Career consists of seventh and eighth grades.

High School Career consists of ninth through twelfth grades.

FIRST VIOLATION – The first violation of this policy during a student's career will result in the student losing 20 consecutive school days of participation in all activities (practice, performance, or competition). The consecutive school days may be carried over to the next school year's competitive sports season. Recommendation to reduce the number of days of participation lost can be achieved if the following stipulations are met:

Days may be reduced to a minimum of 10 consecutive school days if the student and parent/guardian enroll in an intervention program that is school-approved and at the parent/guardian expense; and

The student completes 10 hours of school-approved community service.

SECOND VIOLATION – During the student's career, a second violation of this policy will result in the loss of the remainder of the sport's season or six (6) consecutive school weeks, whichever is longer (practice, performance, or competition). The consecutive weeks may be carried over to the next school year's competitive sports season.

The student and parent/guardian must also complete a school-approved intervention program at the parent/guardian expense.

The student must also complete 20 hours of school-approved community service.

ANY SUBSEQUENT OFFENSE – Any subsequent violation of this policy in a student's career will result in loss of participation in all school activities for a calendar year (365) days.

III. CRIMINAL ACTIVITY – Students who have any legal involvement with the courts for offenses other than offenses involving tobacco, alcohol, or controlled substances and which results in that student being placed in confinement, on diversion, or on a probationary status by the courts (excluding truancy) will not be allowed to represent U.S.D. #470 in extracurricular activities. The charging of a student with criminal activity will not be grounds for dismissal from an activity or athletic team.

The student will remain on the roster of an activity or athletic team until adjudication by the court. The head sponsor or head coach will determine whether or not that student is allowed to represent ACHS in an extracurricular activity between the time that charges are filed and the date of adjudication by the court.

This policy applies to adjudication during the normal school term. These rules take effect two (2) weeks prior to the first possible practice date for each sports season as established by the Kansas State High School Activities Association. The penalty for criminal activity will be dismissal from the activity until the beginning of the next sports calendar season as established by the Kansas State High School Activities Association, i.e., August 1 for fall sports, November 1 for winter sports, and March 1 for spring sports.

IV. ACADEMIC / PARTICIPATION GRADE – If a student is in an academic/participation class and cannot participate because of a violation of this policy, the instructor will be required to provide alternative learning activities to insure that the student's participation grade is not adversely affected.

V. NOTIFICATION – The Activities Director or building administrator will notify in writing the parents/guardian of each student of the penalties brought against the student, under this policy. This notification shall take place within five days of the assessment of the penalties. After receiving this notification, the parent/guardian may proceed with the appeals **process**.

VI. APPEALS PROCESS

Step I

Request in writing, a review of the suspension by the principal or his designee. Such review will be held and the decision rendered within five (5) days of the request. If not satisfied, the individual may proceed to Step II.

Step II

Request in writing that the Superintendent review the decision made by the principal or his designee. The Superintendent will reply to the request within ten (10) days. If not satisfied, the individual may then proceed to Step III.

Step III

File a written request with the Clerk of the Board of Education requesting the Board of Education review the decision made by the Superintendent. Within ten (10) days following the next regular Board of Education meeting, a written decision will be sent to the individual who filed the appeal.

HARASSMENT –ANTI HAZING/BULLYING

JDDC BULLYING - *The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the Board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.*

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

USD 470 strictly prohibits students from engaging individually or collectively in any form of bullying on school property, in conjunction with any school activity or involving any person associated with the school.

The Board of Education has adopted the following definition of bullying:

Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property;

Placing a student or staff member in reasonable fear of harm to the student or staff member; or

Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

Any form of intimidation or harassment prohibited by the BOE in policies concerning bullying.

Any student who participates in bullying, or conspires to engage in bullying will face immediate and appropriate disciplinary action.

JCDAAA ANTI HAZING, HARASSMENT

1. Purpose and Philosophy: *Student hazing, harassment and victimization activities that are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. USD 470 is committed to providing a safe and orderly environment for all students that promotes respect, civility and dignity, so this policy's purpose is to create and preserve an educational environment free from such activities.*

2. Policy: *USD 470 strictly prohibits students from engaging individually or collectively in any form of hazing, harassment or bullying/victimization or any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where the incident occurs. Any student who participates in such an activity, or conspires to engage in the same will face immediate disciplinary action: up to and including suspension, expulsion, exclusion and loss of participation in extra-curricular activities. In addition students who participate in hazing, harassment or bullying/victimization may be referred to law enforcement authorities and may face subsequent prosecution.*

3. Definitions: *"Hazing, harassment, bullying/victimization" means any action taken or situation created that causes, or is reasonably likely to cause, harassment, bodily dangers or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.*

"Consent" is no defense to such activities, i.e., the implied or expressed consent of a person to participate shall not be a defense to discipline under this policy.

"Related initiation activity" means any method of initiation or pre-initiation into a student organization, club or team, or any past-time or amusement engaged in with respect to such organization, club or team, that causes or is reasonably likely to cause, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.

The terms "hazing" and "related initiation activity" do not include customary athletic events, intramural activities, or other similar student contests or competitions.

"Conspire to engage in the same" means to plan, encourage, or fail to report both listed and related initiation activities prohibited by this policy.

4. Prohibited Conduct: *Activities that may be construed as hazing, harassment, bullying/victimization include, but are not limited to:*

- 4.1 Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual (including activities commonly known as the “choking game”).
- 4.2 Any act that involves forced consumption of food, alcohol, drugs, or other substance, or any other forced physical activity that could adversely affect the physical health or safety of an individual.
- 4.3 Any activity that would subject an individual to extreme mental stress, embarrassment, or emotional harm, or any other forced activity that could adversely affect the mental health or dignity of the individual.

AVCTL DIVISION II – Ark City, Andover, Andover Central, Goddard, Goddard Eisenhower, Maize South, Valley Center.

KSHSAA ACTIVITIES

HIGH SCHOOL - Band, Cheerleading, Choir, Danceline, Debate, Forensics, Scholar’s Bowl, Student Council, KAY

KSHSAA ATHLETICS

Fall – Cross Country, Football, Girls Golf, Girls Tennis, Soccer, Volleyball

Winter – Basketball (boys and girls), Wrestling

Spring – Baseball, Boys Golf, Boys Tennis, Softball, Track

ACTIVITY TICKETS

Activity tickets may be purchased at the high school or middle school office. The activity ticket will be accepted at all regular high school home events. They will not be accepted at regional, sub-state, or state events.

ACTIVITY ATTENDANCE

If a student is going to miss classes because of a scheduled contest, program, or trip, it is the student’s responsibility to make arrangements regarding his/her make up work in advance.

Students are required to be in school before the beginning of the lunch block or hour the day of a practice, performance, contest, program or trip if he/she expects to participate. Exceptions may be made if the student has a written verification from a doctor. Any other exceptions should be cleared with administration in advance.

Students should be in school on time the day after a competition or performance.

HS CLUBS

AC Players (Drama)

AFS – American Field Service

FBLA – Future Business Leaders of America

FCA – Fellowship of Christian Athletes

FFA –Agricultural Club

Fishing Club

French Club

GSA – Gay Straight Alliance

Industrial Tech

KAY

Multi-Cultural Student Union

Native American Club

NFL – National Forensics League

NHS –National Honor Society

SADD - Students Against Destructive Decisions

Scholar’s Bowl

Usherettes

Skills USA

CROWD CONTROL AT SCHOOL SPONSORED ACTIVITIES – U.S.D. #470 believes that activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of sportsmanship and team work.

They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

Disorder and disruption of school activities will not be tolerated, and persons attempting to or engaging in any activity that may endanger the safety of students, school personnel or other adults; that may damage school property; or that may interfere with school activities or the educational process; shall be held accountable.

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils or at any scheduled school sponsored activity or event.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed at a disturbance, disorder or demonstration shall be made by the administrator or person designated to be in charge of the building or activity. The Superintendent shall be notified of any serious problem at the school.

All actions are to be for, not against; positive, not negative or disrespectful!

Sportsmanship is a general way of thinking and behaving.

The following sportsmanship policy items are listed below for clarification:

Be courteous to all (participants, coaches, officials, staff, and fans.)

Know the rules, abide by and respect the official's decisions.

Win with character and lose with dignity.

Display appreciation for good performance regardless of the team.

Exercise self-control and reflect positively upon yourself, team, and school.

Permit only positive sportsmanlike behavior to reflect on your school or its activities.

U.S.D. #470 reserves the right to remove from or refuse admittance to school activities to people who do not abide with these rules and guidelines.

ELIGIBILITY - *For a student to remain in good standing, and eligible to participate in athletic and extra-curricular activities, including debate, forensics, choir, band and any other KSHSAA activity, a student must have passed six of eight classes from the previous semester. Students must be enrolled in at least five new subjects. More specific eligibility guidelines can be found in the KSHSAA handbook at www.KSHSAA.org. Individual coaches may apply more rigorous standards .*

FUND RAISERS - *All fundraisers must be approved through the activities department in order to regulate the amount of funds being solicited from the public. Clubs and organizations should fill out a green sheet in the office.*

INJURY - *If your child is injured while participating in a KSHSAA event, report the injury to the coach, athletic trainer or the activities director immediately.*

INSURANCE - *Insurance is purchased by USD 470 for all students in grades 7-12 participating in any KSHSAA event. This insurance is only supplemental to the parent's insurance and has limits of payment for each injury, it is strictly for catastrophic injuries incurred as a participant of a team. If you do not have insurance you may purchase it through Student Assurance Services, Inc. Informational packets are available at each school.*

LETTERING REQUIREMENTS - *The requirements will be outlined by each coach and distributed at the beginning of the season.*

PHYSICALS AND PARENTAL CONSENT - *Any student participating in a KSHSAA athletic event must have a physical on file and all forms must be signed before the student may participate in a practice or a competition. Physical packets are available in the high school office.*

PRE-SEASON MEETINGS - *Prior to the start of each season there will be a parent meeting. At this time the medical consent form, physicals and the sports risk form and all paperwork should be signed. Coaches will conduct individual team informational meetings and hand out team policies and schedules.*

PUBLICATIONS/MEDIA - *The "Arklight" is the official newspaper of ACHS. The "Mirror" is the high school yearbook. The high school broadcasting class produces a variety of projects throughout the year that are viewed via closed circuit in the building.*

SPORTSMANSHIP

Be courteous to all (participants, coaches, officials, staff and fans).

Know the rules, abide by and respect the official's decision.

Win with character and lose with dignity.

Display appreciation for good performances regardless of the team.

Exercise self-control and reflect positively upon yourself, team and school.

Permit only positive sportsman like behavior to reflect on your school activities.

USD 470 reserves the right to remove from or refuse admittance to school activities to people who do not abide with these rules and guidelines.

SUSPENSION - *Any student that is assigned In-School or Out-of-School Suspension will not be allowed to participate or attend any school sponsored activity during the suspension.*

TRANSPORTATION - *Student participants are expected to be transported to and from school activities in a school vehicle with the team unless arrangements have been made and approved by administration 24 hours in advance. If a parent wishes to take the student home after an event they must have a note signed by the Athletic Director. This note should be given to the coach prior to leaving for the event.*

WEB SITES -

Kansas State High School Activities Association	www.kshsaa.org
Activities schedules and calendars	www.avctl.org
District Web Site	www.usd470.com

DISCIPLINE HANDBOOK INFORMATION

PHILOSOPHY

In order for our students to grow and learn, a safe and orderly environment must exist within our school.

BACKGROUND AND PURPOSE

A discipline handbook was developed and approved by the USD 470 Board of Education in 1991 by school board members, parents, representatives of judicial and social service agencies, teachers and administrators and has been reviewed and updated annually.

Parents and students are encouraged to read the handbook and be familiar with behavior that is expected of students in USD 470. Visitors should report to the office. Policies and procedures outlined in this handbook apply to schools, school property and school-sponsored events, and are intended as a guide to cover most but not all situations. Offenses are cumulative by semester. Because USD 470 believes that family involvement is critical when dealing with student discipline issues, reasonable efforts will be made by the school to contact parents with disciplinary concerns. School counselor referrals, when appropriate, will also be used for intervention. Any action that may constitute a criminal offense will be referred to appropriate law enforcement officials. Electronic surveillance is in place at all sites.

Although it is expected administrators will follow the handbook as adopted by the board of education, school officials may exercise discretion in applying policy to individual cases.

SEARCHES OF STUDENTS AND PROPERTY

Principals are authorized to search students and property, which includes pockets, purses, shoulder bags, personal technology devices, automobiles, book bags and briefcases, if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, lockers shall be subject to random searches without prior notice or reasonable suspicion. Lockers in the district schools shall be under the supervision of the principal. Students have no expectation of privacy in any school locker, and on school property. The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

HIGH SCHOOL DISCIPLINE NOTES

The high school students are assigned to ISS from 7:55 a.m. to 3:15 p.m. Detention is held before and after school.

ARSON

Students involved in acts of arson will be suspended, and school officials will seek a hearing request for a long-term suspension and/or expulsion. Legal authorities will be notified.

1st Instance- 3 to 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion

BATTERY

Battery, which may include sexual 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, but is not limited to, such acts as slapping, scratching, punching, kicking, grabbing around the neck or body, shoving, biting, hair pulling, etc. Students involved with acts of battery will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified. Consequences will also apply to students who incite, instigate, or are accomplices to the battery.

1st Instance 1 to 10 day suspension

2nd Instance 3 to 10 day suspension

3rd Instance 5 to 10 suspension and recommend either long-term suspension or expulsion

BATTERY - AGGRAVATED

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 upon them, or causes any disfigurement or dismemberment to or of their person; or which is done with or without using a deadly weapon, or in any manner whereby great bodily harm, disfigurement, dismemberment, or death could be inflicted. Students involved in acts of aggravated battery will be referred to the office for immediate and appropriate disciplinary action.

1st Instance 3 to 10 day suspension

2nd Instance 5 to 10 day suspension and recommend either long-term suspension or expulsion

CHEATING/ PLAGIARISM

USD 470 will not tolerate academic fraudulent behaviors fraudulence. Students caught cheating or plagiarizing will be disciplined for these actions. This includes but is not limited to the use of cell phone text messaging. Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

1st Instance 5 hours of detention

2nd Instance 1 day ISS

3rd Instance 3 days ISS

4th Instance 3 days OSS

DETENTION VIOLATIONS - TEACHER ASSIGNED

Students referred to the office for skipping teacher-assigned detention will be assigned office detention.

1st Instance 2 hours detention

2nd Instance 1 day ISS

3rd Instance 2 days ISS

DETENTION VIOLATIONS - OFFICE ASSIGNED

Students who skip administrative-assigned detention or violate the rules of the detention room will receive immediate and appropriate disciplinary action.

1st Instance Double amount of detention owed

2nd Instance 1 day ISS

3rd Instance 2 days ISS

4th Instance 3 days ISS

DISRUPTIVE BEHAVIOR

Students will not be allowed to deprive the instructor of the right to teach or deprive other students of the right to learn, nor will they be permitted to adversely affect the learning environment of the classroom or the school. Teachers will make reasonable efforts to contact parents to advise them of the problems their student is causing in school.

*1st Instance 5 hours detention
2nd Instance 1 day of ISS
3rd Instance 3 days of ISS*

DRESS CODE VIOLATIONS

Neatness, decency and good taste are guidelines of the district dress code. Students who violate school dress codes will be asked to make an adjustment or necessary clothing change which would put them into compliance with the dress code.

*1st Instance Documented warning and arrangements made for proper attire
2nd Instance 2 hours detention and arrangements made for proper attire
3rd Instance 1 day ISS and arrangements made for proper attire
4th Instance 3 days ISS and arrangements made for proper attire*

DRIVING VIOLATIONS

Driving a vehicle to school or on school property is a privilege rather than a right. Students who drive a vehicle to school or on school property will be expected to operate that vehicle in a safe and lawful manner. Students will not be allowed to violate the law or jeopardize the health, safety or physical well-being of others by operating their vehicle in a reckless manner, by exhibiting excessive speeds or by over accelerating their vehicle. Students who violate this policy will receive immediate and appropriate disciplinary action. If warranted, students may immediately lose parking privileges, and legal authorities may be notified.

*1st Instance 5 hours detention
2nd Instance 1 day ISS
3rd Instance 3 days ISS
4th Instance 3 day suspension*

EXTORTION

Students who attempt to acquire money, property that is not their own, schoolwork or services of any type from another student by using threats or force will receive immediate and appropriate disciplinary action.

*1st Instance 3 days ISS
2nd Instance 3 day suspension
3rd Instance 5 day suspension and recommend either
 long-term suspension or expulsion*

FALSE NOTE OR CALL OR FRAUDULENT MISUSE OF SCHOOL FORM

Students who falsify notes to excuse absenteeism or have false calls made to the school to excuse their absences will receive immediate and appropriate disciplinary action. Also, any student who falsifies a school form or document, or uses that form or document for any purpose other than the specific purpose for which it was intended, will receive immediate and appropriate disciplinary action. This will include misuse of school lunch tickets.

*1st Instance 1 day ISS
2nd Instance 3 days ISS
3rd Instance Repeat above consequence
4th Instance Repeat above consequence*

FIGHTING OR USE OF PHYSICAL FORCE WITH ANGER

Fighting or use of physical force with anger will not be permitted. Students should exhaust every alternative available to them before resorting to hitting or the use of physical force. Fighting at school, on school property or at school-sponsored activities is expressly prohibited. If appropriate, legal authorities will be notified. Consequences also apply to students who incite, or instigate or are accomplices to the fight or use of physical force. All aspects of a fighting situation will be considered when consequences are applied.

*1st Instance 3 to 10 day suspension
2nd Instance 5 to 10 day suspension
3rd Instance 5 to 10 day suspension and recommend
 either long-term suspension or expulsion*

FLAGRANT MISBEHAVIOR

Flagrant misbehavior is any overt act that could adversely affect the learning environment of the public schools of USD 470 or jeopardize the health, safety or physical well-being of those students and staff who attend or work in any of the public schools. Flagrant misbehavior could be gambling, possession or use of exploding fireworks, smoke bombs, noise makers containing powder which when activated causes a loud, unnecessary noise, or the setting of a false alarm. Students who involve themselves in acts of flagrant misbehavior will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified.

- 1st Instance 1 to 10 day suspension*
- 2nd Instance 3 to 10 day suspension*
- 3rd Instance 5 to 10 day suspension and recommend either
long-term suspension or expulsion*

FLAGRANT MISBEHAVIOR TOWARDS STAFF-THREATS, OBSCENITY, PROFANITY OR MENACING OR THREATENING GESTURES

Inappropriate behavior towards any administrator or staff member will result in immediate and appropriate disciplinary action being taken. This would include lying to a staff member, direct profanity being used toward the staff member, threats being made either verbally or in writing, or any threatening or menacing gestures being made toward the staff member.

- 1st Instance 3 to 10 day suspension*
- 2nd Instance 5 to 10 day suspension*
- 3rd Instance 5 to 10 day suspension and recommend either
long-term suspension or expulsion*

GANG-RELATED ACTIVITIES - VIOLENT

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. Immediate and appropriate disciplinary action will be taken against any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. Gang paraphernalia will be confiscated.

- 1st Instance 5 day suspension*
- 2nd Instance 10 day suspension and recommend either long-term
suspension or expulsion; law enforcement officials will be notified*

HARASSMENT - BULLYING

Activities that involve students bullying other students are abusive behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. USD 470 strictly prohibits students from engaging in any form of bullying (including cyber-bullying) on school property, in conjunction with any school activity or involving any person associated with the school. Any student who participates in bullying or conspires to engage in bullying will face immediate and appropriate disciplinary action and must meet with the counselor. A mandate of "no interaction" will be issued. Students who experience bullying (including cyberbullying) are required to report the incident to an adult staff member and complete the anti-bullying report form. [Anti-bullying form is included in student planners/agendas and is available from the school district website www.usd470.com]

- 1st Instance 3 days ISS*
- 2nd Instance 3 day suspension*
- 3rd Instance 5 day suspension and recommend either long-term
suspension or expulsion*

HARASSMENT - RACIAL

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities; programs or events. Racial harassment is racially motivated conduct which: (1) affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school; (2) is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or (3) is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial harassment may result from verbal or physical conduct or written graphic material. Students who violate the racial harassment policy must meet with the counselor, and a mandate of "no interaction" will be issued.

- 1st Instance 3 day suspension*

2nd Instance	5 day suspension
3rd Instance	5-10 day suspension with possibility of recommending either long-term suspension or expulsion

HARASSMENT - SEXUAL

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature. Sexual harassment may result from verbal or physical conduct or written or graphic nature. Sexual harassment may include, but is not limited to, verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats about a student's grades, participation in extracurricular activities, etc. Students who violate the sexual harassment policy must meet with the counselor, and a mandate of "no interaction" will be issued.

1st Instance	3 day suspension
2nd Instance	5 day suspension
3rd Instance	5-10 suspension with possibility of recommending either long-term suspension or expulsion

HAZING

Hazing and initiation activities that involve hazing other students are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. USD 470 strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where the incident occurs. Any student who participates in hazing or related initiation activity, or conspires to engage in hazing will face immediate disciplinary action: up to and including suspension, expulsion, exclusion and loss of participation in extra-curricular activities. In addition, students who participate in hazing must meet with the counselor, and a mandate of "no interaction" will be issued.

1st Instance	3 days ISS	
2nd Instance	3 day suspension	
3rd Instance	5 day suspension and recommend either long-term	suspension or expulsion

HORSEPLAY

Students should not engage in acts of horseplay which are disruptive to the learning environment or which could result in injury to others even though there was not any intent to cause injury.

1st Instance	Documented Warning
2nd Instance	5 hours detention
3rd Instance	1 day ISS
4th Instance	3 days ISS

ILLEGAL SUBSTANCES - STUDENT INVOLVED WITH

The consumption, possession (actual constructive), use, transfer, distribution or to be under the influence of any illegal substance -- which includes tobacco in any form or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, crack, steroids or any other substance on the controlled substance abuse list, alcoholic beverage, cereal malt beverage or intoxicant of any kind -- anywhere inside the school building or on school property or at any school sponsored activity is prohibited. The possession of drug paraphernalia -- which means all equipment, products and materials of any kind which are used or intended for use in planting, propagation, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, possessing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of the uniform controlled substances act -- anywhere inside the school building or on school property or any school sponsored activity is prohibited. Drug paraphernalia includes, but is not limited to, items which fall into the above domains. Students who violate this policy will receive immediate and appropriate disciplinary action. Police will be notified. Any illegal substance or paraphernalia will be confiscated by school officials.

1st Instance	3-10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion
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IN-SCHOOL SUSPENSION VIOLATIONS

In-school suspension is an alternative to out-of-school suspension, and as such, students are required to obey all of the rules that have been established for the operation of the ISS room. Those students who cannot or will not discipline themselves to follow those rules will receive immediate and appropriate disciplinary action. During ISS, students will be isolated and the socialization privilege will be removed. However, they will have the opportunity to make up the work they miss while they are isolated and have that work counted toward full credit on their classroom grade.

1st Instance	Suspension for minimum of 1 day or duration of ISS assignment
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2nd Instance All subsequent instances will be followed the same as Instance #1

INAPPROPRIATE BEHAVIOR

There are some inappropriate behaviors that will not fit precisely into the category of misbehavior. This specification is designed to address these behaviors as a “catch all” specification. On the discipline report, the administrator handling the problem will specify what the inappropriate behavior was and the disciplinary action that is to be implemented to address the behavior.

1st Instance	2 hours detention
2nd Instance	4 hours detention
3rd Instance	1 day ISS
4th Instance	3 day ISS
5th Instance	3 day suspension

INAPPROPRIATE ITEMS, AND/OR MATERIALS BROUGHT TO SCHOOL

Inappropriate items and/or materials that affect the learning environment of the classroom or the school should not be brought to school. Items that are used irresponsibly which adversely affect the learning environment of a classroom or school will not be tolerated and will be confiscated.

1st Instance	2 hours detention
2nd Instance	1 day ISS
3rd Instance	3 days ISS
4th Instance	1 day suspension
5th Instance	3 day suspension

INAPPROPRIATE LANGUAGE OR GESTURE

Inappropriate language may include profanity. Students whose inappropriate language or gesture(s) adversely affects the environment of the classroom or school will receive immediate and appropriate disciplinary action.

1st Instance	5 hours detention
2nd Instance	1 day ISS
3rd Instance	3 day ISS
4th Instance	3 day suspension

INAPPROPRIATE USE OF TECHNOLOGY

USD 470 supports the use of advanced technology and increased access to learning opportunities by all students. The goal of the district in providing access to computers, computer networks, Internet resources, electronic mail and other online services for students is to promote educational excellence by facilitating resource sharing and communications, and improving access to information. The use of district computers, network, the Internet, or other online services accessed through district resources shall be in support of education and research consistent with the district's educational objectives. Limited, appropriate personal use of computer technology resources is permitted if it does not interfere with student responsibilities or the educational process. See Harassment – bullying (including cyber-bullying) [Anti-bullying form is included in student planners/agendas and available online at the district website: www.arkcity.com]

The use of the district's computer technology resources is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. USD 470 reserves the right to deny, revoke, suspend, or close any user account at any time, based upon the determination of inappropriate use by the account holder or user. Inappropriate use may also result in disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and assessment of the cost of damages to hardware/software. Any student identified as a security risk or having a history of inappropriate use with other computer systems may be denied access. *Student Rights to Privacy (HBG-BOE Policy) Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Computer Use

Audits: The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

E-Mail Privacy Rights: Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials: Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

All instances: 1 to 10 day suspension; computer privileges denied.

LEAVING CLASS WITHOUT PERMISSION

Students are not to leave the classroom without receiving permission from the instructor to leave. Students who leave class without permission will be referred to the office.

<i>1st Instance</i>	<i>2 hours detention</i>
<i>2nd Instance</i>	<i>4 hours detention</i>
<i>3rd Instance</i>	<i>1 day ISS</i>
<i>4th Instance</i>	<i>3 days ISS</i>

LUNCHROOM MISBEHAVIOR

Students who misbehave in the lunchroom or cafeteria or who violate the procedures established for the operation of the lunchroom or cafeteria will be referred to the office for immediate and appropriate disciplinary action.

<i>1st Instance</i>	<i>5 days lunch detention</i>
<i>2nd Instance</i>	<i>1 day ISS</i>
<i>3rd Instance</i>	<i>3 days ISS</i>

OPEN DEFIANCE

Students will not be permitted to challenge the authority of an administrator, instructor or staff member as long as that individual is in the performance of duties assigned by the school and/or school district. This would include duties performed actually at the school or at school-sponsored activities inside or outside the school district. Students who openly defy the authority of an administrator, teacher or staff member will receive immediate and appropriate disciplinary action.

<i>1st Instance</i>	<i>1 to 3 days ISS</i>
<i>2nd Instance</i>	<i>1 to 3 day suspension</i>
<i>3rd Instance</i>	<i>3 to 5 day suspension</i>
<i>4th Instance</i>	<i>5 day suspension and recommend either long-term suspension or expulsion</i>

OUT-OF-SCHOOL SUSPENSION PROGRAM VIOLATION

Failure to attend the OSS Program will result in an additional day of OSS upon return to school. The student will be required to be in ISS until such time as all OSS Program time has been completed. Failure to attend the OSS Program may also result in contacting the Cowley County Truancy Officer.

<i>ALL Instances</i>	<i>ISS until OSS Program time is complete</i>
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OVER-FAMILIARITY OR OVERT DISPLAY OF AFFECTION

High School Discipline Notes

<i>1st Instance</i>	<i>Documented Warning</i>
<i>2nd Instance</i>	<i>2 hours detention</i>
<i>3rd Instance</i>	<i>1 day ISS</i>
<i>4th Instance</i>	<i>3 days ISS</i>

PARKING VIOLATIONS

Specific parking regulations and procedures have been established for Arkansas City High School, and students who drive vehicles to school will be expected to follow these procedures. Students who violate established parking procedures will be referred to the office where immediate and appropriate disciplinary action will be taken.

<i>1st Instance</i>	<i>Documented Warning</i>
<i>2nd Instance</i>	<i>4 hours detention</i>
<i>3rd Instance</i>	<i>1 day ISS</i>
<i>4th Instance</i>	<i>3 days ISS</i>

PERSONAL ELECTRONIC DEVICES (PED's)

Personal electronic devices should not create a disturbance in the classroom and/or learning environment (ie: locker rooms, restrooms, library, shops). Personal electronic devices should only be used in the classroom with teacher permission. Teachers requesting the use of PED's to support student learning will be based on student universal access. PED's used inappropriately will be confiscated and returned by the end of the school day.

<i>1st Instance</i>	<i>Documented Warning (Phone Confiscated)</i>
<i>2nd Instance</i>	<i>2 hours detention (Phone Confiscated)</i>
<i>3rd Instance</i>	<i>1 day ISS (Phone Confiscated)</i>

PHYSICAL FORCE AGAINST ANY EMPLOYEE AT USD 470

Students who use physical force against any employee of USD 470 will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified.

<i>1st Instance</i>	<i>5 to 10 day suspension and recommend either long-term suspension or expulsion</i>
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REFUSAL TO OBEY REASONABLE REQUESTS

Students are to obey any reasonable request given to them by any instructor, administrator or staff member, and they are to do this immediately and without argumentation.

<i>1st Instance</i>	<i>5 hours detention</i>
<i>2nd Instance</i>	<i>1 day ISS</i>
<i>3rd Instance</i>	<i>3 days ISS</i>
<i>4th Instance</i>	<i>1 to 3 day suspension</i>
<i>5th Instance</i>	<i>3 to 5 day suspension and recommend either long-term suspension or expulsion</i>

SELECTIVE ATTENDANCE

Students are expected to be in all of the classes they are scheduled to be in during the regular school day. Truancy policy will apply.

<i>1st Instance</i>	<i>3 hours detention and notification of truancy officer</i>
<i>2nd Instance</i>	<i>One day of OSS</i>
<i>3rd Instance</i>	<i>One day of OSS</i>
<i>4th Instance</i>	<i>One day of OSS</i>

Notes: At Arkansas City High School, every 8 hours of selective attendance will be considered equivalent to 1 day of unexcused absence.

TARDINESS TO CLASS

Repeated instances of tardiness to class by students can become disruptive and detract from the learning process. Students who are repeatedly tardy to class will receive immediate and appropriate disciplinary action.

<i>1st Instance</i>	<i>Documented Warning</i>
<i>2nd Instance</i>	<i>Lunch detention (30 minutes)</i>
<i>3rd Instance</i>	<i>Lunch detention (30 minutes)</i>
<i>4th Instance</i>	<i>1 hour detention and parent contact</i>
<i>5th Instance</i>	<i>1 hour detention and parent contact</i>
<i>6th and Beyond</i>	<i>1 day of ISS and parent contact</i>

THEFT OR POSSESSION OF STOLEN PROPERTY

Students who are caught taking items that do not belong to them or keeping or possessing items that do not belong to them without the consent of the owner are in violation of school policy and will receive immediate and appropriate disciplinary action. If appropriate, legal authorities will be notified.

<i>1st Instance</i>	<i>3 days ISS</i>
<i>2nd Instance</i>	<i>1 day suspension</i>
<i>3rd Instance</i>	<i>3 day suspension</i>
<i>4th Instance</i>	<i>5 day suspension</i>

THREAT -- TERRORISTIC

A terroristic threat is any threat which is communicated with the intent to commit violence or terrorize another individual, or to cause the evacuation of any building, place assembly, or facility of transportation or which maliciously disregards the risk caused by such terror or evacuation. Students who make terroristic threats will receive immediate and appropriate disciplinary action, and the appropriate legal authorities will be notified.

*1st Instance 5 to 10 day suspension with the possibility of recommending
 either long-term suspension or expulsion*

THREATS - VERBAL OR WRITTEN

Verbal and written threats to intimidate or bully other students create a disruption in the learning environment. These threats often lead to physical violence.

*1st Instance 1 day ISS
2nd Instance 3 days ISS
3rd Instance 3 day suspension
4th Instance 5 day suspension and recommend either long-term
 suspension or expulsion*

UNEXCUSED ABSENCES OR TRUANCY

Truancy is defined as any three consecutive absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant. Students under the age of 18 who are truant will also be referred to the appropriate legal authorities in accordance with Kansas State Statute. All absences must be cleared or validated within 24 hours after the student returns to school. Following 10 days of absences (excused or unexcused), a doctor's note will be required to excuse any further absences.

*1st Instance 1 hour detention for every hour unexcused
2nd Instance 2 hours detention for every hour unexcused
3rd Instance 1 day ISS
4th Instance 3 days ISS*

VANDALISM

Students caught vandalizing school buildings, school property or vehicles located on school property will receive immediate and appropriate disciplinary action. Students involved in acts of vandalism will also be required to assume the repair or replacement cost, including labor, for any vandalism they caused. If appropriate, legal authorities will be notified. Felony vandalism is any damage that is caused in excess of \$500 and will result in an immediate five day suspension and/or expulsion and referral to the appropriate legal authorities.

*1st Instance 1 day ISS
2nd Instance 3 days ISS
3rd Instance 3 day suspension
4th Instance 5 day suspension and recommend either long-term
 suspension or expulsion*

WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on the school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices: As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- Any item being used as a weapon or destructive device;*
- Any facsimile of a weapon;*
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;*
- The frame or receiver of any weapon described in the preceding example;*
- The firearm muffler or firearm silencer;*
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;*
- Any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;*
- Any bludgeon, sand club, metal knuckles or throwing star;*

- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession: Possession of a firearm or other weapon, other than a facsimile of a weapon, shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (See JCD). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearing for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or Commissioner of Juvenile Justice.

1st Instance 5 to 10 days suspension and recommend either long-term suspension or expulsion and notification of police; may result in one calendar year suspension

SHORT TERM SUSPENSION

Except in an emergency, short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges, and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

LONG-TERM SUSPENSION

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- *The student and parents or guardians shall be given written notice of the time, date and place of the hearing.*
- *The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.*
- *The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.*
- *Findings required by law shall be prepared by the person or committee conducting the hearing.*
- *A record of the hearing shall be available to students and parents or guardians according to Kansas law.*
- *Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.*

During the time a student is suspended (long-or short-term) or expelled from school, the student may not:

- *Be on school property or in any school building without the permission of the principal.*
- *Attend any school activity (home or away) as a spectator, participant or observer.*

WHAT IS BULLYING?

The Board of Education has adopted the following definition of bullying:

Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property;

Placing a student or staff member in reasonable fear of harm to the student or staff member; or

Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

Any form of intimidation or harassment prohibited by the BOE in policies concerning bullying.

Any student or staff member who participates in bullying, or conspires to engage in bullying will face immediate and appropriate disciplinary action.

*Bullying can be **PHYSICAL**:*

Harm to someone's body or property.

-Hitting

-Kicking

-Pushing

-Stealing

Bullying can be VERBAL:

Harm to someone's self-esteem or feeling of safety.

-Teasing

-Name-calling

-Insulting – saying mean things

-Threatening words

Bullying can be SOCIAL:

Harm to someone's group acceptance.

-Spreading lies about someone

-Making someone do something they do not want to do

Making mean faces or gestures towards others

Bullying can be CYBER-BASED:

Intentionally hurting someone using an electronic device.

WHERE DOES BULLYING HAPPEN?

**School Grounds/Hallways*

**Classroom/Cafeteria*

**Neighborhood/Home-Brothers/Sisters*

**Bus/Bus Stop*

**Computer/Internet/Phone*

**Electronic Games*

STOP BULLYING NOW

IF SOMEONE IS BULLYING YOU:

**Try to ignore them*

**With confidence, tell them to stop*

**Walk Away*

**Find friends to be with*

**Tell an adult you trust*

**Report it online or at the school office*

BYSTANDERS

If you see someone getting bullied:

**Confidently tell them to stop*

**Stand up for the victim*

**Tell an adult you trust*

POWERFUL SKILLS

Do These!

1. *Act confidently.*
2. *Look them in the eyes.*
3. *Don't go to unsafe spots.*
4. *Say: Leave me alone.*
5. *Say: Whatever.*
6. *Make a joke: "I don't like my-clothes either".*
7. *Change the subject.*
8. *Smile and say nothing.*
9. *Agree with the bully.*
10. *Offer a compliment.*

Don't Do These!

1. *Cry. Hit. Kick. Yell.*
2. *Shiver. Call names.*
3. *Act terrified.*
4. *Hold your head down.*
5. *Quit coming to school.*
6. *Get sick when bullied.*
7. *Give bully your money.*
8. *Run away from home.*

9. Don't tell an adult.
10. Start feeling depressed.
11. Try to change schools.
12. Start letting grades drop.

USD 470
Report of Bullying Form

USD 470 Board of Education Policy JDDC prohibits bullying in any form on school property, in a school vehicle or at a school sponsored activity or event. Students who have been subjected to bullying should immediately report bullying incidences to the appropriate authority which may include any USD 470 staff member including certified or non-certified personnel, building administration, or district administration. Once a report of bullying has been made to a USD 470 staff member, appropriate reporting and investigation will pursue. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Name of Complainant

Address

Telephone Number

Nature of the Complaint

Please describe the bullying incident or act:

Please include information about:

** Who was the person engaging in the conduct?*

** What was the nature of the conduct?*

** When did it occur?*

** Where did it occur?*

** What effect did the incident have on you?*

Were there any witnesses to this incident?

What action do you believe the school should take with regard to this incident?

If this matter proceeds to a formal hearing, will you appear and testify as to your knowledge of the matter?

Signature of Complainant:_____

Date:_____