

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.

STUDENT RIGHTS AND RESPONSIBILITIES

- RIGHT:**
Students have the right to take advantage of all educational opportunities available for students within USD 470.

RESPONSIBILITY:
Students have the responsibility to be prepared for class, to participate in classroom activities, and to complete assignments given by the teacher(s).
- RIGHT:**
Students have the right to qualified teachers who respect them. Their classroom must be free of prejudice and harassment. Students have the right to report such incidents.

RESPONSIBILITY:
Students have the responsibility to respect their teachers, other adults, and classmates. They must conduct themselves so that others may learn in a positive climate. Students have the responsibility to report incidents of prejudice and harassment against themselves and/or others.
- RIGHT:**
Students have the right to expect classes to be organized with interruptions kept to a minimum.

RESPONSIBILITY:
Students have the responsibility to make productive use of class time and to adjust to any necessary interruptions of regularly scheduled classes.
- RIGHT:**
Students have the right to take part in school or extracurricular activities and to seek office in an organization, provided their academic and disciplinary records are satisfactory, and they are qualified on the basis of the activity or the organization's criteria.

RESPONSIBILITY:

Students have the responsibility to follow guidelines set up for participation in school or extracurricular activities and shall conduct themselves in a positive, mature manner.

5. **RIGHT:**

Students have the right to be physically and emotionally safe from harassment (racial, sexual and/or bullying) while attending school and school sponsored events.

RESPONSIBILITY:

Students have the responsibility to influence school culture in a positive manner by refusing to discriminate against or harass other students.

6. **RIGHT:**

Students have the right to the use of a locker for their textbooks, school supplies and personal property as long as it is used responsibly. A student's locker, book bag, personal property, vehicle, or other storage area may be opened for inspection by the principal/designee.

RESPONSIBILITY:

Students have the responsibility to keep their locker combination private, keep the locker reasonably clean, avoid storage of prohibited items, and follow appropriate school procedures concerning lockers. Students are to use only the locker assigned to them and are not to share lockers with other students. Vandalism of school property or another person's property will not be tolerated. Compensation for damage to school property is the student's and parent's/guardian's responsibility.

7. **RIGHT:**

Students have the right to have personal electronic devices (PEDs) (i.e. cell phone, smart watch, etc.) at school.

RESPONSIBILITY:

Students have the responsibility to obey all school and district guidelines and policies, understanding filming, photographing, recording, etc., persons without their consent can be against the law. The school district is not responsible for loss/theft/damage of personal devices.

8. **RIGHT:**

Students have the right to school facilities that are clean and in reasonable order.

RESPONSIBILITY:

Students have the responsibility to respect personal and public property. Students are expected to help keep their school campus free of all litter. Compensation for damages to school property is the student's and parent's/guardian's responsibility.

9. **RIGHT:**

Students have the right to attend school in a safe environment that promotes intellectual, social, emotional, and physical development.

RESPONSIBILITY:

Students have the responsibility to report criminal or other unlawful acts to school personnel, the appropriate law enforcement agency or the District administration when they have knowledge of such acts.

Failure to comply with these responsibilities may result in detention, in school suspension, out of school suspension and/or expulsion.

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 not be 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 7:00 a.m. to 7:50 a.m., and after school from 3:20 p.m. to 4:20 p.m. on Tuesday-Thursday. The school district will provide a bus for students who are in need of district transportation after school 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 animals 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 - See "Harassment – Bullying / Anti-Hazing" under General Information.

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
- Court Appearances
- Illness
- Funerals/Death in the Family

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, second and third tardy to class, the student will receive a warning. The fourth tardy and every tardy thereafter will result in one hour of detention apiece. Four tardies will be equivalent to an unexcused absence. A student is considered tardy if they arrive to class within the first 15 minutes after class begins. If a student is more than 15 minutes late, a student is considered absent.

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, book bags, 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 textbook.

BUILDING 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. The Site Council provides 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.

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.

1. 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.
2. Pupils shall obey and respect the orders of bus aides and bus stop monitors.
3. 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 rule for all bus stops – no rowdy behavior or "horseplay."
4. 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 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.

5. 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.

6. 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.

7. 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 and door opens before leaving assigned waiting area to load.
- After unloading, stay in 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.

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.
- 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
- House slippers
- Holes/rips/tears that expose excessive skin or undergarments.
- No shirt/top that exposes an excessive amount of skin (such as halter tops, shirts with no sides, tank tops, bare midriffs, tube tops, etc.)

DRUG FREE SCHOOLS – Maintaining drug-free schools is important in establishing an appropriate learning environment for the district’s students. The unlawful possession, use, solicitation 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 - 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 – 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.

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 unpaid meal charges, he/she will receive a cheese sandwich, fruit, & milk and parents will receive at least one written warning. If payment of the negative balance is not received within

5 working days, the debt will be turned in to the district office for collection. 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. Meals purchased at fast food outlets to be consumed in the cafeteria must not be brought to school in their original containers. Food that is brought in their original containers must be consumed in the office.

HARASSMENT – BULLYING / ANTI-HAZING (BOE Policy JDDC) - 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. 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.

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. 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. 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.

“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 at another student.
- 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.

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 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 spoken, 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 – Closing school is often a tough decision to make. The superintendent keeps the students' educational needs and the safety of students, parents, and staff members in mind when considering delaying the start of school, dismissing early, or cancelling school altogether. The superintendent takes into consideration the amount of snowfall/ice accumulation, current and potential road conditions, temperature, the safety of student drivers, readiness of school parking lots and sidewalks, and availability of buses and drivers. We try to give as much notice as possible when canceling school but often times, weather patterns don't allow for notification the day before. The superintendent usually makes a decision by 6 a.m. that day after talking with other district administrators, emergency management officials, and superintendents from surrounding districts. In the event the Ark City School District needs to cancel school for any emergency reason, including bad weather, parents/guardians will receive a message from the district's School Messenger notification system. (If you're not receiving messages, please contact your child's school secretary to review the contact info. on file.) Information can also be found:

- By visiting the district website
- By following us on Twitter **@ArkCitySchools**
- By calling the district's information line at 620-441-2005
- By watching local television channels and listening to local radio stations that are part of the Emergency Information System, including: KSOK 95.9 - FM Radio, KACY 102.5 - FM Radio, KAKE 10 - TV News, KSN 3 - TV News, KWCH 12 - TV News

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 Advisory. 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.

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) AND ACCESSORIES - 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
- During passing periods in the hallways only
- On school trips when permitted by sponsors/coaches
- 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
- 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.

POWERSCHOOL INFORMATION SYSTEM - Our student information system, PowerSchool 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 PowerSchool. The types of information managed by PowerSchool 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>

SCHOOL SAFETY - Drills for fires, tornados, and crises are held in accordance with state laws. Students are expected to follow the procedures established in each building.

During the school day, only designated doors are to be used for admittance to the building. It is not permissible for doors to be propped by students or staff. At no times should students open doors to strangers, other students, or even adults they may know.

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 – Student Accident Insurance is provided for all students in the district. This “gap” coverage assists families in meeting first-dollar expenses resulting from school-related accidents requiring medical attention.

STUDENT PLANNERS – Each ACHS student is issued a planner at the beginning of the year. Replacement planners are sold in the office for a fee. 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.

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 3.50 GPA for both semesters during the 9th, 10th, and 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)
- Freshmen, sophomores and juniors must enroll 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 at least 6 credits at the start of the year and/or 9 credits at the start of 2nd semester will be classified as a sophomore.
- A student with at least 12 credits at the start of the year and/or 15 credits at the start of 2nd semester will be classified as a junior.
- A student with at least 18 credits at the start of the year and/or 21 credits at the start of 2nd semester 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 counseling department and a classification will be based on the result of that review. Student classification is determined at the beginning of the school year and again at the end of first semester. Change in classification will only be done at semester if the student’s grade level goes up, not down.

ADVANCED PLACEMENT COURSES/EXAMS/WEIGHTED GRADES – Certain advanced courses in the high school program are designated Advanced Placement. The Advanced Placement examinations given each May, on a standardized national test day, are scored by the Education Testing Service. Each examination receives an overall grade on a five-point scale.

Each college decides which AP scores it will accept. Some colleges accept scores of 3 or better and give the student credit as if that person had taken one or more basic courses in the subject tested. In some cases, credit is not given, but the necessity of taking basic courses is waived. Students are encouraged to check with individual colleges to determine credit options that are best for them and the College Board website.

College-bound students should consider taking one or more AP courses. Research shows students completing one or more AP courses, regardless of their grades, do better in college than those never taking AP courses. Testing information will be given to teachers of AP courses in the Fall and will be distributed to enrolled AP students. The current cost is approximately \$103.00 per AP exam. Arkansas City School District covers the cost of the test for all students enrolled in AP classes. If a student drops an AP course at semester, the AP College Board charges a cancellation fee of \$40 per exam. If a class is dropped, the student will be responsible for the fee(s). AP courses offered at ACHS are listed below:

ENGLISH

AP English Language & Composition
AP English Literature & Composition

SCIENCE

AP Biology
AP Chemistry III

MATHEMATICS

AP Calculus

SOCIAL STUDIES

AP World / U.S. History
AP Government

ACHS WEIGHTED GRADES – All Honors and AP courses will be graded on a 5.0 modified/weighted grade scale. All other courses at ACHS will remain on the 4.0 non-weighted grade scale. The courses listed below are included in the 5.0 modified/weighted grade scale.

HONORS/AP WEIGHTED COURSES			
GRADE SCALE		GRADE SCALE	
A	= 87-100	A	= 5
B	= 77-86	B	= 4
C	= 70-76	C	= 3
D	= 60-69	D	= 2
F	= 0-59	F	= 0

NON-WEIGHTED COURSES			
GRADE SCALE		GRADE SCALE	
A	= 90-100	A	= 4
B	= 80-89	B	= 3
C	= 70-79	C	= 2
D	= 60-69	D	= 1
F	= 0-59	F	= 0

- Honors Physical Science (grade 9)
- Honors English I (grade 9)
- Honors Biology (grade 10)
- Honors English II (grade 10)
- AP World History (grade 10)
- Honors Chemistry II (grade 11)
- AP English Language and Composition (grade 11)
- AP U.S. History (grade 11)
- AP Biology (grade 11)
- AP English Literature and Composition (grade 12)
- AP Economics (grade 12)
- AP Chemistry III (grade 12)
- AP Calculus (grade 12)
- AP Physics (grade 12)
- Fort Hays State University KAMS program courses

COWLEY WEIGHTED GRADES – Certain Cowley courses, taken by ACHS students for dual credit, qualify for the 5.0-weighted grade scale. The courses listed below are included in the 5.0-weighted grade scale. All Cowley courses qualifying for the weighted scale will be reviewed each school year.

COWLEY WEIGHTED COURSES	
GPA WEIGHT	
A	= 5
B	= 4
C	= 3
D	= 2
F	= 0

COWLEY NON-WEIGHTED COURSES	
GPA WEIGHT	
A	= 4
B	= 3
C	= 2
D	= 1
F	= 0

- | | |
|--|-------------------|
| • ACC1150 Principles of Accounting I (3cr) | elective (0.5cr) |
| • ACC1160 Principles of Accounting II (3cr) | elective (0.5cr) |
| • BIO4125 General Biology I/Lab (5cr) | science (1.0cr) |
| • BIO4150 Human Anatomy & Physiology/Lab (5cr) | science (1.0cr) |
| • CHM4220 Chemistry I/Lab (5cr) | science (1.0cr) |
| • CHM4230 Chemistry II/Lab (5cr) | science (1.0cr) |
| • ECO6113 Principles of Macroeconomics (3cr) | economics (0.5cr) |

● ECO6114 Principles of Microeconomics (3cr)	economics (0.5cr)
● FOL2331 Spanish II (5cr)	world lang (1.0cr)
● MTH4423 Elementary Statistics (3cr)	math (0.5cr)
● MTH4435 Calculus (5cr)	math 1.0cr)
● PHS4550 General Physics I/Lab (5cr)	science (1.0cr)
● PHS4551 General Physics II/Lab (5cr)	science (1.0cr)
● PHS4560 Engineering Physics I/Lab (5cr)	science (1.0cr)
● PHS4561 Engineering Physics II/Lab (5cr)	science (1.0cr)
● PSY6711 General Psychology (3cr)	elective (0.5cr)
● SOC6811 Principles of Sociology (3cr)	elective (0.5cr)

See a complete list of weighted Honors, AP, and weighted college courses in the Enrollment Handbook in Appendix F on page 62.

SCHEDULE CHANGES/WITHDRAWALS – At the beginning of each semester, students will be given the first TWO days of a semester to change their schedules. Any requests for schedule changes at the beginning of a semester MUST be made to the counseling department by 12:00 NOON on the third day of that new semester. No student will be allowed to drop a class after this period of time is over. Any student who drops a college class after the drop/add period of time is over will have the grade of an F automatically placed on his/her transcript for that class.

REPEATING COURSES – Students usually repeat high school courses only when they have failed the course for the first time. However, ACHS acknowledges there are times when it is in the student's best interest to repeat a course for which he/she has already earned credit for improvement of grade. If a student chooses to repeat a class for improvement of grade, both grades will remain on the transcript; however, only GPA calculation will be considered for the highest grade received.

KSHSAA 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 new classes from the previous semester. Head coaches will have discretion in applying more rigorous standards for their teams. The ACHS Tutorial class receives no credit; therefore, it cannot count as one of the classes needed toward KSHSAA eligibility.

There are two factors that determine KSHSAA eligibility:

1. A student must be enrolled in 6 **NEW** classes for the semester being considered for eligibility.
2. A student must have passed 6 **NEW** classes the previous semester of the semester being considered for eligibility.

No student can enroll in any class that is regulated by KSHSAA, unless they have met KSHSAA eligibility requirements to participate.

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 for CNA, CMA, EMT and a GPA of 2.0 for AVTS courses
- Be a junior or senior in good standing
- Meet the minimum assessment scores in Reading - 224 or higher on the Accuplacer test or 18 ACT score in Reading
- Complete the required application and support documents for the Career & Technical Education (CTE) Programs
- Submit a completed FastTrack form

See pages 7-8 of the Enrollment Handbook for more information

Because of current special funding through *Excel in CTE*, high school students enrolled in a Cowley Career & Tech Ed class will have tuition paid through this grant. Approximate cost left up to the student for these programs is then only \$250-\$300. There are additional fees required for the CNA program. (Funding through *Excel in CTE* is subject to change – check with your counselor, upon enrollment, for accurate funding information.) Cowley courses covered under the *Excel in CTE* can be found in the Enrollment Handbook in Appendix C on page 55. A step-by-step guide to the enrollment

process for students wanting to take Cowley courses for dual credit can be found in the Enrollment Handbook in Appendix B on page 57.

FERPA (Family Educational Rights and Privacy Act) - 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.

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

ACHS GRADUATION REQUIREMENTS - Students are reminded to check with their counselors periodically. Review of progress toward achieving graduation requirements will facilitate timely completion. A student must have completed all graduation requirements to participate in the graduation ceremony.

Courses are scheduled according to students' choices. Each time students change their minds, classes are impacted. Please note the need for students to be very serious about their first enrollment choices. Changes will be considered on a space-available basis. All posted fees are subject to change.

CREDITS REQUIRED		CREDITS AVAILABL E	CREDITS REQUIRED		CREDITS AVAILABLE
4.0	ENGLISH		3.0	MATH	
	English I <i>or</i> Honors English I	1.0		Fundamental Algebra	1.0
	English II <i>or</i> Honors English II	1.0		Algebra I	1.0
	English III <i>or</i> AP English Language and Composition	1.0		Geometry	1.0
	English IV <i>or</i> AP English Literature and Composition	1.0		Intermediate Algebra IIA	1.0
				Intermediate Algebra IIB	1.0
				Algebra II	1.0
				Algebra III	1.0
				Statistics	0.5
				Trigonometry	0.5
3.0	SOCIAL STUDIES			Precalculus	1.0
	World History <i>or</i> AP World Hist	1.0		Calculus I	1.0
	U.S. History <i>or</i> AP U.S. History	1.0		College Algebra	1.0
	Business Economics <i>or</i> AP Econ	0.5			
	Government <i>or</i> AP Government	0.5	1.0	PHYSICAL EDUCATION	
3.0	SCIENCE			Basic P.E.	0.5
	Physical Science <i>or</i> Honors Physical Science	1.0		Lifetime Sports	0.5
	Biology <i>or</i> Honors Biology	1.0		Team Sports	0.5
	AP Biology	1.0		Fit for Life	0.5
	Chemistry I	1.0		Athletic Weight Training	0.5
	Honors Chemistry II	1.0		Athletic Weight Training - ZERO HOUR	0.5
	AP Chemistry III	1.0		Weight Training	0.5
	Earth/Space Science	1.0		Swimming	0.5
	Forensic Science	0.5	1.0	Lifeguard Training	0.5
	Human Biology	0.5		CAREER & TECHNICAL ED	
				Career and Life Planning	1.0

Zoology	0.5	
Microbiology and Botany	0.5	
Human Anatomy and Physiology	1.0	1.0
Physics I	1.0	
Physics II	1.0	
Animal Science	1.0	
Horticulture Science	1.0	10.0

Consumer & Personal Finance 0.5

FINE ARTS
See a comprehensive list of all fine arts classes in Appendix A

ELECTIVES

26.0 TOTAL CREDITS

REGENTS vs KANSAS SCHOLARS COMPARISON

(Note: 1 unit = 1 year or 2 semesters)			
Anticipated KANSAS REGENTS Qualified Admissions Curriculum	KANSAS SCHOLARS Curriculum		
ENGLISH			
<p>Units recommended Students are encouraged to take courses in journalism, speech, drama/theatre, and/or debate. These courses do not count toward English requirement.</p>	<p>4 approved units required At least one unit of English or language arts must be taken each year of high school. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.</p>		
MATH			
<p>Units recommended Students may choose from the following courses:</p> <ul style="list-style-type: none"> Algebra I (only taken at HS) Geometry Algebra II Any course with Alg II as prerequisite 	<p>4 approved units required In addition to **Algebra I, Algebra II, and Geometry, you MUST complete at least one unit of advanced math selected from:</p> <ul style="list-style-type: none"> PreCalculus Calculus I Algebra III Statistics Trigonometry College Algebra <p>**Algebra I in 8th grade is accepted for Scholars Curriculum</p>		
SCIENCE			
<p>Units recommended Students may choose from the following courses:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Physical Science Honors Physical Science Biology Honors Biology AP Biology Earth/Space Science Chemistry Physics Honors Chemistry II </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> AP Chemistry III AP Physics Human Biology Zoology Anatomy/Phys Forensic Science Animal Science Horticulture Science </td> </tr> </table>	<ul style="list-style-type: none"> Physical Science Honors Physical Science Biology Honors Biology AP Biology Earth/Space Science Chemistry Physics Honors Chemistry II 	<ul style="list-style-type: none"> AP Chemistry III AP Physics Human Biology Zoology Anatomy/Phys Forensic Science Animal Science Horticulture Science 	<p>3 approved units required Scholars' Curriculum REQUIRES the following courses:</p> <ul style="list-style-type: none"> Biology Chemistry Physics <p>Student are strongly encouraged to take a 4th year of science</p>
<ul style="list-style-type: none"> Physical Science Honors Physical Science Biology Honors Biology AP Biology Earth/Space Science Chemistry Physics Honors Chemistry II 	<ul style="list-style-type: none"> AP Chemistry III AP Physics Human Biology Zoology Anatomy/Phys Forensic Science Animal Science Horticulture Science 		
SOCIAL STUDIES			
<p>Units recommended Students must take three units that include instruction in:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> World History or AP U.S. History or AP Government or AP Economics or AP </td> <td style="vertical-align: top;"> <p>May use courses below for elective credits:</p> <ul style="list-style-type: none"> College Sociology Current Events College Psych Sociology </td> </tr> </table>	<ul style="list-style-type: none"> World History or AP U.S. History or AP Government or AP Economics or AP 	<p>May use courses below for elective credits:</p> <ul style="list-style-type: none"> College Sociology Current Events College Psych Sociology 	<p>3 approved units required</p> <ul style="list-style-type: none"> One unit of U.S. History; Minimum of one-half unit of U.S. Government Minimum of one-half unit selected from: World History, World Geography or International Relations; One unit selected from: <ul style="list-style-type: none"> Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. <p>Half unit courses may be combined to make this a whole unit.</p>
<ul style="list-style-type: none"> World History or AP U.S. History or AP Government or AP Economics or AP 	<p>May use courses below for elective credits:</p> <ul style="list-style-type: none"> College Sociology Current Events College Psych Sociology 		
ADDITIONAL ACADEMIC COURSES			
<p>3 approved units required</p>	<p style="text-align: center;">WORLD LANGUAGE</p> <p>2 approved units required Students are REQUIRED to complete two units of the same world language.</p>		

QUALIFIED ADMISSIONS STANDARDS			Kansas Scholars Curriculum
ESU, PSU, FHSU, WSU	K-STATE	KU	
<p>All Students Must:</p> <p>1. Achieve one of the following:</p> <p>a) ACT score of 21 or higher; OR</p> <p>b) Cumulative GPA of 2.25</p> <p>2. Achieve a 2.0 GPA or higher on any college credit taken in high school</p>	<p>All Students Must:</p> <p>1. Achieve one of the following:</p> <p>a) ACT score of 21 or higher; OR</p> <p>b) Cumulative GPA of 3.25</p> <p>2. Achieve a 2.0 GPA or higher on any college credit taken in high school</p>	<p>All Students Must:</p> <p>1. Achieve one of the following</p> <p>a) ACT score of 21 or higher; AND</p> <p>b) Cumulative GPA of 3.25</p> <p style="text-align: center;">OR</p> <p>c) ACT score of 24 or higher; AND</p> <p>d) Cumulative GPA of 3.00</p> <p>2. Achieve a 2.0 GPA or higher on any college credit taken in high school</p>	<p>The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the Senior year. This curriculum is NOT the same as the Qualified Admissions Curriculum.</p> <p>What are the other requirements to become a State Scholar?</p> <ul style="list-style-type: none"> • Students must have taken the ACT between April of the sophomore year and December of the senior year. • Students must be a Kansas resident. • Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

VALEDICTORIAN/GRADUATION ACADEMIC RECOGNITION - Beginning with the graduating class of 2021, there will be new standards for Graduation Academic Recognition (see pyramid below). At this time, “valedictorians” no longer exist. Academic Recognition acknowledges: Summa Cum Laude, Magna Cum Laude and Cum Laude when determining this honor.

Arkansas City High School

Graduation Academic Recognition



Summa Cum Laude

3.9 GPA

6 Honors courses or
AP courses or
Weighted Cowley
courses
ACT of 29 or higher

Magna Cum Laude

3.7 GPA

4 Honors courses or
AP courses or
Weighted Cowley courses
ACT of 26 or higher

Cum Laude

3.5 GPA

2 Honors courses or
AP courses or
Weighted Cowley courses
ACT of 24 or higher

What Does Graduating Cum Laude Do For You?

- Rigorous courses in high school will prepare you for challenging college-level work
- A grade point average of 3.5 or better is achievable. A 3.5 student, who has taken difficult courses, will be better prepared than a student who makes a 4.0 taking general courses or an easier path
- Many colleges award scholarships for performance on the ACT. The best way to score well on the ACT is to take courses that push you to excel.

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 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 need to communicate their desire for early graduation upon enrollment of their senior year. Students will be required to fill out an “application” for early graduation, to be approved by the building principal. Application for graduation after 7 semesters may be obtained through the Counseling and Career Center. Students are encouraged to talk with their counselors about this option early in their high school career.

MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS IN KANSAS – A student in the custody of Juvenile Justice Authority (JJA) or the Department of Children and Families (DCF) 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”.

ODYSSEYWARE CLASSES - No student will be allowed to start credit recovery in OdysseyWare until the initial-semester of the “failed” class ends. If a student has failed required courses and needs to recover those credits, he/she will be enrolled in Learning Strategies. There will be no credit awarded for the Learning Strategies class. Credit will be awarded when a student completes a course assigned through OdysseyWare. Because Odyssey is an internet-based program, students are able to work on this credit recovery outside of school, as well. They only need to have access to the internet and log in to the link below:

<https://arkansascityusd.owschools.com/owsoo/login/auth>

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 currently enrolled in at least six new classes AND have passed six new classes the previous semester of high school credit to be eligible to participate in KSHSAA-sponsored activities. Tutorial cannot count as one of the six classes, as it offers no credit.

HOMEBOUND/HOSPITAL INSTRUCTION – Another available service, which is coordinated by the school’s Counseling and Career Center and nursing staff, is homebound or hospital instruction. Parents/guardians of any student whose illness will result in an extended absence should contact his/her counselor and/or the nurse. A medical request must be provided by the student’s doctor for a recommendation for this instruction, which will begin as soon as possible. Arrangements for teachers and services are provided through the school and/or the district’s Coop and are coordinated by the Counseling and Career Center.

TRANSCRIPTS – Students requesting transcripts for colleges or other official agencies must request these through the high school Registrar’s office. Official transcripts will be transmitted electronically. An official copy can also be mailed to an institution that does not accept them electronically. All ACT scores are printed on each student’s transcript.

HEALTH INFORMATION

HEAD LICE – USD 470 requires that all students who have live 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 or 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. For more information, see the information letter from KSDE located in the back of this handbook.

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.

INFECTIOUS SOFT SKIN TISSUE PROCEDURE for USD 470 - 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

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 Patriot League (middle school).

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

Board Policy JH

- I. **Philosophy** - The extracurricular activities and athletics programs of Unified School District 470 includes any athletic team, club activity, program, class office or group which represents our school district (collectively referred to as “extracurricular activities”). These extracurricular activities of Arkansas City High School and Middle School are a valuable part of the educational program of USD 470. These programs teach many things in addition to the aptitudes or skill 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 courts 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 (see Policy JCDA), Alcohol or Controlled Substances** - 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. . For purposes of this policy, “career” shall mean sixth, seventh and eighth grades for students in middle school; and ninth through twelfth grades for students in high school.
First Violation – Upon the first violation of this policy during a student’s career, the student shall not participate in any extracurricular activity (including practice with the team/organization, performance, and competition) for 20 consecutive school days. This shall be reduced to 10 consecutive school days if (a) the student and parent/guardian enroll in and successfully complete a school-approved intervention program at the parent/guardian’s expense; and (b) the student successfully completes 10 hours of school-approved community service.
Second Violation – Upon the second violation of this policy during a student’s career , the student shall not participate in any extracurricular activity (including practice, performance, and competition) for the remainder of that activity’s current season or six (6) consecutive school weeks, whichever is longer (including practice with the team/organization, performance, and competition). In addition, (a) the student and

parent/guardian must enroll in and successfully complete a school-approved intervention program at the parent/guardian's expense; and (b) the student must successfully complete 20 hours of school-approved community service. Consecutive school days shall be carried over to the next school year's school calendar, should the violation occur when school is not in session, or if an insufficient number of consecutive school days remain when the violation occurs.

Any Subsequent Offense – Any subsequent violation of this policy in a student's career will result in loss of participation in all extracurricular activities for a calendar year (365) days. JH Student Activities JH

- III. **Criminal Activity** - Any student convicted, adjudicated or placed on diversion or deferred adjudication for a felony or misdemeanor offense (excluding traffic, truancy, or offenses addressed by Subsection II above) will be ineligible to participate in extracurricular activities until the beginning of the next sports calendar season (the first day of August, November, or March), after the student is released from Court supervision, probation or diversion. The administrative team has discretion to determine whether a student may participate in extracurricular activities from and after the time of arrest, filing charges, or indictment for any criminal offense until final adjudication, conviction, diversion or deferred adjudication.
- 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 ensure 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 5 days of the assessment of the penalties. After receiving this notification, the parent or 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, within 15 days after receipt of notification of the penalty. 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, within 15 days after receipt of notification of the review results. 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 15 days after receipt of notification of the superintendent's decision. 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.
Revised/Approved: May 2018

HARASSMENT –ANTI HAZING/BULLYING – See “Harassment – Bullying/Anti-Hazing” under General Information.

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.

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. All current students will be allowed entrance into sporting events for free with their school ID. They will not be accepted at regional, sub-state, or state events.

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 teamwork.

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.

FUNDRAISERS - 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.

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
Spikeball Club

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.

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, Boys Soccer, Volleyball

Winter – Basketball (boys and girls), Wrestling (boys and girls)

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

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.

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. If a parent wishes to take the student home after an event they must have the student-athlete Bus Release Form signed by a school administrator or coach. The form must be given to the coach before leaving with the parent.

WEBSITES -

Kansas State High School Activities Association
Activities schedules and calendars
District Website

www.kshsaa.org
www.avctl.org
www.usd470.com

DISCIPLINE GUIDEBOOK 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 guidebook 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 guidebook 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 guidebook 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 guidebook as adopted by the board of education, school officials may exercise discretion in applying policy to individual cases.

SEARCHES OF STUDENTS AND PROPERTY

School officials have the right to search a student's person and property on school premises, with reasonable suspicion. School officials have the right to search student lockers at any time. ACHS supports and encourages the ACPD and other law enforcement to conduct appropriate searches of lockers and possibly book bags, purses and other personal items, as well as vehicles on the parking lots, for illegal drugs and/or weapons. The ACHS administration may contact the ACPD or other law enforcement to assist in the search of the student's person and property with probable cause. Metal detectors will be used to assist in searches during the normal school day. Portable metal detectors (wands) may be used on a random basis as during the day and at events.

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 2-5 hours of detention
- 2nd Instance 1 day ISS
- 3rd Instance 3 days ISS
- 4th Instance 3 days OSS

DETENTION VIOLATIONS

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

- 1st Instance 1 day ISS
- 2nd Instance 2 days ISS
- 3rd 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 ID.

1st Instance 1 day ISS
2nd Instance and Beyond 3 days ISS

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 – NON-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 hours detention
2nd Instance 1 day ISS
3rd Instance 3 days ISS
4th Instance 3 day suspension

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, UNSAFE OR POTENTIALLY DANGEROUS PRODUCTS

The consumption, possession (actual constructive), use, transfer, distribution, sale, solicitation, or to be under the influence of any illegal substance -- which includes tobacco in any form e cigarettes, 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. The use of baby-powder, chalk, cornstarch or any other substance in "white-out" or powder (or similar) celebrations is banned due to potentially serious, harmful or allergic reaction caused by inhalation of the airborne powder. The student or crowd use of any product which may pose a health risk to persons or potential damage to district or personal property is disallowed. 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.

All Instances	Suspension for duration of ISS assignment
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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 restricted.

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.

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

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.

- 1st Instance 3 hours detention
- 2nd Instance 1 day ISS
- 3rd Instance 3 days ISS

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.

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

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.

All Instances OSS until OSS Program time is complete

OVER-FAMILIARITY OR OVERT DISPLAY OF AFFECTION

- 1st Instance Documented warning
- 2nd Instance 2 hours detention
- 3rd Instance 1 day ISS
- 4th Instance 3 days ISS

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.

- 1st Instance Documented warning
- 2nd Instance 4 hours detention
- 3rd Instance 1 day ISS
- 4th Instance 3 days ISS

PERSONAL ELECTRONIC DEVICES (PED's) AND ACCESSORIES

Personal electronic devices should not create a disruption in the classroom and/or learning environment (ie: locker rooms, restrooms, library, shops). They are to remain out of sight and silenced in the classroom unless specifically allowed by teachers. These devices may be used during the following times:

- Before school, after school and during lunch
- During passing periods in the hallways
- On school trips when permitted by sponsors/coaches

The policy excludes the use of PEDs during the following times and in the following manner:

- Inside classrooms unless requested by the teacher
- Inside locker rooms and restrooms
- To film other students or staff members at school, assemblies or other school events without permission
- During state, local, ACT or other assessments
- During any time deemed inappropriate by the administration

Headphones and earbuds (unless part of an IEP or 504 plan) are not permitted in classrooms without a teacher's permission. ACHS is not responsible for lost, stolen or damaged items. Items brought to school are the responsibility of the owner.

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.

- 1st Instance Documented warning
- 2nd Instance 2 hours detention (PED confiscated)
- 3rd Instance 1 day ISS (PED confiscated)

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.

1st Instance 5 to 10 day suspension and recommend either long-term suspension or expulsion

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.

1st Instance 5 hours detention

2nd Instance 1 day ISS

3rd Instance 3 days ISS

4th Instance 1 to 3 day suspension

5th Instance 3 to 5 day suspension and recommend either long-term suspension or expulsion

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. If a student is absent from class for more than 15 minutes, it is considered selective attendance.

1st Instance 3 hours detention

2nd Instance 3 hours detention

3rd Instance and Beyond 1 day of ISS

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. A student will be counted tardy if they arrive within the first 15 minutes of class.

1st Instance Documented Warning

2nd Instance Documented Warning

3rd Instance Documented Warning

4th Instance and Beyond 1 hour detention and parent contact

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.

1st Instance 3 days ISS

2nd Instance 1 day suspension

3rd Instance 3 day suspension

4th Instance 5 day suspension

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

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

IF YOU SEE SOMEONE GETTING BULLIED:

- Confidently tell them to stop
- Stand up for the victim
- Tell an adult you trust

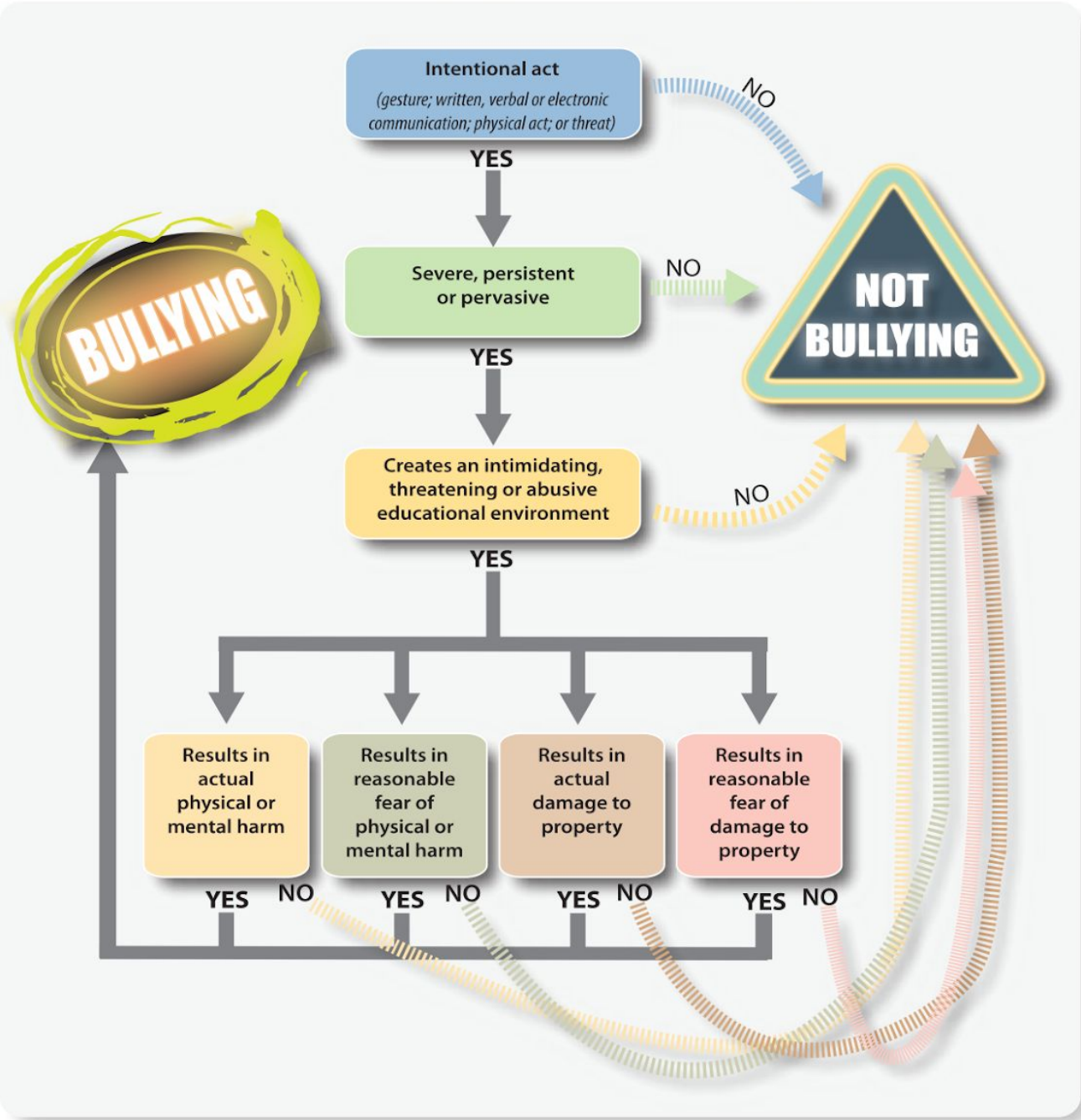
POWERFUL SKILLS - Do These!

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

KANSAS BULLYING LAW



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 incidents 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. 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: _____

KANSAS SCHOOL KINDERGARTEN THROUGH GRADE 12 IMMUNIZATION REQUIREMENTS FOR 2020-2021 SCHOOL YEAR

Immunization requirements and recommendations for the 2020-2021 school year are based on the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC) recommendations. The current recommended and minimum interval immunization schedules may be found on the [CDC webpage](#). The best disease prevention is achieved by adhering to the recommended schedule. However, if a child falls behind, the catch-up schedule is implemented. To avoid missed opportunities, immunization providers may use a 4-day grace period, in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

[K.S.A. 72 - 6261](#) - Kansas Statutes Related to School Immunizations Requirements and [K.A.R. 28-1-20](#), published July 19, 2019 in the Kansas Register, defines the immunizations required for school and early childhood program attendance.

- **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4th dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5th dose is not necessary if the 4th dose was administered at age 4 years or older. A dose of **Tdap** is required at entry to 7th grade.
- **Hepatitis A (HepA):** Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between the 1st and 2nd dose.
- **Hepatitis B (HepB):** Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 6 months.
- **Measles, Mumps, and Rubella (MMR):** Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.
- **Meningococcal-Serogroup A,C,W,Y (MenACWY):** Two doses required. Doses should be given at entry to 7th grade (11-12 years) and 11th grade (16-18 years). For children 16-18 years, with no previous MenACWY, only one dose is required.
- **Poliomyelitis (IPV/OPV):** Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3rd dose was given after 4 years of age **and** at least 6 months have elapsed since dose 2.
- **Varicella (Chickenpox):** Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2nd dose may be administered as early as 3 months after the 1st dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in [K.S.A. 72-6262](#).

In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- **Human Papillomavirus (HPV):** Two doses *recommended* at 11 years of age or three doses if the series is started after 15 years.
- **Influenza:** Annual vaccination *recommended* for all ages \geq 6 months of age. Number of doses is dependent on age and number of doses given in previous years.

Vaccination efforts by school and public health officials, immunization providers, and parents are key to the success of protecting our children and communities from vaccine preventable diseases. Thank you for your dedication.

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