

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I _____, do hereby acknowledge receipt of the student handbook for 2016-2017. I have read, and I understand the contents. Further, I understand:

- ◆ This handbook contains the following information and notifications concerning the school.
 - ◆ Nondiscrimination
 - ◆ Discipline policies
 - ◆ Directory Information
 - ◆ Attendance policies
 - ◆ Co-Curricular Activities
 - ◆ Expectations
 - ◆ Drug Free Schools and Communities Policies
- ◆ As a condition of enrollment, I am required to abide by all regulations contained in this handbook as well as other policies established by the Board of Education.
- ◆ If I choose not to abide by the regulations contained in this handbook, any other policy established by the Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.
- ◆ After you and your parents sign this form, return this page to your first hour teacher. Thank you!

Date: _____
Signature of student

Date: _____
Signature of Parent

Name _____

Andale High School

STUDENT HANDBOOK

2016-2017



USD #267 is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. Specific complaints of alleged discrimination under Title IX (sex) & Section 504 (handicap) should be referred to: Mindy Bruce Assist. Superintendent 600 W. Rush, Andale, KS 67001 (316) 444-2165. Title VI, and IX and Section 504 ADA complaints may be filed with Dennis Shay, Attorney at Law, Suite 830, O.W. Garvey Building, 200 West Douglas, Wichita, Kansas 67202. OR U.S. Dept. of Education, Region VII, Office for Civil Rights, 10220 N. Executive Hills Blvd. Kansas City, MO 64153

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the district are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Renwick School District compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinator who has been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mindy Bruce
Curriculum Director
600 West Rush
Andale, Kansas 67001
(316)444-2165

Title VI, Title IX and Section 504 ADA complaints may also be filed with the following:

Dennis Shay
Attorney at Law
Suite 830
O.W. Garvey Building
200 West Douglas
Wichita, Kansas 67202

U.S. Department of Education, Region VII
Office for Civil Rights
10220 N. Executive Hills Blvd.
Kansas City, MO 64153

MISSION STATEMENT

Andale High School, in partnership with family and community, will educate all students to become responsible contributors to society.

SITE PLAN

Objectives:

1. 100% of students will master all objectives defined in their individual curriculum.
2. 100% of graduates will demonstrate 21st century skills.
3. 100% of AHS students will demonstrate respect for environment, community and school.

Tactics:

1. We will facilitate the development of an individual achievement plan for each student.
2. We will provide a variety of engaging activities to help all students learn necessary life skills.
3. We will utilize technology to assist students and teachers in new and creative ways.
4. We will move from an educational system based on time to an educational system based on achievement.

REQUIREMENTS FOR GRADUATION

1. Students in the graduating class of 2017(Seniors) must earn a minimum of 32 credits, Juniors must earn 35 credits, sophomores 35 credits and freshmen 35 credits.
2. Students must earn the minimum credits in the following academic areas:
 - * Mathematics 3 credits*
 - * Science 3 credits
 - * English 4 credits of Composition and Literature
 - * Social Science 1 credit of World Studies/
World History
1 credit of American History
1 credit of American Government
1 credit of Social Science elective
 - *
 - * Physical Education 1 credit
 - * Fine Arts 1 credit
 - *

Students should take these required courses during the specified years.

- * **Freshman Year:** English 1
Algebra 1, or Geometry
Physical Science
Success 101
Health / Physical Education
- * **Sophomore Year:** English 2
Math Course
Biology 1
World Studies
)
Fine Arts
- * **Junior Year:** English 3
U.S. History
Math Course
Science Course
- * **Senior Year:** HCC Comp 1 and 2
or English 4
American Government
1 Unit of Social Science Elective
if not previously taken

3. Students may petition the Board of Education for exception to these requirements.

- 4. Seniors who do not meet graduation requirements will not be allowed to take part in the graduation ceremonies.**

EARLY GRADUATION

Renwick high schools may allow early graduation after seven semesters of high school have been completed if the following guidelines are met. Early graduation is discouraged for most pupils.

1. To qualify for early graduation, a minimum of credits as listed previously must have been completed in seven semesters.
2. To qualify for early graduation, students must have completed all state and Board of Education requirements with passing grades. Students must have completed four units of English and three units of math.
3. To qualify, students must submit a clear and concise plan for future education or employment through a written communication outlining the plan.
4. To qualify, students must have above average grades or have vocational readiness.
5. To qualify, students must apply for early graduation prior to their senior year. The early graduation application form is available in the Guidance Office. The form must be completed and written communication with the student, parent, and principal.
6. Students meeting graduation requirements may receive their diploma at regular commencement or in absentia.
7. Students taking early graduation will not be allowed to participate in extra-curricular activities per KSHSAA guidelines.
8. There shall be no exceptions made to the program requirements for early graduation from high school.
9. The principal will be the final authority in determining early graduation for each student on an individual basis. He may refer cases to the superintendent for final decision.
10. Students who are identified as early graduates (not attending any classes in the spring sessions) will be allowed to attend school dances and activities such as games. However, if the student does not abide by all of the guidelines found in the student handbook, then the student will be subject to disciplinary action up to and including the privilege of attending graduation ceremonies.

PART-TIME STUDENTS

Senior students may apply to attend part-time (less than 5 periods) during their eighth semester of course work. Application forms may be obtained in the Guidance Office and must be turned in prior to the end of their Junior year.

1. Students must complete the application for Part-Time Student form and return the form to the principal for approval.
2. Students must be enrolled in courses that meet consecutively.
3. Students must abide by all rules and policies as established by Andale High School.
4. Administration may limit the student to only the courses needed for graduation.
5. Students may not be in the building during release time.
6. Students involved in interscholastic activities will not be allowed early release unless special circumstances apply.
7. Students may not take early release for just one 9 week period.
8. Students will not be dismissed from school for outside compensation unless meeting the part-time student requirement.
9. Students will not be allowed early release 1st semester

LATE GRADUATION

Students who complete requirements after their class has graduated will be part of the following years graduating class and will attend graduation ceremonies with that class.

ASSIGNMENT OF STUDENTS

(B.O.E. Policy - JBC) The building principal shall be responsible for assignment of all students within the school to grade level and to teacher.

COLLEGE PREPARATION PROGRAM

Students should ascertain the courses recommended by the college to which they are applying. In general, students who complete the following four-year program will be well prepared for entrance into most colleges and universities.

- * English - four credits
- * Mathematics - four credits (Algebra 1, Geometry, Algebra 2 and one unit of advanced mathematics.)
- * Social Studies - three credits

* Science - three credits, (Biology, Anatomy, Chemistry, or Physics).

* Foreign Language - at least two years of the same language, which is recommended, but not required for admission at most colleges.

*

* Diverse selection of electives

In planning a college preparatory program, the student and his/her parents should, in addition to course requirements, consider the student's ability to perform in subject-matter areas.

Wichita Area Technical College

Only students who are interested and committed to attending WATC should enroll. Failure to meet academic requirements and/or attendance requirements of WATC and/or AHS will result in a loss of 3 credits at Andale High School.

WATC courses are available to Jr's and Sr's only.

Student must be in good standing with academics, attendance and behavior, and be on track to graduate, to be allowed to enroll at WATC. The administration will have the final decision as to a student's eligibility to attend.

Students must enroll during the block of time offered at WATC and follow WATC calendar for those courses.

Students must ride the school provided transportation to and from WATC campus, unless special circumstances apply, which will be up to the discretion of the administration.

AHS students will receive 3 credits for successful completion of the WATC semester curriculum.

If a student should, for any reason, fail to complete or be removed from the WATC program, they will receive a letter grade of "F" for 3 credits at Andale High School and be ineligible for all KSHSAA activities. These students will not be allowed to re-enroll at Andale High School during this time. They will sit out during the WATC scheduled time.

The letter grade received at WATC will be the letter grade recorded on the official Andale High School transcript. Students must have completed all required courses for their grade level before they will be allowed to enroll in WATC courses for an entire day. (Second semester only)
 Any courses taken during the summer or when Andale High School is not in session will NOT count for Andale High School credit but will count for college credit.

GRADING SCALE, CREDITS, TRANSCRIPTS, GPA

Grades with 5 x 5 period schedule:

Andale High School switched to the 5x5 period schedule starting with the 2014-2015 school year. Semester grades will be posted on a student's transcript.

Grades	A	100% - 90%, Excellent work
	B	89% - 80% Above average
	C	79% - 70%, Average
	D	69% - 60% Below average
	F	59% - 0% Failing work
Credits	Students will receive 1 credit for each semester of successfully completed course work (grade of A, B, C, or D). Students receiving a failing grade will not receive credit for the course.	
Student Aides	Students enrolled as classroom, office, or media center aides will receive a letter grade. Students will receive 1 credit for each session of successfully completed work.	
Incompletes	Incompletes for unfinished course requirements must be removed within two weeks of the close of the nine weeks evaluation period. Failure to complete course requirements within this period of time will result in the student's grade being recorded with missing work receiving no credit.	
Transcript policy	All course work attempted for credit will appear on the official transcript with the grade earned. In	

courses retaken for credit, grades will be recorded for the appropriate semester. The lower grade will not be removed from the transcript.

Grade Point Avg. The calculation of the grade point average will be based on the semester grades received. The grade point average will be based on a 4.0 scale with grades receiving the following point values: A=4, B=3, C=2, D=1, F=0. Courses listed as A.P. will be based on a 5.0 scale. See Weighted Grading. In courses that are retaken, only the higher grade received will be used to calculate the grade point average.

Class Audit Students have the opportunity to take a class for no credit (audit). Students must have the approval of the teacher, counselor, and principal. Class audits will not appear on the student's transcript. Failure to meet acceptable classroom standards can result in the student being removed from the class. If the student must be removed from an audited class, a Withdraw (Pass) or Withdraw (Fail) will be recorded on their transcript. It is recommended that, if possible, the student take the class for credit the following year.

Class Retake Students must retake required classes that were failed. Students may retake a class that they passed and received credit for, in order to improve their knowledge of the subject or to improve their grade. All grades will be recorded on the transcript. If credit has already been received for a class, additional credits will not be given for the retake, but elective credit may be given.

Weighted Grading, Andale High School will weight grades in Advanced Placement Courses. Students who take A.P. courses will be awarded grades based off the following grading scale: A=5.0, B=4.0, C=3.0, D=2.0, F=0. Weighted grading in A.P courses will affect a student's overall GPA, and Valedictorian and Salutatorian awards. A.P. courses taken at Garden Plain High School will transfer in the same

manner as if they were taken at Andale High School.

Outside credits: Only credits obtained through Andale High School, from another accredited high school prior to the student transferring to Andale High School, or through an approved credit recovery program will be allowed. The administration reserves the right to deny credit for credits obtained at a location other than at Andale High School.

REPORTING TO PARENTS

The purpose of reporting shall be to present accurate appraisal of students' accomplishments to parents, colleges, and future employers, and to guide parents and students in planning realistically for the future. Evaluation forms, which shall include achievement according to subject and class behavior patterns, attendance, and punctuality, will be made available to the student and parents at the end of each nine-week period. Online Parent Link enrollment can be done through the school.

Parent-Teacher Conferences at the high school will be held at the completion of the sixth week of the Fall and Spring sessions, or at any other time deemed necessary by the parents or teacher. Parents may pick up their children's progress reports and may meet with any available teacher during the conference times, or they may make an appointment to meet with a teacher at a mutually acceptable time. Progress reports that are not picked up by parents during conferences will be mailed to the parents.

HONORS PROGRAM

Students have the opportunity to be recognized for high academic achievement. Students must complete a form allowing the school to release their name for such recognition. Local newspapers will receive this information for publication.

Requirements for All Honor Rolls

1. The calculation of the grade point average will be based on the semester grades for all courses taken.
2. The student must not have earned a grade of D or F.

Principal's Honor Roll - The student's grade point average must be a 4.00 or higher.

High Honor Roll - The student's grade point average must be a 3.75-3.99.

Honor Roll - The student's grade point average must be a 3.00-3.74.

Honor Graduate

1. This recognition will be awarded at the graduation ceremonies.
2. The calculation of the grade point average will be based on all credits received during high school for the graduating class of 2011. Future classes may require additional credits.
3. The student must complete The Kansas Board of Regents Pre-College Curriculum.
4. The student must have a cumulative GPA of 3.8 or higher.

Valedictorian / Salutatorian

1. This recognition will be awarded at the graduation ceremonies.
4. A student must have successfully completed all classes.
5. Students must complete the Kansas Board of Regents Pre-College Curriculum to be eligible for designation as valedictorian or salutatorian. The Kansas Board of Regents Pre-College Curriculum includes: 4 units of English, 3 units of math, 3 units of natural science, and 3 units of social science. Beginning with the graduating class of 2015, the curriculum will include: 4 units of English, 3 units of math with a 22 on the ACT math benchmark **or** 4 units of math with one unit taken during the graduating year, 3 units of social science, and 3 units of approved electives. Additional information can be found in the Enrollment Guide.
6. The calculation of the grade point average will be based on the semester grades received for all courses taken in high school. If courses were retaken, both grades will be used to calculate the grade point average.
7. The student or students with the highest grade point average will be designated the valedictorian(s). In the event of a tie, students ACT scores will be considered, with the highest ACT composite being awarded Valedictorian. The student or students with the second highest grade point average will be designated the salutatorian(s). In the event of a tie, ACT scores will be considered with the highest

composite being awarded salutatorian. If, after taking into account GPA and ACT composite scores, a tie still exist, , co-valedictorians will be named. In the event of a tie for salutatorian, co-salutatorians will be named.

DROPPING AND ADDING CLASSES

All students should take the enrollment process seriously. The classes selected by the student in the spring will be considered as the **final** enrollment. Students need to put a significant amount of thought and effort into class selection at enrollment time because school wide class schedules are built on student selections.

Class changes will be made only in necessary circumstances. **Only one schedule request per student per semester will be allowed.** Your student will be in most of the classes they signed up for. To fill holes in the schedule, they may be in a class they did not request.

Course changes are NOT made for the following reasons: Preference for a different teacher, period or semester; Preference to be with friends; Change of mind about taking a course. Changes in class selections may occur for the following reasons: Every period not scheduled; duplication of class; Class incorrectly sequenced or / prerequisite not met; students lacks a class needed for graduation; inappropriate skill level for the class, as recommended by the teacher. Students must be enrolled full-time during their first seven semesters, which may limit some changes. Class changes based off of teacher request will not be honored.

Changes within a department can be made without parent notification. (example: Advanced Woods for Advanced Metals). Changes involving different departments or academic core classes may require parental notification and approval (example: Current Events for Chemistry).

Changes made after the deadline will require the completion of a “request to change class” form. Students will be required to state in writing their reason for changing classes and have the change approved by all teachers involved in the change and the counselor. Approval of parents may also be required. The student is responsible for all make-up work in the added class. The completed Schedule Change Form must be returned to the Guidance Office.

COURSES AT ANDALE HIGH SCHOOL FOR COLLEGE CREDIT

Andale High School has developed a dual credit opportunity in conjunction with Newman University and Hutchinson Community College. Students may receive college credit as well as high school credit for several upper division courses including: College English, College Algebra, Calculus, Biology II, Chemistry II, Government, Public Speaking, Psychology, Sociology, Health Science III, and Fire Science I and II. Cost is set by the post-secondary institutions and will include book and tuition. Students must have a cumulative grade point average of 3.0, for Newman University, and approval of instructors, principal, counselor, and parents. Additional information concerning enrollment, additional courses offered, records, and fees is available in the Guidance Office. Due to grading differences, a student's college grade may be different from their high school grade.

ADVANCED PLACEMENT CLASSES

Before enrolling in an A.P. course, students should be aware that A.P. courses are very rigorous in nature, and require additional work beyond a normal high school curriculum. Students taking Advanced Placement courses will be required to take the A.P. exam upon completion of the course. Advanced Placement courses offered at Garden Plain will be available to Andale High School students if the schedule will allow. Andale High School students wanting to take A.P. courses at Garden Plain High School will be required to provide their own transportation to and from Garden Plain. Advanced Placement courses will have a weighted grading scale. See "Weighted Grades". Once students are enrolled in an A.P. course, they will NOT be allowed to withdraw.

SELECTION OF STUDENTS FOR

SUMMER DRIVER EDUCATION PROGRAM

Students who attend the Renwick Unified School District and are residents in the Renwick geographic area are selected first, followed by students in the following order:

1. Students who live in the Renwick area, but do not attend a Renwick school .
2. Students who attend a Renwick school, but do not live in the Renwick area.

The district will assign a fee to participate in the Driver Education Program. Students must be age 14 by June 1, of the current year, and must have completed the 8th grade.

GUIDANCE DEPARTMENT

Counselors are available to help students w/ the following: Individual/group counseling, career counseling, ACT/SAT testing questions, FAFSA and financial aid information, student schedules, at – risk guidance, state assessments, dual credit questions, etc.

Current files of university, college, and trade school catalogs, brochures, and application forms are maintained in the Guidance Office. Assistance will be provided when requested in applying for financial aid to attend a college or trade school. Other programs and services will be developed as dictated by student needs.

Through the counseling process, counselors develop a purposeful, reciprocal relationship in which the individual student can better understand himself in relation to his present and future problems. Through a greater understanding of self, changes can and in most cases will occur in the individual’s attitudes and behavior.

DIRECTORY INFORMATION - PUBLIC USE

The general public does not have the right to inspect a student's personal record files.

The custodian of records may make certain directory information available without parental or eligible student's consent if public notice

of the categories of information designated as directory information has been given. After such public notice has been given, the parents have the right to object to the release of the information without their consent. Directory information includes the following information about the student: the student's name, address, telephone number, picture, parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, and the most recent educational agency or school attended by the student.

The custodian may disclose student's education records to the following persons without the prior consent of the parents: Other school officials, including teachers with the district who have legitimate educational interests;

Officials of other schools or school systems in which the student intends to enroll upon the condition that the student's parents will be notified of the transfer, receive a copy of the record if desired and have an opportunity for a hearing to challenge the content of the record;

Authorized persons to whom a student has applied for or from whom a student has received financial aid;
State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute;

Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering student tests or programs;

Accrediting organizations;

Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes; and

Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.

Permission for access will be granted to a third party if the student or his parent/guardian request it. Any such request must be in writing to the official custodian of the student's record file.

SCHOOL REGULATIONS

All school regulations are made to provide orderly operation of the school and to assure each student the opportunity for a good education. Regulations will be modified, added, or eliminated if necessary. Our goal is to provide a school atmosphere and attitude which will encourage excellence in education.

ATTENDANCE RESPONSIBILITIES

As of July 1, 1997, mandatory attendance is required of all students under the age of 18.

In compliance with state statutes and because research confirms the positive impact of attendance on academic success, the Andale High School Attendance Policy is designed to encourage perfect attendance while holding students accountable for their own learning.

1. Students are expected to attend each class and to arrive on time. Students should check into the office upon arrival after the school day has started.
2. Attendance records will be maintained in the attendance office for state and truancy accounting purposes.
3. Parents are responsible to provide notice/documentation to excuse an absence within 72 hours based upon the following guidelines:
 - * doctor/dental - medical office written verification
 - * court appearance - court written documentation or subpoena
 - * religious - calendared religious holidays only
 - * illness - up to 3 excused per class by parent, above 3 requires medical verification
 - * special circumstances - when requested in advance and/or approved by administration (examples: funeral, college visits, family emergency)
 - * errands and child care are **NOT** generally viewed as legitimate excuses for missing school.
 - * oversleeping is considered an unexcused absence

4. In the classroom, all absences will be treated in the same manner; there will be no distinction between excused and unexcused absences. ALL WORK DESIGNATED BY THE TEACHER MUST BE MADE UP in order to earn credit in a course.
5. A student arriving after 8:30am will be considered an unexcused absence and will serve a detention.
6. Students who arrive at school after 8:05am should present written excuse/verification to the attendance office.
7. Students should carry a Request to be Absent form to all classes and return it to the office prior to the absence if the absence is known in advance unless it is a school activity. If an absence is known in advance, every effort should be made to complete the work before the absence occurs.
8. Students who need to check out of school during the school day for reasons such as medical or dental appointments must bring a written request from their parents and present it to the attendance clerk on the day of the appointment. A permit to leave the building will be issued to the student stating the reason and the time of departure. Administration has the right to request medical office verification upon return in order to excuse the absence.
9. If it is necessary for any student to leave school because of illness, arrangements must be made with the nurse or office staff. Students leaving school due to illness must also check out through the attendance office. Parent notification will be made prior to student leaving campus.
10. The school requires parent contact for each case of student absenteeism in one of three ways to determine excused absence:
 - a. Written note with the appropriate signature
 - b. Telephone call by parent or guardian
 - c. Personal contact by parent or guardian
11. Unexcused absences will result in detention or ISS.

**RENWICK BOARD OF EDUCATION POLICY
REGARDING ABSENCES**

Absences and Excuses (B.O.E. Policy - JBD)

Examples:

1. Personal illness and professional appointments.
2. Serious illness or death of a member of the family.
3. Emergencies calling for the student's services or presence at home.
4. Obligatory religious observances.
5. Participation in a district-approved or school sponsored activity

Significant Part of a School Day

Definition: If a student misses three or more periods of the school day, this shall be considered a significant part of the day. The student will not be eligible to participate in extra-curricular activities for that day.

TRUANCY

(KSA 72-1113) The building principal (or their designee) shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are unexcused absent for a significant part of any school day shall be considered truant. Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

(B.O.E. Policy - JBE) In addition to state truancy regulations, (KSA 72-1113), a student with twelve (12) or more absences for any reasons in any one (1) semester will receive "no credit" grades in all classes for days **starting with the thirteenth absence**, unless further absences are excused. Parents who believe that unusual circumstances exist in cases of excessive absenteeism (such as prolonged illness) should contact the building principal to discuss their child's absenteeism. Building principals will notify the parents of pupils with ten (10) absences to inform them of the twelve (12) absence no-credit policy.

Release of student during the school day

Building principals will not release a student during the school day except to a student's lawful parent, custodian or designee as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a parent, lawful custodian or designee. The name, address, and telephone number of the parent or lawful custodian shall be entered on the permanent record of the student in accordance with board policy JBC.

Getting work made up after missing classes is the responsibility of the student. The student must take the initiative to contact each teacher to determine work to be done.

SCHOOL MAKE UP WORK REMINDERS

A student is allowed one day for each day missed, excused or unexcused, to get work in. If, after this time, the work is not handed in, the student will receive a zero for work not finished. Under unusual circumstances, the principal may extend this time if deemed necessary. Students are encouraged to make up work before any absence.

The school encourages parents to make student appointments after school or at a time which does not conflict with the student's academic work whenever possible.

Students who go home from school "sick" may not practice or compete that night. A student who missed the morning for sickness must attend at least 4th through 5th periods to practice or compete that night.

If you are absent and wish to know your assignment before returning to school, you should either call another person in your class or call the office. The assignments may be picked up in the office, or checked on the website, if available. This allows teachers time to prepare your assignments without interrupting classes.

TARDY POLICY/INCENTIVES

The focus of improving attendance and eliminating tardies centers on the belief of the Renwick Mission Statement-“Building on a tradition of academic excellence and high expectations, in partnership with family and community”, and a belief from the Renwick Strategic Plan-“Education is a shared responsibility of students, parents, school personnel and the entire community”.

Definition of Tardy: A student is tardy to class if he/she is not completely inside the classroom when the tardy bell rings, and or any additional requirements set forth by the teacher. A tardy is classified as excused or unexcused.

Tardies during school day:

Tardies that occur during the rest of the day will be handled by the teacher or an administrator.

Tardy Policy

CONSEQUENCES FOR UNEXCUSED TARDIES

(Total Unexcused Tardies From All Classes)

1-3	Documentation
4	Warning
5	One Detention
6	One Detention
7	Two Detentions
8	Two Detentions
9 and above	ISS

Incentives

Semester Exam Exemptions: For each class that a student is enrolled-if a student has an “A” and 3 or fewer absences, a “B” and 2 or fewer absences the student may opt out of the semester final for that class. Students who qualify for the semester exam exemption may choose to take the final exam in order to improve their percentage grade. However, taking the semester exam will not lower their percentage grade. For the semester exam exemption, it is understood that 3 unexcused tardies in any one individual class will equal 1 absence for that class. Absences due to school-sponsored events will not be

included in a student's total absences from class. All other absences, although "excused" will count against taking finals. Students may not opt out of semester exams for all classes taken for college credit based upon our agreement with Newman University and Hutchinson Community College.

ENTERING AND LEAVING SCHOOL

All students who enter school after the first period begins or leaves before the end of school must have parental permission and are required to sign in and out in the main office.

After arriving for the day's classes, students will not be allowed to go home to retrieve items they have forgotten. If students forget items, they may call home to have their parents bring those items to them. Students who need to call home may do so before or after school, break period, or during their lunch period.

STUDENT BEHAVIOR

It is often necessary to limit the individual freedom of our students in order to provide an educational climate which will protect and encourage personal growth and development. We must provide organization, security, and control when a large group of students is housed in a relatively small physical area.

The essential ingredient in the operation of a school is self-discipline. Students at Andale High School are expected to conduct themselves in a manner which will not interfere with the rights of others and are expected to be responsible for their own behavior. Hopefully, our rules and regulations are limited to those which will directly contribute to the growth of our students and to an atmosphere of concern and caring, balanced with rational and responsible expectations.

However, all expected behavior cannot be listed in this handbook. Faculty and administration will take appropriate disciplinary action for any student behavior that is deemed inappropriate.

Specific Student Responsibilities

- 1) Students should adhere to all rules and regulations set down by Renwick USD 267 in BOE policy and those established specifically for Andale High School.
- 2) Students are expected to respond to all reasonable requests of any adult staff member.
- 3) Students are responsible for all learning materials and should have appropriate materials available for use each hour.
- 4) Students are to be in class on time.
- 5) Students in the hall when classes are in session are expected to have a hall pass in their possession and to show that pass when requested by any staff member.
- 6) Students arriving for a class other than first hour are to remain in the office if they arrive prior to the passing period bell.
- 7) Throwing of any object between the 1st and 2nd floor will result in disciplinary action.
- 8) Students are not allowed to use tobacco products of any type on school property. Any student using tobacco products on school property will be assigned detention or suspended, and law enforcement will be notified.
- 9) Students fighting in school, on school grounds, or when under the supervision of the school may result in disciplinary action.
- 10) Students involved in an assault and/or battery on another person will result in disciplinary action.
- 11) Student initiations or inductions are not permitted unless approved by the building principal for specific student organizations.
- 12) All students involved in athletics and co-curricular activities will be held accountable to an activities code of conduct in addition to student behavior expectations.
- 13) Food and/or drink, other than water, is not permitted in the classrooms.

ANDALE HIGH SCHOOL DISCIPLINE POLICY

Point System

Level I

Warning
1 Point
Undirected profanity

Level II

40 Min. Detention
2 Points
Electronic devices
(pagers, cell phones, etc.)

Disruptive behavior
Unauthorized area
Littering
Tardy (first three)
Harassment
Property destruction (fine)
Reckless driving
Harassment
Defiance

Level III

80 Min. Detention / OSS (1-3 days)
3 Points or ISS
Skipping class

Cheating
Disruptive behavior
Parking Violation (fine)
Unauthorized area
Harassment
Leaving without permission
Dress code violation
Property destruction
Disrespect / Verbal abuse /
Conflict with student or staff
Defiance
Tardy referral
Profanity
Reckless Driving
Pornography

Level IV (cont.)

Throwing objects between 1st and 2nd floors
Inappropriate use of electronic devices

Level V

Expulsion / Long term suspension
15 points
Cheating
Alcohol / Substance / Paraphernalia

Disruptive behavior
Parking violation (fine)
Unauthorized area
Leaving without permission
Dress code violation
Property destruction (fine)
Fake notes, calls, passes
Loitering in hall without pass
Reckless driving
Harassment
Defiance
Tardy referral
Profanity
Back Pack/Purse Violation

Level IV

OSS (3-5 days)
5 points

Cheating
Alcohol / Substance /
Paraphernalia
(use or possession)
Tobacco use or possession, e-Cigs
Disruptive behavior
Unauthorized area
Threats / Intimidation
Harassment
Fighting
Theft
Disrespect / Verbal abuse /
Conflict with student or staff
Defiance
Vandalism
Fireworks / Fire / Explosives
Action contributing to disruption
or safety of the environment
Pornography

(use or possession)
Tobacco use or possession
Theft
Threats / Intimidation
Harassment
Assault / Battery
Weapons

Results of Point Accumulation:

6 points	1-3 days of OSS or ISS
10 points	3-5 days of OSS
15 points	Expulsion or long term suspension

Note: By law, it is an automatic one-year suspension of driver's license for any student who is expelled from school.

Detentions: If assigned by an administrator, all detentions will be 40 minutes and will be served from 3:45-4:25pm on Tuesday, Wednesday, or Thursday.

OSS: Any student receiving OSS must have all missed work made up upon arrival back to school to receive full credit.

ISS: May be used if deemed necessary by School Administration. **Saturday** school may be used for truancy and or tardies. All work assigned during ISS must be completed upon return to class to receive credit.

**VERBAL/PHYSICAL ASSAULT ON A
SCHOOL EMPLOYEE OR STUDENT**

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee:

1. On the school grounds during, before or after school hours;
2. On the school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

1. On the school grounds during, before or after school hours;
2. On school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function or event.

POSSESSION OR USE OF WEAPONS

Possession or use of a dangerous weapon or use of a weapon on school property or at school functions is prohibited. A pupil who brings or is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm with a dangerous weapon or a weapon on school premises before, during, or after school or at any school sponsored activity, regardless of where held, is subject to administrative and/or legal action.

The Gun-Free Schools Act (Section 1032 of Goals 2000) requires the expulsion from school for a period of not less than one (1) year for any student who is determined to have brought a weapon to school. This law allows the chief administrator to modify the expulsion requirement on a case-by-case basis. Under K.S.A. 72-8901, an expulsion may be for a term not exceeding 186 school days. When a term of expulsion or suspension exceeds the number of school days remaining in the school year, the remaining part of the term of expulsion or suspension may be applied to the succeeding school year.

The requirements of the above Federal and State laws shall mean a maximum expulsion for a term of the number of student days in the current school year as scheduled in Renwick, with possible overlapping of the term of expulsion over a two school-year period.

A high school pupil who is found to have brought or to have been in possession of any dangerous weapon, including a firearm or replica firearm, shall be expelled from the district. A high school pupil who is

found to have used a weapon to inflict bodily harm or to place a person(s) in fear of bodily harm shall be subject to disciplinary action up to and including expulsion from the district.

The Board hereby expresses its intent to uphold expulsions of pupils who violate this policy. The administration is directed to provide a program, which in certain cases, may permit pupils expelled for violation of this policy to regain the privilege of attending a district school.

Threats

Threats of any kind, be they written, spoken, electronic, or any other means, will not be tolerated. In the event a threat is made at school, the administration will investigate the threat to determine the seriousness of the threat, and the person(s) responsible for making the threat. The safety of the students and staff is of the utmost importance when considering the seriousness of the threat. When deemed appropriate, law enforcement will be notified.

The person(s) found responsible for making the threat will be subject to disciplinary action up to and including expulsion by the school. Criminal charges may also be pursued through law enforcement.

SMOKING/TOBACCO USE

(B.O.E. Policy - JCDA) Smoking by students and/or the possession and use of any other tobacco product, including e-cigarettes, or the possession of smoking paraphernalia (such as matches or lighters) or the lighting of lighters and matches by students is prohibited in any attendance center, at school-sponsored events or on the school grounds. Possession and/or use of any tobacco products will result in disciplinary action including suspension.

ALCOHOL USE

(B.O.E. Policy - JCDAB-R) Any student who consumes alcoholic beverages on or before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, or is in possession of alcohol on school grounds, may be subject to any or all of the following depending on the severity of the violation:

1. First Offense. Upon the first violation, the student may be subject up to the following sanctions:
 - a. A suspension from school from one to five days.
 - b. A suspension from all student activities for a period of not less than one month.
 - c. The suspended student may return to school on the fourth day if he/she proves that he/she had an alcohol evaluation completed by a qualified medical facility.

2. Second and Subsequent Offenses: Upon the second and subsequent violations, the student may be subject up to the following sanctions:
 - a. A short term suspension pending a hearing for a long term suspension or expulsion.
 - b. A suspension from all student activities for a period of not less than one semester or four months, whichever is greater.
 - c. A student placed on long-term suspension under this policy may be readmitted to school on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete an alcohol abuse program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

DRUG FREE SCHOOLS

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

Student Conduct in a Drug Free School

(B.O.E. Policy - JDDA-R) As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, sell, possess or use illicit drugs controlled substances or alcoholic beverages at school, on school district property, or at any school activity. Depending on the specific circumstances of the situation, students violating the terms of this policy with regard to illicit drugs or controlled substance will be subject to more severe sanctions than students who violate the terms of this policy associated with alcoholic beverages. Any student violating the terms of this policy should be reported to the appropriate law enforcement officials and may be subject to:

1. First Offense. A violator shall be subject to any or all of the following sanctions, depending on the severity of the first offense:
 - a. A short-term suspension
 - b. A short term suspension pending a hearing for a long term suspension. A student placed on long-term suspension under this policy may be readmitted to school on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.
 - c. A short-term suspension pending a hearing for an expulsion.
 - d. A suspension from all student activities for a period not to exceed four (4) months. Students involved in activities will also be subject to sanctions as indicated in the "Code of Conduct" for behavior off school grounds.
2. Second and Subsequent Offenses: A student who violates the terms of this policy for the second time, and any subsequent violations, shall be subject to the following sanctions:

- a. A punishment up to and including an expulsion up to 186 days, which can be carried over to the next school year. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if student has completed a drug and alcohol education program at an acceptable program.

- b. A suspension from participation and attendance at all school activities for the remainder of the school year. Student involved in activities will also be subject to sanctions as indicated in the “code of Conduct” for behavior off school grounds.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline: In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory

SEARCHES OF LOCKERS / DESKS/ STUDENTS / PROPERTY

Searches of Property

Building administrators are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being

violated. In addition, all lockers/desks shall be subject to random searches without prior notice or reasonable suspicion. All searches by the building administrator shall be carried out in the presence of another adult witness.

Drug Dogs

Dogs trained in detection of illicit drugs may be brought in at the administrators discretion. Neither the school nor the USD 267 will be held accountable for damages occurred to private property by the drug dog(s).

Any person other than the building administrator who wishes to search a student's locker/desk or property shall report to the building administrator before proceeding. In no event shall any person be permitted to search a student's locker or property without the building administrator's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker/desk or property has a search warrant, the building administrator shall permit the search, which shall be made in the presence of the building administrator.

Prohibited items found during the search shall remain in the custody of either the building administrator or the law enforcement officer. If any items are turned over to law enforcement officials, the building administrator shall receive a receipt for the items. (Whenever the building administrator is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative".)

Searches of Lockers/Desks

Lockers/desks in the district schools shall be under the supervision of the building administrator and lock combinations will be stored in a place designed to guard against unauthorized access or use. The building administrator may search any locker/desk at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Students

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags, and briefcases. The building administrator may attempt to call the student's parent(s) and may call law enforcement. Items, which the building administrator believes may be connected with illegal activity, shall remain in the custody of the building administrator unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the building administrator may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The building administrator shall remain with the student during any search of the student on school property. The building administrator shall receive and file a receipt for items turned over by the law enforcement officials.

If the building administrator believes a student is in possession of an object, which can jeopardize the welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the building administrator or any member of the faculty or staff.

A written report of each search shall be made by the building administrator and submitted to the superintendent.

LEAVING SCHOOL GROUNDS

Once a student arrives on school grounds, whether by bus or car, he/she may not leave without parent permission. Failure to have proper parental permission will result in disciplinary action.

SEXUAL HARASSMENT

Sexual harassment will 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.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or 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 telling of sexually suggestive jokes and stories, display of sexually suggestive objects or pictures, unwelcome sexual advances, unwelcome touching, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when (1) submission to such conduct is made, explicitly or implicitly, a term or condition of 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 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, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy by a student are substantiated, appropriate disciplinary action will be taken against the student which may include but not be limited to verbal warnings, reprimand, counseling, mandatory harassment training, suspension or expulsion.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. (See KN)

It is the policy of this District that parents be involved in every aspect and decision of the student's life. The District wishes to include and involve the parent and/or legal guardian if such student initiates an oral or written complaint.

Therefore, the principal, guidance counselor, or other certified staff member shall notify the parents or legal guardian of the alleged situation unless in his or her discretion such notification will in his or her opinion, have an adverse effect on the student's mental or physical health. The legal rights of a student of age shall be honored.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

RACIAL HARASSMENT

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, student 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:

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.

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 administrator, 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 administrator. If the building administrator is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building administrator 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.

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

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (see GAAD)

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.

BULLYING POLICY

Bullying, as defined by Joe Coles, a leading expert on Bullying and a speaker for Rachel's Challenge is defined as such:

Bullying:

- Is Intentional
- Is carried out repeatedly over time
- It occurs with an imbalance of power

Bullying is not:

- When there is a mutual conflict
- Both parties want it resolved
- Social rejection or dislike is NOT bullying unless it is deliberate and repeated.

Bullying of any type that fits the above definition will not be tolerated. When a bullying incident is called to the attention of the administration, the following will be conducted:

- A conference with the student who is believed to be bullied will be conducted to determine to what extent the bullying has occurred.
- If the administration feels that the student has been bullied, a conference will be held with the bully.
- Based off of information obtained through both parties, disciplinary action may be used which may include all of the following:
 - a. A conference with the bully to correct the problem.
 - b. Detention, suspension or expulsion of the bully.
 - c. Counseling services made available to both parties to help deal with the problem.
 - d. Parental contact.

COMPLAINTS AND GRIEVANCES

(B.O.E. Policy - JCE) Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited.

DETENTION

(B.O.E. Policy - JDB) Detention periods may be established by building principals and administered according to established rules.

SUSPENSION AND EXPULSION

(B.O.E. Policy - JDD; also see IDEA, JBD) The board extends its authority to suspend any student as authorized by law to the following certified personnel or committee thereof: superintendent, assistant superintendent, a principal of an attendance center, assistant principal and/or personnel acting in the capacity of assistant principal, attendance officer, director of activities and athletic director. The board includes as policy the student handbooks of the various schools, and such published handbooks are a part of this policy by reference.(B.O.E. Policy - JDD-R) Any certified personnel named in accordance with this policy of the board may suspend students. (See JDD)

Procedures to be Followed With Students Who Have Behavior Problems That May Lead to Suspension or Expulsion

In cases involving school behavior problems the procedures listed below are to be followed. These procedures are listed in sequence; however, occasionally student misconduct may so endanger others or disrupt the operation of the school to the extent that the student may have a short-term suspension imposed without affording the student a prior hearing. An informal hearing shall be provided no later than 72 hours after the imposition of the short-term suspension. Except in this case of urgency, a short-term suspension (not exceeding ten days) must be preceded by oral or written notice to the student of the charges and

establish an informal hearing. At the informal hearing, the student shall be notified of the following:

The right to be present at the hearing, to be informed of the charges against him, to be informed of the basis for the accusation and to make statements in defense of himself or in mitigation of the charges or accusations.

When results of the informal hearing are unsatisfactory, a conference with the parents of the student may be scheduled. Such a conference may include the student, his parents, teacher, counselor, a representative from special services and the principal or his representative. The number of participants in the conference may vary dependent upon the combined judgment of the school personnel involved in the conference.

When a suspension is imposed during the school day, the student shall not be removed from school until his parents have been notified. In the event that the student's parents cannot be notified during regular school hours, the student shall remain under the jurisdiction of the school until the regular dismissal time.

During the period of the suspension, the student will not be allowed to participate in any co-curricular activity (example: athletic competition, academic competition, music performance, or club activity). The suspension ends when the student returns to school. If the suspension includes a Friday, the student will not be allowed to participate in activities held during the weekend. During the period of the suspension, the student may not attend, with or without parents, any school sponsored activity.

The principal of any school may establish appropriate requirements relating to the student's future behavior at school and/or placing the student on probation as conditions for readmission to school. The primary responsibility for arrangements to make up work missed during the suspension period lies with the student, but the teacher shall determine what constitutes a reasonable time period for completing the work.

Structure of the Administrative Hearing

In the case of a long-term suspension (more than ten days) or expulsion, the hearing shall be conducted by a committee who has authority to suspend or expel. The principal shall designate a hearing officer other than himself. The principal may designate other staff members to be present at the hearing or to serve in an advisory capacity to the person conducting the hearing.

The committee conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide opportunity for the student, his parents or guardian, counsel and witnesses to present other information to be considered before a decision is made.

The principal shall inform the suspended or expelled student and his parents or guardian of the opportunities the student has for maintaining his school work during the period of suspension or expulsion.

STOLEN PROPERTY

Any student who has property stolen should report the loss immediately to his instructor and the office. Students found guilty of theft may be suspended and or expelled, and law enforcement may be involved.

CARE OF SCHOOL PROPERTY

The taxpayers, staff, and students have a well-equipped, functional school, which will serve our needs for many years if properly taken care of and maintained.

Any student who willfully, maliciously, or through rowdiness breaks up school property, including chrome books, will be charged for repairs and replacement. Destruction of school property could result in the suspension of the student(s) involved.

Students and staff are asked to do their best in taking care of equipment, furniture, and other school property so that future students will be able to have a quality education.

POLICY ON CHEATING

Pupils caught cheating will receive a zero on all work being performed when cheating. The administration may take other disciplinary action. Parents will be notified. Plagiarism is a form of cheating. Students are plagiarizing if they attempt to pass off another person's ideas, thoughts, words, pictures, information, lyrics, etc – **without proper acknowledgement** – as their own

INITIATING OR HAZING

Hazing is, as defined by Webster: (1) to initiate or discipline (fellow students) by means of horseplay, practical jokes, and tricks often in the nature of humiliating or painful ordeals. Due to the humiliating effects it has on some persons, it will not be tolerated in our school, and appropriate disciplinary action will be taken.

PERSONAL APPEARANCE

All students at Andale High School are expected to dress appropriately and practice good personal hygiene. All students should respect and follow these guidelines:

1. T-shirts or other attire with beer or any alcoholic connotations, or vulgar language or graphics are inappropriate for school.
2. No hats or sunglasses.
3. No bare midriffs.
- 4.
5. Sleeveless tops must be in good taste and may not be altered.
6. Shirts and shoes must be worn at all times.
7. Skirts and shorts should reach mid-thigh, be clean, neat, hemmed and with no holes.
8. Jeans, slacks, shorts, and skirts should be worn with the waistband within one inch of the waistline. No sagging of pants will be allowed.

9. Tank tops may not be altered from their original store bought condition.
10. Ears may be pierced and earrings worn in that location only. All other body piercing may not be displayed if it creates a distraction or safety concern..

We realize that this list does not include all possible situations that fall under student appearance. However, school authorities do reserve the right to counsel students in the matter of dress and grooming, and will, if necessary, direct the student to modify their appearance in a way acceptable to our community standards.

Habitual abuse of the dress code will result in disciplinary action.

All students participating in inter-school activities are expected to follow the Personal Appearance Code approved by the instructor or sponsors of that activity. The Student Council, Faculty, Administration, and Andale High School Site Council worked on the above-mentioned dress code.

RENTAL TEXTBOOK PENALTIES

For a loss or destruction of a book, a fine shall be assessed which covers the replacement cost of the book. For a book that is damaged but still able to be used, a fine shall be assessed which covers the repair or rebinding of the book.

SUPERVISION OF STUDENTS AND RESTRICTED AREAS

The doors will be unlocked by 7:35 a.m. daily, and students may enter the building at that time. Students may enter earlier if they have an appointment with a teacher. School will end each day at 3:38 p.m., and buses will leave at 3:42 p.m. The doors will be locked at 4:10 p.m., and all students should be out of the buildings unless they are under the supervision of a faculty member. Custodians have been instructed not to let students into the building or into classrooms. Teachers are not to let students use keys or to leave students unsupervised in the buildings

High school students are not to go to the following areas without permission from a school employee:

The elementary school, shop, band room.

The areas north of the shop, band room.

The football field, track, and practice areas unless under supervision of a coach.

The custodians' building and all supply and storage areas.

The parking lot during the school day.

The locker room except before or after school or during the students scheduled P.E. class.

The auditorium unless under direct teacher supervision.

No list of restricted areas can be complete. Students should not be in those areas of the school grounds or buildings where they have no legitimate business.

PARKING LOT REGULATIONS FOR STUDENT VEHICLES

1. Student automobiles and motorcycles are to be parked immediately upon arrival at school and are to remain parked until school is out or the student leaves for the day.
2. All students must park on campus in the North parking lot area. In marked stalls only.
3. Each car must be parked legally, i.e.,
 - * within the white lines (not on the grass or dirt areas)
 - * double parking is not permitted
4. Anyone who parks illegally, including not parking in the school designated parking lot, will be subject to disciplinary action which could include a fine, loss of driving privileges, suspension, and/or towing of the vehicle at owners expense.
5. Motorized vehicles are not to be driven on the road east of the school.
6. Travel through the parking shall be at a safe speed. There is to be no "hot rodding" near school or on school property. The speed

limit on the street in front of the high school and elementary school is twenty (20) miles per hour. Speed limit in the parking lot is fifteen (15) miles per hour.

7. Pedestrians on foot always have the right-of-way in the parking lot and on the street in front of the high school and elementary school. Speeding, reckless driving, and disregard for the rights of others will be turned over to the law authorities, and charges will be filed.
8. The parking areas are off limits during the school day, including the lunch period. Permission by administration must be given for a student to go to the parking lot during school hours.
9. Students ARE NOT to drive a motorized vehicle while on school errands, school-sponsored activity trips, or to eat lunch at home and are not to be in the parking lot or in an automobile unless approved by administration.
10. The police may issue tickets on school grounds

11. Failure to safely operate a motor vehicle on school grounds may result in on-campus driving privileges being revoked and/or law enforcement being notified.

VISITORS

All visitors must check in with the office. This includes persons meeting students in classrooms, hallways, and the parking lot. Visitors considered to be a distraction or a possible threat will be asked to leave promptly. Students will not be allowed to have guests visit classes with them during the day without prior administrative approval.

RADIOS AND ELECTRONIC EQUIPMENT

Students are not to carry radios, headphones, IPODS, MP3 players, CD players, , phones, pagers, or any other type of electronic devices during regular school hours. These items may be confiscated and additional disciplinary action may be taken. Confiscated items may be picked up in the main office by parents only.

CELL PHONES

- All student cell phones are to be turned off and placed in their locker upon entering the school building.
- Cell phones may be used during the students passing period and lunch time only.
- Unauthorized activation and/or use of cell phones during school hours may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy.
- Cell phone violations reported to the office will result in a detention. The administration reserves the right to hold the cell phone until the detention is served.
- Remember: Cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or criminal investigation by the police.

Back packs

Back packs are not allowed in the classrooms. Students should place their backpack in their locker upon entering school. Repeated backpack violations will result in disciplinary action.

Chrome books

Violations. District staff shall monitor for inappropriate use of district technology as defined by this policy. Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, ***nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.*** Students may also be assessed for the cost of damages to and repair of any district hardware, software or other technology resources.

1st Violation: Student will receive a verbal warning. Possible Detention and loss of access depending on infraction.

2nd Violation: Student will lose access to computers, the network and the Internet access for one week.

3rd Violation: Student will lose access to computers, the network and the Internet access for 9 weeks.

4th Violation: Student will lose access to computers, the network and the Internet access for one semester.

General Information:

- The Chromebook is school property and all users will follow this policy and the Renwick USD 267 acceptable use policy for technology as signed by both parents and student(s).
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks should always be within the protective case when carried.
- Chromebooks are not permitted in the cafeteria during student lunch periods.
- Video streaming from sites such as, VUDU, Netflix, ect. is strictly prohibited.
- During passing period Chromebooks will remain closed and in their carrying case.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Renwick School District web filter through a web proxy
- Students will only be allowed to use the USD267.com email address given and should not access other emails during school hours.
- The Chromebook is school property and is subject to confiscation or searches at the will of the administration.

Each classroom teacher has the authority to set their own guidelines for technology use within their classroom.

This represents a brief policy. The acceptable us policy, as signed by student and parent, contains more specific instructions and regulations.

STORAGE OF MEDICATION

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. (B.O.E. Policy - JGFGB-R) The appropriate forms must be completed.

SCHOOL LUNCH PROGRAM

A closed noon hour will be in effect for the school year. Those students living close to school may obtain a permit to eat lunch at home from the office, providing they do not use their automobiles or motorcycles and that they are not tardy in returning to class.

Students will eat at designated times, as scheduled by the Administration. Students are to remain in the cafeteria during the lunch period

MEDIA CENTER

The library's mission is to support the curriculum of the school. Choosing and organizing materials for the students to use carry out this mission. Materials checked out by students are their responsibility. If items are lost, defaced, or overdue, a fee will be assessed. Internet access in the library will only be available to students who have a signed agreement on file in the office.

The library is a place for study and work. Visiting and socializing will not be permitted, nor will unnecessary confusion and movement about the room. The librarian will be in complete charge and may make such regulations for the use of the center as are in the best interest of the school.

STUDENT USE OF THE INTERNET AND COMPUTERS

All students wishing to have access a computer or the Internet must have a signed computer usage form on file in the main office. These

forms may be filled out during enrollment or they may be obtained from a teacher or the office. The forms contain the guidelines for Internet and computer use and must be signed by both the student and a parent. Unauthorized and unsupervised use of a computer will not be permitted at any time and will result in disciplinary action.

DISMISSING SCHOOL FOR INCLEMENT WEATHER

When severe weather exists before 6:30 A.M., one of the following bulletins will be issued:

1. If the weather is severe but the forecast is uncertain, the announcement will state that buses will run two hours later and school will begin two hours later than usual. If severe weather continues at the end of the two-hour delay, a second bulletin will be issued to cancel school for that day
2. If the weather is severe and the forecast is for blizzard conditions, a cancellation bulletin will be issued.

The following stations will be notified and should carry the announcement before 7:00 A.M.: TV Channels 3, 10, 12 and Radio Stations KRZZ, KFDI, KEYN, KZSN. Or you may call the WEATHER LINE: 866-3000 Ext. 8099 for Renwick information. In addition, an AlertNow call will be placed to all patrons in the district.

If the weather should become severe after the students have reached school and it is necessary to return them on the buses, parents of children below the 7th Grade will be contacted to ensure that someone is at home to assume the responsibility for their well being. The delay or dismissal of school is the decision of the superintendent and the bus supervisors.

FIRE DRILL

The fire alarm will sound throughout the whole building as need arises. Students are to pass quickly and quietly from the buildings according to instructions posted in each classroom. Unauthorized and intentional pulling or breaking of the fire alarm will result in appropriate disciplinary action.

TORNADO DRILL

The tornado warning alarm will sound throughout the whole building as need arises. Students are to pass quickly and quietly to their designated area according to the instructions posted in each classroom. Order is essential to ensure safety of all.

TELEPHONE CALLS

The telephone in the office is a business phone. Students may use this phone only when it is an emergency. Social calls are not deemed necessary. Students will not be called from class except for emergency calls. The office will deliver messages to the students and they can return the calls during class breaks.

ACTIVITY PERIOD

Activities will meet during seminar. Activities scheduled will be listed in the activity bulletin. Students not involved in activities will remain in their seminar classroom. Activity sponsors are to arrange for other teachers to watch their classes. Sponsors must submit meeting requests to the Office Staff by Wednesday so they can be scheduled for the following week.

GENERAL ANNOUNCEMENTS

Daily announcements will be made on the intercom each morning. A printed daily bulletin with the announcements will also be e-mailed to teachers. Emergency announcements will be made over the intercom. Announcements must be approved by the principal.

POSTERS, SIGNS AND NOTICES

All posters, signs, and notices to be placed on the bulletin boards or in the school hallways must be approved by the Principal, Activities

Director, and sponsor of the club or activity wishing to put it up. Responsibility for taking the posters, signs, and notices down is with the group or organization and must be done by the school day following the event. Failure to do this will result in a group or organization forfeiting the right to put up signs and posters.

LOCKERS

All students have lockers assigned to them and are to use that locker for the entire year unless changed by the office. Students are to keep their books, backpacks and personal possessions in the locker assigned. Students are to keep their lockers clean. You are strongly advised not to keep money or valuables in your locker under any circumstances. Andale High School is not responsible for lost or stolen articles/items.

VENDING MACHINES

Vending machines with pop, fruit drinks, candy, and snack items are located in the Commons. Students may purchase items during class breaks, before and after school. If problems with litter and damages occur, the vending machines will be removed or turned off.

CHURCH NIGHT

Wednesday night is church night in our communities. As a result, no activities, other than Kansas State High School Activities Association events (we do not have control over their scheduling), will be scheduled on Wednesday evening. Unfortunately, postponed activities may be rescheduled on Wednesday if necessary.

LUNCHROOM PROCEDURES AND RULES

1. I.D. Lunch cards will be given out to students on the first day of school. Each student is responsible for his or her I.D. Card and must make sure it does not get lost, stolen or damaged. If a student loses their I.D. lunch card and cannot find it, he/she must go to Mrs. Stamback to get a new card and will need to pay a fee for a new I.D. card. 1st card is free, 2nd card \$2.00, 3rd card \$4.00, 4th card \$8.00, and the 5th card \$16.00.

2. Andale High School has a “**NO CHARGE POLICY**”
Students cannot go through the lunch line unless they have cash to pay or have money on their lunch account if using their I.D. lunch card.
3. **STUDENTS ARE NOT ALLOWED TO BORROW ANOTHER STUDENTS ID LUNCH CARD**
4. Appropriate lunch room behavior is expected at all times.
5. Failure to comply with lunch room expectations will result in disciplinary action per administrative discretion.

PROM AND/OR DANCES

High school dances and/or Prom are typically restricted to high school age students. However, students older than seniors in high school may be admitted if they are approved by administration. Under no circumstances, will students younger than freshmen be admitted to dances or the Prom. Andale High School students may bring non-AHS guests, but must receive administrative approval prior to the dance.

Any junior or senior bringing a guest to Prom must purchase a ticket for their guest. In order for a freshman or sophomore to attend the Junior-Senior Prom as a guest, he/she must be a student in good standing. Any student attending a school dance or Prom may be subject to a breathalyzer before entering.

Dress Code for Prom

Prom is a formal event. It is expected that all students dress as formally as possible.

Dresses, long or short, are recommended for ladies and should be in good taste.

Gentlemen must wear a coat and tie. Slacks should be clean and pressed.

No hats with the exception of top hat or dress cowboy hat.

No jeans.

No shorts.

No tennis shoes.

We realize that there will be exceptions to this dress code but any exceptions must be pre-approved by the Junior Class Sponsor and the Principal.

USE OF FACILITIES

Community groups, whose membership is predominantly from within the school district, shall be permitted to use school facilities for worthwhile purposes when such uses will not interfere with the school program. Facility use forms may be picked up from the building administrators. Contact building administrators for information regarding facility guidelines.

The right to revoke a permit at any time is reserved by the school authorities. School buses may not be used for anything other than a school related activity.

ACTIVITIES

Andale High School believes in student activities because they are a part of our educational system. Student activities serve the same purposes and functions as the required and elective courses in the curriculum. However, they provide experiences, which are not included in formal courses of study. The student activities, in addition to the regular instructional program, allow for a balanced program including intellectual, physical, social, and emotional experiences. Our activities program is based on the needs, talents and interests of the students. Activities are basically what the students will refer to as "school life". The administration has made every effort to make activities available to fill the needs of every student in our system. KSHSAA Rule 52 will be strictly enforced at all activities.

CLUBS AND ORGANIZATIONS

School clubs and organizations are formed to promote student interest areas. Clubs and organizations generally are not involved in interscholastic competition governed by the KSHSAA. They most often meet during the school day, usually during the monthly activity period. They must have a sponsor and may elect student leaders. Dues may be charged and fund-raising activities conducted to cover the expenses of the group.

Andale High School has the following clubs and organizations:

Art Club

National Honor Society

Drama Club

Scholars Bowl

Odyssey of the Mind

Robotics

Foreign Language Club

FCA

National Honor Society

Students must be nominated based on a GPA of 3.75 or higher (without rounding up). Each spring, eligible sophomores and juniors are given an information form to be completed and turned in on time. The faculty advisory committee examines each form and selects students to be invited into the NHS. An induction ceremony is held to honor the new members.

ACADEMIC COMPETITION

Andale High School has two league teams that compete in academic competitions sponsored by the KSHSAA, Forensics and Scholars' Bowl. Students in Forensics may enroll in Forensics class during the Spring semester. These classes will remain in the school day depending on enrollment numbers.

- Forensics:** Levels of competition: Open and Novice
Competitive season: Winter/Spring
Days of competition: Most competitions are held on Saturday
- Scholars' Bowl** Levels of competition: Open and Novice
Competitive season: Fall/Winter
Days of competition: Most competitions are held on Saturday

STUDENT COUNCIL/CLASS OFFICER ELECTIONS

The Student Council is the link between the student body and the administration. Student Council also organizes activities such as Homecoming, Winter Sweetheart, and student dances. Student Council members and a sponsor meet during the activity period to plan activities and discuss school policies. The Student Council president, vice-president, secretary, and treasurer are elected by the student body. Two STUCO reps are elected by their respective classes. Each class also elects the following officers: president, vice-president, secretary, treasurer. They lead the class in activities involving Homecoming, Sweetheart, pep rallies, prom, and graduation. Elections for class officers and Student Council are held in the Spring prior to the school year in which they will serve. The incoming Freshmen class will elect their officers early in the school year.

For a student's name to be placed on the election ballot, students must complete the following:

1. A nomination sheet that includes the signatures of 20 students attending Andale High School.
2. Receive a letter of recommendation from a faculty member at Andale High School.
3. Be a student in good standing by following the scholastic, citizenship, and extra-curricular activity rules set forth by Andale High School and the Renwick School District.

In addition to these officers two students will be selected by the faculty of Andale High School as at-large STUCO Representatives.

PERFORMING GROUPS

Andale High School has several performing groups that may also be involved in competition with other high school groups. Students must meet eligibility guidelines set by the KSHSAA. Band and Choir members must enroll in the classes that are held during the school day. Students involved in the Spirit Squad (cheerleaders and yell leaders) and Dance Team practice primarily before and after school. Tryouts are held in the Spring to select members of the Spirit Squad and Dance Team for the following year.

- Marching Band** Practice: 1st Hour Band class
Performances: Home football games, State Fair parade, College Band Days
- Concert Band** Practice: 1st Hour Band class
Performances: Winter concerts, KSHSAA competition, ExtravaBANDza, graduation
- Pep Band** Practice: 1st Hour Band class
Performances: pep rallies and home basketball games
- Choir** Practice: 2nd hour choir class
Performances: Winter and Spring concerts, KSHSAA competition, Black and Gold Revue, graduation
- Spirit Squad** Practice: Various times before and after school, some weekends, summer
Performances: varsity football and basketball games, pep rallies, summer camp
- Dance Team** Practice: Various times before and after school, some weekends, summer
Performances: varsity football and basketball games, pep rallies, summer camp

SPORTS

Andale High School is a member of the Kansas State High School Activities Association and sponsors seven sports for boys and six sports for girls under its supervision. The KSHSAA sets the guidelines for student eligibility, sets the rules governing each sport, and provides post-season playoffs. Students must pass 4 new classes on the 5x5 schedule to meet KSHSAA academic requirements. Andale High School is also a member of the Ark Valley Chisholm Trail League – (AVCTL) Division IV, which arranges the schedule for most of the games, matches, and meets. Practices are held outside of the school day.

- Boys' and Girls' Basketball** Levels of competition: Varsity, JV, Freshmen
Season: Winter
Practice times: After school, some Saturdays
Days of competition: Varsity and JV on Tuesday and Friday, Freshmen on Monday and Thursday, tournament games on Saturday.
- Boys' and Girls' Bowling** Levels of competition: Varsity
Season: Winter
Practice Times: After school
Days of competition: Varies
- Boys' and Girls' Cross-Country** Levels of competition: Varsity, JV and/or Freshmen
Season: Fall
Practice times: After school, some Saturdays
Days of competition: Thursday, some on Saturday
- Football** Levels of competition: Varsity, JV, Freshmen
Season: Fall
Practice times: After school, some Saturdays
Days of competition: Varsity on Friday, JV and Freshmen on Monday
- Boys' and Girls' Track & Field** Levels of competition: Varsity, Fr/So
Season: Spring
Practice times: After school
Days of competition: Varies, all days except Wednesday
- Volleyball** Levels of competition: Varsity, JV, Freshmen
Season: Fall

Practice times: After school
Days of competition: Varsity and JV on Thursday
and Saturday, Freshmen on Monday and Saturday

Wrestling Levels of competition: Varsity, JV or Fr/So.
Season: Winter
Practice times: After school, some Saturdays
Days of competition: Monday, Thursday, Saturday

Baseball and Softball Levels of competition: Varsity and junior varsity
Season: Spring
Practice times: After school and some Saturdays
Days of competition: Monday and Thursday

Boys and Girls Golf Levels of competition: Varsity
Season: Fall – Girls, Spring - boys
Practice times: After school, some Saturdays
Days of competition: Varied

CONDUCT ON ACTIVITY TRIPS

Our conduct should reflect pride in our school, community, and ourselves. The following guidelines should serve students of Andale High School in the area of proper conduct on school sponsored trips. It is not meant to cover every situation, but rather the basics associated with all school-sponsored trips. Any student who rides to an event on a school bus or a school vehicle will also return home on the same bus or in the same vehicle, unless the sponsor has a written or personal permission from the parents for the student to return home with them parent. Arrangements for transportation other than the parent must be approved by the administration prior to the event.

Conduct on the School Bus:

- (1) There will be no changing of seats while the bus is in motion, except by direction of the sponsor;
- (2) There is to be no defacing of bus parts by writing, putting feet on seats, etc. If any damage is noticed before departure, notify the coach or bus driver immediately;
- (3) Seating arrangements will be left to the discretion of the sponsor;
- (4) No obscenities will be allowed. This includes vocal expressions and hand gestures;

- (5) Students will keep his person inside of the bus at all times;
- (6) Excessive noise is unnecessary; normal conversations and school yells are permissible;
- (7) Each group will police the bus and leave it in a neat and orderly fashion with all trash in the proper receptacles. No glass containers or sunflower seeds will be allowed on buses.

Conduct in Restaurants and other Eating Establishments:

- (1) Students will have a neat personal appearance;
- (2) Standards of service will not always be what we expect, but complaints should be made to sponsors, not to the management or the help;
- (3) Students will display courtesy and good manners at all times.

**KSHSAA
ELIGIBILITY REQUIREMENTS**

All students are expected to abide by the eligibility requirements established by the Kansas State High School Activities Association.

The administration, coaches, and sponsors of Andale High School will adhere to all KSHSAA eligibility rules and may adopt more stringent eligibility requirements. KSHSAA guidelines require that students pass 4 new classes on the 5 x 5 schedule in the previous semester to be academically eligible for competition.

SPORTSMANSHIP - RULE 52

The effective secondary school must equally support academic and activity programs. We believe that these programs must be integrated and support each other in different arenas. The concept of "Good Sportsmanship" must be TAUGHT, MODELED, EXPECTED, and REINFORCED in the classroom and on the playing field. Therefore, the KSHSAA and its member schools stand together in support of "Good Sportsmanship" anywhere and anytime.

Rule 52 - Art. I: Sportsmanship is a way of thinking and behaving.

- a. Be courteous to all (participants, coaches, officials, staff, and fans).
- b. Know the rules, abide by and respect the official's decision. If you don't know the rules; don't assume that an official's decision is wrong based upon your observation. Many officials' decisions are based strictly on rule interpretation and not just judgment.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and not let emotions rule your actions.

Rule 52 - Art II: Enforcement procedure.

- a. It is encouraged and recommended by the KSHSAA that local BOE's adopt and enforce Rule 52 regulations.
- b. It is encouraged and recommended by the KSHSAA that member schools take necessary steps to eliminate undesirable conduct at all activities to the extent of removing unruly fans from the premises and possibly banishing said unruly fans from attending further activities. Students in violation of Rule 52 will be subject to disciplinary action up to and including suspension from activities/school.

Teachers in all departments at Andale High School are using the following guides to evaluate students.

**SIX TRAIT
ANALYTICAL RATING GUIDE**

READING - QAR Strategies

SEMINAR PROGRAM

Andale High School will have a seminar period to be used by students to read during AR, make up school work, or get individual help from teachers with teacher approval

AR PROGRAM

(Accelerated Reading Program)

1. AR counts for 5% of every class's overall grade per semester except classes offered for dual credit.
2. Individual point goals will correspond with a student's performance on the STAR test, which analyzes reading level.
3. Seminar time will be scheduled during the school day. All students are expected to be in class and on time, with the appropriate book. No sleeping, talking or eating is allowed during AR time.
4. To be eligible for finals exemption, you must have accumulated all AR points.
5. Students must continue reading and logging reading time the entire semester, even though the goal had been achieved.
6. Students may take 1 test per day.

A deadline will be announced for AR testing completion each semester and for students to turn in missing assignments. Class assignments received after the deadline will not be counted toward final opt-out.

FINALS SCHEDULE

First Semester

Semester exemption notification will be given to students: includes absentee sheet, AR points, and classroom grade.

End of Year

Final exemption notification will be given to students: includes absentee sheet, AR points, and classroom grade.

Finals will be given during the regularly scheduled classes. Any changes in the finals schedule will be announced in advance.

Opting Out Criteria:

- 1. A student must have an A with three or fewer absences or a B with two or fewer absences on the deadline date above.**
- 2. All AR points must have been achieved by the above deadlines.**

It is understood that a student must stay in the classroom until the end of the final period.

SHARED MORAL VALUES

Renwick USD #267 and Andale High School believe that strong moral values are important to the development of sense of self- worth and essential to the strength of the community.

HONESTY	Truthfulness
RESPECT	Consideration of others, self, and property
COURAGE	Moral strength and character
PERSEVERANCE	Determination in spite of opposition or discouragement
SELF-DISCIPLINE	Control
TOLERANCE	Unselfishness, compassion, kindness, and generosity

LOYALTY Faithfulness and allegiance

RESPONSIBILITY Moral, legal, and personal
Accountability

TRUSTWORTHINESS
Assured reliance