2026-2027

Arkansas City High School

STUDENT HANDBOOK



ARKANSAS CITY HIGH SCHOOL STUDENT HANDBOOK

School Colors: Purple and Gold

School Mascot: Bulldog

FOREWARD

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

MISSION STATEMENTS

Kansas State Board of Education:
The mission of the State Board of Education is to prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

USD 470
To ensure all students learn and thrive in safe, healthy, and supportive learning environments.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights:

1. Equal Opportunity: You have the right to an education free from discrimination.
2. Freedom of Expression: You have the right to express your opinions, beliefs, and ideas in a respectful and constructive manner, fostering open dialogue and intellectual growth.
3. Privacy: Your personal information and academic records will be handled confidentially and in accordance with relevant laws and policies.
4. Access to Resources: You have the right to access the facilities, services, and resources necessary to support your academic development.
5. Due Process: In disciplinary matters, you have the right to fair and transparent procedures, including the opportunity to present your case and appeal decisions.

Responsibilities:

1. Respect for Others and School/Personal Property: Treat all members of the community with dignity and respect, fostering an inclusive and welcoming environment. This includes taking care of school property and respecting other school and personal belongings.
2. Academic Integrity: Uphold the highest standards of honesty and integrity in all academic endeavors, avoiding plagiarism, cheating, and other forms of academic dishonesty.
3. Attendance and Participation: Attend classes regularly, engage actively in academic discussions, and contribute positively to the learning environment.
4. Community Standards: Adhere to all policies and guidelines outlined in the student handbook and other school documents, including those related to behavior, safety, and health.
5. Conflict Resolution: Resolve conflicts and disagreements peacefully and constructively, seeking assistance from appropriate resources when necessary.

By embracing these rights and responsibilities, you not only contribute to the vibrancy of our community but also empower yourself to make the most of your educational experience. We encourage you to familiarize yourself with the contents of this handbook and reach out to our staff if you have any questions or concerns. Together, we can create a campus culture that values integrity, inclusivity, and mutual respect.

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

DIRECTORY INFORMATION

USD 470 considers the following as directory information:

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

Rights of access to students by military recruiters:

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

GENERAL INFORMATION

AFTER SCHOOL PROGRAM - The Arkansas City High School Homework Center will provide academic assistance for students needing additional support. Students may voluntarily seek this assistance, or they may be assigned at the request of the parent, teacher, counselor, or administrator. Attendance is mandatory if assigned. The same attendance and discipline policies that govern students during the regular school day will be in effect during program time. Students will attend assigned times until they have completed all assigned work. The After School Program will operate Monday Friday each week: before school from 7:00 a.m. to 7:50 a.m., and after school from 3:26 p.m. to 4:26 p.m. on Tuesday Thursday. See the end of this Student Agenda for details on the after-school programs.

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

Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Teachers must be aware of the federal and state laws regulating the handling of animals. (Cf. KSA 21-4310) If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care, and safety. All experiments using live animals must have prior approval of the principal. If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. Principals will attempt to notify the parents.

ANTI-HAZING POLICY - See "Harassment – Bullying / Anti-Hazing" under General Information.

ATTENDANCE – TRUANCY & TARDY

Attendance Policy – Attendance at school is required by law until the age of 18 years. Truancy is defined as any three consecutive absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered unexcused. The principal is required by state law to report all cases of truancy to the truancy officer. The tardiness to school policy is in compliance with Kansas State Statutes for a referral to a truancy officer. Tardiness to school and/or class can become disruptive and detract from the learning process. Students who are at risk of becoming truant or who have met the criteria for truancy may be referred to the Cowley County Truancy Court.

Absences and Illness- Required Excuse- To protect your child and other children from disease outbreaks, parents should keep their children home when ill.

Parents will be contacted if their child becomes ill at school so the child can be taken home. It is important to make arrangements with a second party in case a parent is unable to be located. The school can provide no treatment other than simple first aid. If illness is suspected, the student will be sent home with their parent/parent designee. A student leaving school because of illness cannot ride the bus.

Students with the following health conditions (but not limited to) will be excluded or sent home from school:

- Temperature of 100.4 degrees F or higher
- Elevated (or possibly a normal) temperature combined with any of the following: a severe cold with or without yellow green nasal discharge, excessive coughing, headache, sore throat, nausea, swollen glands, or skin rash)
- Eyes inflamed with purulent discharge; if bacterial, may remain in school once any prescribed therapy is started ● Influenza (consult nurse for length of time)
- COVID (consult nurse for length of time)
- Drainage from ears
- Skin lesions (i.e., impetigo, ringworm, and scabies) until under treatment with approved medication (consult school nurse for length of time)
- Vomiting
- Diarrhea (two or more loose stools)

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

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

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

A student who accrues **unexcused** absences totaling more than twenty percent (20%) of scheduled class meetings during a term may be denied credit for that course. Students will be allowed the opportunity to make up missed seat time in the After-School Program and/or detention.

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

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

Tardies – Students will receive 1 day ISS for every 10 tardies during a quarter. The tardy count will reset upon the start of a new quarter. A student is considered tardy if they arrive to class within the first 15 minutes after class begins. If a student is more than 15 minutes late, a student is considered absent. A student who accumulates 6 tardies will receive 1 unexcused absence.

BACKPACKS - Students are permitted to use bags during the school day. Backpacks are subject to search. Any backpack brought on ACHS property is subject to search by school authorities and law enforcement personnel working with them. Such a search may be conducted without warrant for any reasonable purpose. Search of the backpack includes all compartments and components thereof. Once a search begins, the person in control of the backpack will not be permitted to remove it from the premises during the reasonable duration of the search.

BLANKETS & PILLOWS - Blankets and pillows can not be used during the school day for the purpose of warmth, resting, comfort, or substituted as clothing. Students should be prepared to dress in layers or wear a jacket if needed.

BUILDING SITE COUNCIL - The purpose of the school Site Council is to advise the school on such matters as student learning, education programs, school improvement planning, and accreditation issues. The Site Council provides advice and counsel to the school in developing, implementing, and evaluating school performance goals and objectives, and provide ongoing support for the students and staff of the school. If you are interested in serving your student's school in this capacity, please see your school principal for further details.

BUS BEHAVIOR - The right of all pupils to ride in USD 470 school vehicles is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be subject to

discipline procedures in accordance with the Board of Education policy in regard to Bus Discipline.

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

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

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

4. When pupils are on the bus:
- Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
- No animals, snakes, spiders, bugs, or any other type of animal will be allowed on a bus.
- Keep books, pencils, pens, and all other objects in backpacks and out of the aisles.
- Papers or other rubbish should not be thrown on the bus floor.
- No one should damage or deface the bus in any way.
- Students should avoid any unnecessary conversation with the driver of the bus.
- Do not throw anything out of the bus windows.
- Safety requires that students do not lean their heads out of windows or extend their hands out of windows. ● When the bus is in motion, students must not change seats or try to get on or off the bus.
- Students may not leave the bus without the driver's consent except at their assigned bus stop. ● Courtesy and respect must be shown to fellow passengers, persons along the route, and the bus driver. Profanity on the bus will not be tolerated.
- No drugs, alcohol or cereal malt beverage will be permitted on the bus.
- Tobacco in any form is not permitted on the bus or at any loading or unloading area or bus stop.
- Riders will remain quiet when approaching a railroad stop.
- In case of a road emergency, riders are to remain on the bus.
- A note is required from parents and/or guardians if their child needs to ride another bus, other than their own, or if their child does not ride a bus.
- No eating or drinking on the bus.
- No medicine of any type may be brought on the bus.
- No flowers, balloons, or anything that would cause a distraction to the driver is allowed on the bus.

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

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

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

only; do not cross in the middle of the street. Do not return to bus stop until the last bus has unloaded and those students have left the area.

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

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

DRESS CODE – If a student's attire is disruptive to the class, is deemed offensive or inappropriate, or promotes unsafe conditions, the student will be asked to take appropriate measures to comply with the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. A student who is inappropriately dressed will be required to change his/her clothing and may be subject to disciplinary action. It should be noted that these rules are not all inclusive. Attire, which disrupts the normal educational environment, will be dealt with according to individual merit. In all instances, students must not infringe upon the rights of others.

1. Student dress should not distract from the learning environment.
2. Student dress should not advocate or promote illicit or illegal activity, including but not limited to obscene language or suggestions, alcohol, drugs, or drug paraphernalia.
3. Apparel items posing a threat to the safety of school community members should not be worn.
4. Excessive exposure of skin is prohibited.
5. Garments must be constructed so that they do not reveal undergarments, navel area, or bare skin that exposes private areas.
6. Ball caps, stocking caps, and beanies are permitted in general spaces, teachers have discretion in their classrooms. See #2 regarding decorum on hats/caps.
7. Sunglasses/dark tinted glasses are not to be worn in the building, without medical cause and note from the doctor.
8. Halloween-like costumes (ie inflatables) and face paint are not permitted, except on designated spirit days.
9. Blankets cannot be substituted for appropriate clothing.

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

EXPENDITURE OF CLASS FUNDS - Funds remaining in active/inactive class accounts require the following process to be accessed for fund expenditure. A designated class secretary is required to open a bank account named "Class of _____(year)". The district will issue a check to the designated class account for the amount of the remaining funds to be accessed. The designated class must vote, results of a simple majority, deciding how remaining funds will be expended. The Superintendent or designee will maintain a written record of the vote results and funds designation.

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

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

FOOD SERVICE – USD 470 participates in the Nutrition Program. These programs provide healthy foods that meet

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

A regular lunch includes all the food items from one food line (salad, taco, deli, wrap, or mainline) and milk. Prices for additional foods will be posted. Extra servings of the main food item, sport drinks, chips, cookies, bottled water, etc. are not part of the free or reduced program. If a student has unpaid meal charges, he/she will receive a cheese sandwich, fruit, & milk and parents will receive at least one written warning. If payment of the negative balance is not received within 5 working days, the debt will be turned in to the district office for collection. Students are required to have their student ID for both breakfast and lunch.

FOOD/DRINK POLICY – We take pride in our building and expect that all food and drink items be disposed of properly. Meals purchased at fast food outlets to be consumed in the cafeteria must not be brought to school in their original containers. Food that is brought in their original containers must be consumed in the office. Outside drinks must have a lid or top of some sort.
Students are not permitted to receive food, via delivery services.

HALL PASSES – An E-hall pass must be issued by teachers on all occasions requiring a student to be absent from a classroom. E-hall passes may also be used by administrators and counselors when requesting a student from classrooms. Usually, a counseling appointment will not involve the entire period. Other personal reasons (locker privileges, restroom, etc.) will be handled by the teacher. These reasons should be of an emergency nature and not because the student necessarily desires to do so. These will be issued on a limited basis, and if abused, the privilege will be withdrawn.

HARASSMENT – BULLYING / ANTI-HAZING (BOE Policy JDDC) - The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the Board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event. Student hazing, harassment, bullying and victimization activities that are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. USD 470 is committed to providing a safe and orderly environment for all students that promotes respect, civility, and dignity, so this policy's purpose is to create and preserve an educational environment free from such activities.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.
USD 470 strictly prohibits students from engaging individually or collectively in any form of bullying on school property, in conjunction with any school activity or involving any person associated with the school. Any student who participates in such an activity or conspires to engage in the same will face immediate disciplinary action: up to and including suspension, expulsion, and loss of participation in extracurricular activities. In addition, students who participate in hazing, harassment or bullying/victimization may be referred to law enforcement authorities and may face subsequent prosecution. This includes Cyberbullying or bullying by use of electronic communication devices through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile-phones, pagers, online games, and websites and includes using electronic devices to spread false rumors.

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

- Harming a student or staff member, whether physically or mentally.
- Damaging a student's or staff member's property.

- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.
- Or any form of intimidation or harassment prohibited by the BOE in policies concerning bullying.

Any student who participates in bullying or conspires to engage in bullying will face immediate and appropriate disciplinary action.
"Consent" is no defense to such activities, i.e., the implied or expressed consent of a person to participate shall not be a defense to discipline under this policy.

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

The terms "hazing" and "related initiation activity" do not include customary athletic events, intramural activities, or other similar student contests or competitions. "Conspire to engage in the same" means to plan, encourage, or fail to report both listed and related initiation activities prohibited by this policy.
Prohibited Conduct – Activities that may be construed as hazing, harassment, bullying/victimization include, but are not limited to:

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

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

- Any activity that might reasonably bring physical harm to an individual, such as slapping, pushing, shoving, bumping, beating, paddling, taping or otherwise restraining students against their will, forced calisthenics done individually or as a group.
- Activities that reasonably interfere with a student's academic efforts by causing exhaustion, prolonged loss of sleep or loss of reasonable study time.
- Morally degrading or humiliating games, pranks, stunts, practical jokes, or any other verbal, written, or electronic activities that make a student the object of amusement, ridicule, or intimidation.
- Forcing, coercing, or permitting students to drink alcohol or consume illicit drugs or controlled substances.
- Forcing, coercing, or permitting students to eat or drink foreign or unusual substances or food.
- Throwing or applying whipped cream, shaving cream, toothpaste, paint, honey, eggs, or other substances on an individual's body.
- Requiring personal servitude.

Harassment (See BOE policy JGF) including but not limited to:

- Pushing, cursing, shouting, or yelling at another student.
- Requiring students to wear uncomfortable, ridiculous, or embarrassing clothing or underclothing.
- Requiring students to participate in acts of vandalism, theft, assault, sexual acts, or other criminal activity.
- Causing indecent exposure or any other gross and lewd behavior involving nudity.
- Subjecting an individual to cruel or unusual psychological conditions for any reason.
- Compelling an individual to participate in any activity, which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral or religious beliefs or contrary to the rules, policies, and regulations of USD 470.

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

HARASSMENT - RACIAL – The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in its education program or activity 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. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
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.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities, or programs of the school.
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile environment; or is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the school.

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

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)
Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

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

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

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

the complainant.

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

HARASSMENT - SEXUAL – The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Discrimination of the basis of sex of employees or students of the district in its education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination of the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events.

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate spoken, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another when (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participating in extra-curricular activities, etc. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

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

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

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

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. (See GAAD)
To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

HOURLY IN-SCHOOL SUSPENSION (HISS) – Hourly In-School Suspension shall be used by teachers to remove students from class for disruptive or other behaviors that interfere with the learning environment. Students will be required to write a reflective essay discussing why they were removed from class.

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

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

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

LIBRARY RULES

- Library Hours - The library is open from 7:15 am to 3:15 pm unless posted otherwise.
- Library Pass - Students should get a gold library pass from their teacher to enter the library during class or Advisory. Library staff will record the time entering and leaving the library to keep everyone honest and accountable.
- Library Checkout - Students must have their ID card to check out materials. Books are circulated for three (3) weeks at a time and can be renewed for additional three-week periods. Students are responsible for returning items on time; Overdue items will accrue fines of ten cents ($.10) per school day. Students with unpaid fines will be limited to one (1) book checkout.
- Food and Drink - Please, no food or drink in the library.
- Behavior - Appropriate behavior is expected at all times. Those whose behavior becomes detrimental to the academic atmosphere will be sent back to their classroom.

LOCKERS – Lockers will be available to students at the beginning of the school year. Each student will have an individual locker to use during the year and students are not to share lockers. Students who are found to be sharing lockers will receive consequences according to the disciplinary handbook. Students need to remember that lockers belong to the school, and officials always have the right to inspect student lockers without notice. This policy applies to any locker owned by the school and issued to students for their use throughout the school year, including physical education lockers, athletic lockers, shop, and agricultural education lockers.

LOST AND DAMAGED SCHOOL PROPERTY - Library materials, textbooks, district provided technology and technology peripherals, etc. are made available for students use at a minimal textbook fee or no cost. These materials

are expected to be returned in equivalent condition with allowance for normal wear. Materials that receive excessive wear or are damaged while checked out to a child will be noted by a staff member. Restitution will be expected based on repair or replacement. The building principal will notify the parent/guardian as soon as a restitution amount is determined. All school property must be returned prior to moving out of the district.

LUNCH POLICY – Arkansas City High School has a closed 30-minute lunch period. Sack lunches may be brought from home or food may be purchased in the school cafeteria. Food is to be eaten in the cafeteria. Outside lunch guests must have prior permission from building administration.

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

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

PUBLIC DISPLAY OF AFFECTION - PDA – Any overt display of over-familiarity other than holding hands between students is inappropriate at school.

PERSONAL ELECTRONIC DEVICES (PEDs) AND ACCESSORIES –
To minimize distractions and promote a positive learning environment, students are required to power off and securely store all personal electronic devices from the beginning of the school day until dismissal. This expectation applies during all instructional time, passing periods, and lunch breaks. All PEDs must remain secured inside the student's locked Yondr pouch throughout the school day. PEDs must not be used or visible in classrooms, hallways, restrooms, locker rooms, the library, or any other area of the building unless expressly directed by school staff. Personal laptops, tablets, and any PED too large for the Yondr pouch must be turned into the office at the start of the day or not brought into the building.

Students participating in a school-sponsored activity or attending a college class off campus during the regular school day may access their device as permitted by the principal. Students arriving late or returning to campus during the day are responsible for ensuring their devices are stored in a locked pouch per school procedures.

USD 470 is not responsible for lost, stolen, or damaged items. Items brought to the school are the responsibility of the owner.

PEDs used inappropriately will be confiscated by authorized faculty/staff members and may be retrieved at the end of the school day. Refusal to comply with PED procedures—including refusing to lock a device or surrender it when asked—will result in disciplinary consequences outlined in the administrative guidelines.

This policy applies to cell phones and all connected devices and functions, including smartwatches, wireless headphones/earbuds, cameras, and apps—unless otherwise permitted through a written IEP or 504 plan.

Parents/guardians needing to contact their child during the school day should call the main office. School staff will ensure messages are delivered as needed.

Procedures:

Start of the School Day:

- Upon arrival and before entering the classroom, students must power off personal electronic devices (PEDs), including but not limited to cell phones, smartwatches, and wireless headphones/earbuds.
- Devices must be placed in the student's assigned pouch, and the pouch must be locked.
- Students are expected to report to class on time with their locked pouch stored in their backpack or locker.

During the School Day:

- All devices must remain secured in the locked pouch for the entire instructional day, including lunch and passing periods.
- If a student needs to leave campus during the day (e.g., for a college course or appointment), they must stop by the main office to unlock their pouch before leaving and lock it again when they return.

● Teachers and staff may request to spot-check locked pouches at any time during the school day.

End of the School Day:

● At dismissal, students may unlock their pouches at designated unlocking stations located near primary exits, the front office, or with designated staff.
● If students are attending a field trip, the supervising teacher will be issued an unlocking device to allow access to student pouches at an appropriate time, no later than the end of the regular school day.

Student Responsibility and Device Maintenance:

● Students must keep their Yondr pouch in good condition.
● If a pouch is damaged, the student must report it to school administration immediately to receive a replacement.
● Damage caused by intentional misuse, neglect, or tampering will result in disciplinary action per the student handbook, and the student may be required to pay for damages.
● Staff may inspect phone pouches for damage at any time.

Communication During the School Day:

● To minimize distractions and maintain a focused learning environment, students may not use their phones during the school day.
● Parents/guardians who need to contact their child may do so by calling the school office or sending an email to the student's school Gmail account.
● To check a student out of school, parents/guardians must contact the office directly.

Emergency Situations:

● In the event of an emergency (e.g., lockdown or evacuation), USD 470 staff and students will follow established safety protocols under the guidance of school personnel.
● During a lockdown, students must remain silent and out of sight for safety.
● School staff have immediate access to emergency communication tools to notify local authorities.
● Families will be informed through the district's parent notification system, which will include important next steps and instructions.

Enforcement and Consequences

Violations of the bell-to-bell policy will result in the following discipline measures:

● **First Offense:** Device held in the assistant principal's office for the day; parent/guardian notified; behavior contract completed; parent must pick up the device.
● **Second Offense:** Device held for the day; parent/guardian pick-up required; one day of in-school suspension (ISS) assigned.
● **Third Offense:** Device held; parent pick-up required; 1–3 days ISS assigned.
● **Fourth Offense & Beyond:** Device held; parent pick-up required; parent meeting scheduled; student may face additional consequences for Open Defiance per the USD 470 Administrative Guidelines.

PERSONAL PROPERTY - Arkansas City High School is not responsible for the damage, theft, or loss of personal property on school grounds. Students are cautioned not to bring large sums of money, or other valuables on school grounds. Technologies (ie earbuds, airpods, etc), shoes, jackets, and other items of value should be labeled for identification purposes.

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

SCHOOL SAFETY - Drills for fires, tornados, and crises are held in accordance with state laws. Students are expected

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

STUDENT IDs – Students are required to have their IDs while in the building. IDs should be available upon request by authorized school personnel. An ID card is needed for identification, library checkout, activities, meals and etcetera.

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

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

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

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

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Education
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school
- Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school-sponsored activity
- Conduct which, if the student is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult
- Conduct at school, on school property, or at a school sponsored activity which, if the pupil is an adult, would constitute the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult
- Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others
- Possession of a weapon at school, on school property or at a school-sponsored event

SUSPENSION PROGRAM (OSS PROGRAM) – Students who are assigned Out-of-School Suspension (OSS) will be required to attend the OSS Program for the duration of their suspension. The purpose of this program is to allow the suspended students the opportunity to work on assignments they will be missing during their assigned suspension. The OSS Program operates on all student attendance days from 4:00 p.m. to 6:00 p.m. Students should report directly to the ACHS office between 3:45 p.m. –4:00 p.m. on the days of their suspension and remain there until escorted to the rooms that will be used for the program. One of our licensed staff members will have collected the student's work from the classroom teacher ahead of time. This work is to be completed during the assigned after-school OSS Program time. Students will not be allowed to return to class until all OSS time is completed. Failure to attend the OSS Program may also result in contacting the Cowley County Truancy Officer.

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

VISITORS –

All visitors to the building are required to check in through the main office during normal school hours. Prior to entry into the building, visitors may be screened. Visitor passes must be worn throughout the duration of the visit. Visitors must check out through the office

YEARS IN HIGH SCHOOL - Students are to enroll in four years of high school immediately following 8th grade. If graduation requirements are not met within the four years, students are encouraged to attend summer school,

followed by attending our virtual learning program in order to earn their diploma. Traditionally, these four years fall between 14-18 years of age. Once a student reaches 19 years old or they are past the traditional four years of attendance, they can no longer attend in person classes at ACHS. The exception to this would be students who are permitted to attend longer, based on an IEP. This practice applies to transfer students as well.

GUIDANCE

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

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

- Minimum 3.50 GPA for both semesters during the 9th, 10th, and 11th grade year.
- Minimum 3.50 GPA for the first semester of their senior year AND enrollment in at least four core classes (math, science, English, and social studies)
- Freshmen, sophomores, and juniors must enroll in both semesters at ACHS. During the senior year, qualifying students must be enrolled in the fall semester.
- Students who receive OSS or ISS during either semester of the year they are being considered are not eligible.
- Students cannot receive a letter grade below "C" in any class taken during the semester(s) being considered.

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

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

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

ENGLISH / COMMUNICATION	SOCIAL STUDIES
4 credits required English I *or* Honors English I (1.0cr) English II *or* Honors English II (1.0cr) English III *or* AP English Language and Composition (1.0cr) English IV or AP English Literature and Composition (1.0cr) **Class of 2028: 3.5cr English & .5cr Communication**	**3 credits required** World History *or* AP World History (1.0cr) U.S. History *or* AP U.S. History (1.0cr) Social Studies Elective (0.5cr) Government *or* AP Government (0.5cr)

<table>
<tr><th>MATH</th><th>SCIENCE</th></tr>
<tr><td>3 credits required

Fundamental Algebra (1.0cr)
Algebra I (1.0cr)
Geometry (1.0cr)
Intermediate Algebra IIA (1.0cr)
Intermediate Algebra IIB (1.0cr)
Algebra II (1.0cr)
Algebra III (1.0cr)
Statistics (0.5cr)
Trigonometry (0.5cr)
Precalculus (1.0cr)
Calculus (1.0cr)
College Algebra (1.0cr)</td><td>3 credits required

Physical Science or Honors Physical Science (1.0cr) Biology or Honors Biology (1.0cr)
AP Biology (1.0cr)
Chemistry I (1.0cr)
Honors Chemistry II (1.0cr)
AP Chemistry III (1.0cr)
Earth/Space Science (1.0cr)
Forensic Science (0.5cr)
Human Biology (0.5cr)
Zoology (0.5cr)
Microbiology and Botany (0.5)
Human Anatomy and Physiology (1.0cr)
Physics I (1.0cr)
Physics II (1.0cr)
Animal Science (1.0cr)
Horticulture (1.0cr)</td></tr>
<tr><th>HEALTH / PHYSICAL EDUCATION</th><th>CAREER & TECHNICAL ED & FINANCIAL LITERACY</th></tr>
<tr><td rowspan="5">1 credit required

Basic P.E. (0.5cr)
Lifetime Sports (0.5cr)
Team Sports (0.5cr)
Fit for Life (0.5cr)
Athletic Weight Training (0.5cr)
Athletic Weight Training - Zero Hour (0.5cr)
Weight Training (0.5cr)
Swimming (0.5cr)
Lifeguard Training (0.5cr)

Class of 2028: 5cr Health & .5cr of PE</td><td>1 credit required

Career and Life Planning (1.0cr)
Consumer and Personal Finance (0.5cr)

Class of 2028: .5 Credit of Financial Literacy
*Career & Life Planning is not required</td></tr>
<tr><td>FINE ARTS</td></tr>
<tr><td>1 credit required

See a comprehensive list of all fine arts classes in the Enrollment Handbook in Appendix A.</td></tr>
<tr><td>ELECTIVES</td></tr>
<tr><td>10 credits required
Class of 2028: 9.5</td></tr>
<tr><td>STEM
Class of 2028: 1 credit required

See a comprehensive list of all STEM classes in the Enrollment Handbook, pg 5</td><td></td></tr>
</table>

26.0 Total Required Credits

ADVANCED PLACEMENT COURSES/EXAMS – Certain advanced courses in the high school program are designated Advanced Placement. The Advanced Placement examinations given each May, on a standardized national test day, are scored by the Board College. Each examination receives an overall grade on a five-point scale. Each college decides which AP scores it will accept. Some colleges accept scores of 3 or better and give the student credit as if that person had taken one or more basic courses in the subject tested. In some cases, credit is not given, but the necessity of taking basic courses is waived. Students are encouraged to check with individual colleges to determine credit options that are best for them and the College Board website. College-bound students should consider taking one or more AP courses. Research shows students completing one or more AP courses, regardless of their grades, do better in college than those never taking AP courses.
Testing information will be given to teachers of AP courses in the Fall and will be distributed to enrolled AP students. The current cost is approximately $103.00 per AP exam. Arkansas City School District covers the cost of the test for all students enrolled in AP classes. If a student drops an AP course at semester, the AP College Board charges a cancellation fee of $40 per exam. If a class is dropped, the student will be responsible for the fee(s).

AP courses offered at ACHS are listed below:

ENGLISH MATHEMATICS
AP English Language & Composition AP Calculus
AP English Literature & Composition
SCIENCE SOCIAL STUDIES
AP Biology AP World / U.S. History
AP Chemistry III AP Government

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

- A student with at least 6 credits at the start of the year and/or 9 credits at the start of 2nd semester will be classified as a sophomore.
- A student with at least 12 credits at the start of the year and/or 15 credits at the start of 2nd semester will be classified as a junior.
- A student with at least 18 credits at the start of the year and/or 21 credits at the start of 2nd semester will be classified as a senior.

If there is a question regarding a student's classification because of transfer, drop-in, dropout, etc., the student's permanent file will be reviewed by the counseling department and a classification will be based on the result of that review. Student classification is determined at the beginning of the school year and again at the end of first semester. Change in classification will only be done at semester if the student's grade level goes up, not down.

EDGENUITY CLASSES - No student will be allowed to start credit recovery in Edgenuity until the initial semester of the "failed" class ends. If a student has failed required courses and needs to recover those credits, he/she will be enrolled in Learning Strategies. There will be no credit awarded for the Learning Strategies class. Credit will be awarded when a student completes a course assigned through Edgenuity. Because Edgenuity is an internet-based program, students are able to work on this credit recovery outside of school, as well. They only need to have access to the internet and can log in at the following link: **https://auth.edgenuity.com/Login/Login/Student**

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

- Have a cumulative GPA of 2.0 or above for CNA, CMA, EMT and a GPA of 2.0 for AVTS courses
- Be a junior or senior in good standing
- Meet the minimum assessment scores in Reading - 224 or higher on the Accuplacer test or 16 ACT score in Reading
- Complete the required application and support documents for the Career & Technical Education (CTE) Programs
- Submit a completed FastTrack form

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

Because of current special funding through *Excel in CTE*, high school students enrolled in a Cowley Career & Tech Ed class will have tuition paid through this grant. Approximate cost left up to the student for these programs is then only $250- $300. There are additional fees required for the CNA program. (Funding through *Excel in CTE* is subject to change – check with your counselor, upon enrollment, for accurate funding information.) Cowley courses covered under the *Excel in CTE* can be found in the Enrollment Handbook in Appendix C on page 55. A step-by-step guide to the enrollment process for students wanting to take Cowley courses for dual credit can be found in the Enrollment Handbook in Appendix B on page 57.

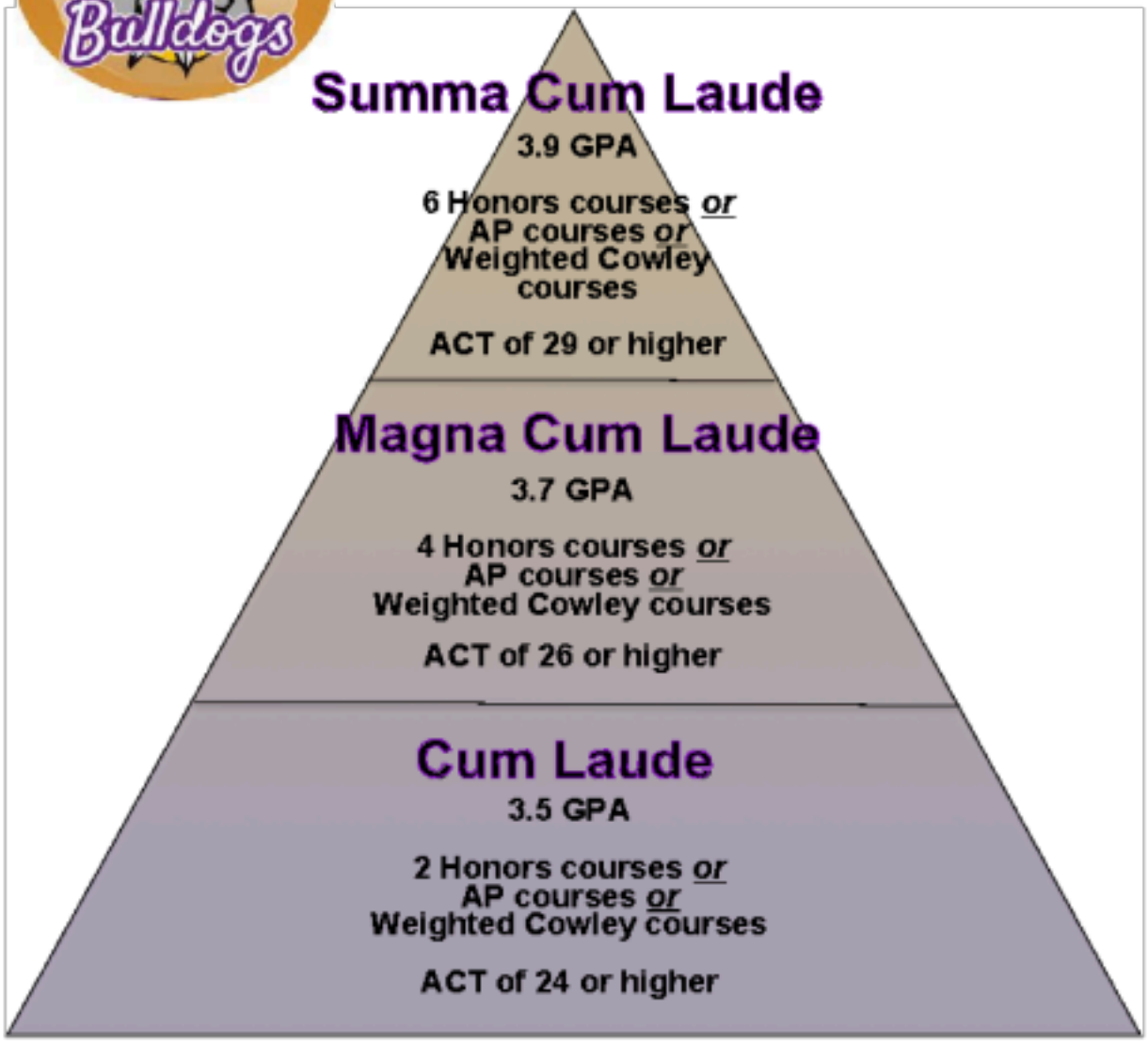
FERPA (Family Educational Rights and Privacy Act) - The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives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

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

GRADUATION RECOGNITION - Academic Recognition acknowledges: Summa Cum Laude, Magna Cum Laude and Cum Laude when determining this honor.

Arkansas City High School

Graduation Academic Recognition



What Does Graduating Cum Laude Do For You?

- Rigorous courses in high school will prepare you for challenging college-level work.
- A grade point average of 3.5 or better is achievable. A 3.5 student, who has taken difficult courses, will be better prepared than a student who makes a 4.0 taking general courses or an easier path.
- Many colleges and universities award scholarships for performance on the ACT. The best way to score well on the ACT is to take courses that push you to excel and learn. Overwhelmingly, colleges do not award scholarships based only on GPA.
- The ACHS staff believes that anything worth having is worth working hard to achieve. We, inherently, know that to be the best we can be, we must push ourselves to develop our talents and abilities. Accept the challenge to prepare for your future.

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

KSHSAA ELIGIBILITY REQUIREMENTS – For a student to remain in good standing, and eligible to participate in athletic and extracurricular activities, including debate, forensics, choir, band and any other KSHSAA activity, a student's grade performance must meet the minimum requirements of passing 6 of 8 new classes from the previous semester. Head coaches will have discretion in applying more rigorous standards for their teams. The ACHS Tutorial class receives no credit; therefore, it cannot count as one of the classes needed toward KSHSAA eligibility.
There are two factors that determine KSHSAA eligibility:

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

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

MID-TERM GRADUATION – Early graduation will be allowed when a student has met all graduation requirements. However, students are required to be in attendance full-time through seven (7) semesters at which time they may have a reduced schedule or graduate early. Students who wish to graduate mid-term will need to take Business Economics and Government in the fall and will need to work with the counselor to meet the senior English requirement. Students must further meet the required number of credits (26). Students need to communicate their desire for early graduation upon enrollment of their senior year. Students will be required to fill out an "application" for early graduation, to be approved by the building principal. Application for graduation after 7 semesters may be obtained through the Counseling and Career Center. Students are encouraged to talk with their counselors about this option early in their high school career.

MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS IN KANSAS – A student in the custody of Juvenile Justice Authority (JJA) or the Department of Children and Families (DCF) on or after the student's 14th birthday and who has achieved the minimum Kansas High School Graduation Requirements (21 specified credits) will be awarded a regular high school diploma from USD 470. The student must be at least 17 years of age and is responsible for showing he/she has been "in the custody".

REDUCED SCHEDULE - Seniors may take a reduced schedule during their second semester if they are on target or ahead of meeting their credits for graduation. Keep in mind that a student must be currently enrolled in at least six new classes AND have passed six new classes the previous semester of high school credit to be eligible to participate in KSHSAA-sponsored activities. Tutorial cannot count as one of the six classes, as it offers no credit.

REGENTS vs KANSAS SCHOLARS COMPARISON

(Note: 1 unit = 1 year or 2 semesters)	
***Anticipated* KANSAS REGENTS QUALIFIED ADMISSIONS CURRICULUM**	**KANSAS SCHOLARS CURRICULUM**
ENGLISH	**ENGLISH**
Units recommended Students are encouraged to take courses in journalism, speech, drama/theatre, and/or debate. These courses do not count toward English requirement.	**4 approved units required** At least one unit of English or language arts must be taken each year of high school. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.
MATH	**MATH**

Units recommended Students may choose from the following courses: • Algebra I (only taken at HS) • Geometry • Algebra II • Any course with Alg II as prerequisite	**4 approved units required** In addition to **Algebra I, Algebra II, and Geometry, you **MUST** complete at least one unit of advanced math selected from: • PreCalculus • Calculus I • Algebra III • Statistics • Trigonometry • College Algebra **Algebra I in 8th grade is accepted for Scholars Curriculum

SCIENCE		**SCIENCE**
Units recommended Students may choose from the following courses:		**3 approved units required** Scholars' Curriculum **REQUIRES** the following courses: • Biology • Chemistry • Physics Students are strongly encouraged to take a 4th year of science.
• Physical Science • Honors Physical Science • Biology • Honors Biology • AP Biology • Earth/Space Science • Chemistry • Physics • Honors Chemistry II	• AP Chemistry III • AP Physics • Human Biology • Zoology • Anatomy/Phys • Forensic Science • Animal Science • Horticulture Science	
SOCIAL STUDIES		**SOCIAL STUDIES**
Units recommended Students must take three units that include instruction in:		**3 approved units required**
• World History or AP • U.S. History or AP • Government or AP • Economics or AP	May use courses below for elective credits: • College Sociology • Current Events • College Psych • Sociology	• One unit of U.S. History • Minimum of one-half unit of U.S. Government • Minimum of one-half unit selected from: World History, World Geography, or International Relations • One unit selected from: ○ Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.
ADDITIONAL ACADEMIC COURSES		**WORLD LANGUAGE**
3 approved units required		**2 approved units required** Students are **REQUIRED** to complete two units of the same world language.

QUALIFIED ADMISSIONS STANDARDS			**Kansas Scholars Curriculum**
ESU, PSU, FHSU, WSU	**K-STATE**	**KU**	The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the Senior year. This curriculum is NOT the same as the Qualified Admissions Curriculum. What are the other requirements to become a State Scholar? • Students must have taken the ACT between April of the sophomore year and December of the senior year. • Students must be a Kansas resident. • Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

All Students Must: 1. Achieve one of the following: a) ACT score of 21 or higher; OR b) Cumulative GPA of 2.25 2. Achieve a 2.0 GPA or higher on any college credit taken in high	All Students Must: 1. Achieve one of the following: a) ACT score of 21 or higher; OR b) Cumulative GPA of 3.25 2. Achieve a 2.0 GPA or higher on any college credit taken in high school	All Students Must: 1. Achieve one of the following a) ACT score of 21 or higher; AND b) Cumulative GPA of 3.25 **OR** c) ACT score of 24 or higher; AND d) Cumulative GPA of 3.00 2. Achieve a 2.0 GPA or higher on any college credit taken in high school	

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

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

TRANSCRIPTS – Students requesting transcripts for colleges or other official agencies must request these through the high school Registrar's office. Official transcripts will be mailed. An unofficial transcript can be sent electronically. All ACT scores are printed on each student's transcript.

WEIGHTED GRADES

ACHS Weighted Grades - All Honors and AP courses will be graded on a 5.0 modified/weighted grade scale. All other courses at ACHS will remain on the 4.0 non-weighted grade scale.

HONORS/AP WEIGHTED COURSES GRADE SCALE	
A = 87-100 B = 77-86 C = 70-76 D = 60-69 F = 0-59	A = 5 B = 4 C = 3 D = 2 F = 0
NON-WEIGHTED COURSES GRADE SCALE	
A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59	A = 4 B = 3 C = 2 D = 1 F = 0

The following courses are included in the 5.0 modified/weighted grade scale:

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

Cowley Weighted Grades – Certain Cowley courses, taken by ACHS students for dual credit, qualify for the 5.0-weighted grade scale. All Cowley courses qualifying for the weighted scale will be reviewed each school year.

COWLEY WEIGHTED COURSES GPA WEIGHT	The following courses are included in the 5.0-weighted grade scale:
A = 5 B = 4 C = 3 D = 2 F = 0	● ACC1150 Principles of Accounting I (3cr) elective (0.5cr) ● ACC1160 Principles of Accounting II (3cr) elective (0.5cr) ● BIO4125 General Biology I/Lab (5cr) science (1.0cr) ● BIO4150 Human Anatomy & Physiology/Lab (5cr) science (1.0cr) ● CHM4220 Chemistry I/Lab (5cr) science (1.0cr) ● CHM4230 Chemistry II/Lab (5cr) science (1.0cr) ● ECO6113 Principles of Macroeconomics (3cr) economics (0.5cr) ● ECO6114 Principles of Microeconomics (3cr) economics (0.5cr)

COWLEY NON WEIGHTED COURSES GPA WEIGHT	
A = 4 B = 3 C = 2 D = 1 F = 0	● FOL2331 Spanish II (5cr) world lang (1.0cr) ● MTH4423 Elementary Statistics (3cr) math (0.5cr) ● MTH4435 Calculus (5cr) math 1.0cr) ● PHS4550 General Physics I/Lab (5cr) science (1.0cr) ● PHS4551 General Physics II/Lab (5cr) science (1.0cr) ● PHS4560 Engineering Physics I/Lab (5cr) science (1.0cr) ● PHS4561 Engineering Physics II/Lab (5cr) science (1.0cr) ● PSY6711 General Psychology (3cr) elective (0.5cr) ● SOC6811 Principles of Sociology (3cr) elective (0.5cr)

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

HEALTH INFORMATION

COMMUNICABLE DISEASES - Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be readmitted to regular classes upon termination of the illness or in accordance with the "Kansas Classroom Handbook of Communicable Diseases". If a student is absent from regular classes for more than three consecutive days or the principal or school nurse has determined that a student has a communicable disease, the principal or school nurse shall decide whether a written statement shall be obtained from the student's physician before the student reenters school. Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting. No information regarding students with communicable diseases shall be released by district personnel without the student's parent/guardian's consent.

HEAD LICE – USD 470 is following the recommended guidelines of the CDC and KDHD and does not require students who have live head lice and/or nits be excluded from school.

1. If a suspected student has head lice, the health care professional or designee will check the student's head. 2. Individuals with head lice are not required to be excluded from school. The student will be sent home at the end of day and should be treated before returning.

3. All household members and other close contacts should be checked and treated simultaneously.

4. Parent/guardian will be informed if a student is needing pediculicide treatment.

5. Students who have been identified as having head lice will be monitored by the school nurse, or designee. The student will be rechecked upon their next day of admission and as needed per suspected live head lice. 6. Students with nits, or head lice eggs, will not be excluded or required to have treatment. These students will be monitored weekly and notify

parents if live head lice become evident. The above steps, 1-5 will be followed.

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

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

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

INFECTIOUS SOFT SKIN TISSUE POLICY - Students or staff members, who have soft tissue infections, (such as but not limited to MRSA-Methicillin Resistant Staph Aureus, Ringworm, Impetigo) should not routinely be excluded from the classroom unless directed by a physician.
In situations where students and parents do not comply with wound care, coverage and hygiene, exclusion from school or athletics (physical education classes or team sports – including practice and competition) may be appropriate. For those with wound drainage that cannot be covered and contained with a clean, dry dressing taped on all four sides, and for those students who cannot maintain good personal hygiene, the school district will work with the students and parents to educate students on wound treatment and hygiene and the requirements on wound care, coverage, and hygiene.

INFECTIOUS SOFT SKIN TISSUE PROCEDURE for USD 470 - Management of Infectious Soft Skin Tissue in the School Setting:

- Refer students with open, draining wounds or infections to the school nurse.
- School personnel should notify parents/guardians, when possible, skin infections are detected for referral to a licensed health care provider for diagnosis and treatment.
- Individuals with open wounds should keep them covered with clean, dry bandages.
- Open wounds should be treated as infectious.
- Gloves should be worn during contact with non-intact skin or mucous membranes. Hands should be washed immediately after removing gloves.
- When a confirmed soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo) occurs within the school population, the superintendent or his or her designee will determine whether parents and staff should be notified.
- If a cluster of three or more cases occurs in a single classroom or athletic team, the superintendent or his or her designee will determine whether a report should be filed with the Cowley County Health Department. ● Students or staff members, who are colonized or infected with a soft skin tissue infection (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo), should not routinely be excluded from the classroom unless directed by a physician.
- Individuals with a confirmed soft skin tissue infections (such as but not limited to MRSA Methicillin Resistant Staph Aureus, Ringworm, Impetigo), should not be placed in the same classroom with anyone who has severe immune system suppression.

Exclusion from school or athletics (physical education classes or team sports – including practice and competition), when appropriate, will be recommended for those with wound drainage that cannot be covered and contained with a

clean, dry dressing taped on all four sides, and for those who cannot maintain good personal hygiene. Students with active skin and
soft tissue infections unless adequately covered and routine hygiene measures maintained will not be allowed to participate in physical activities without a doctor's release or until wounds are completely healed.

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

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

MEDICATION – When possible, students should take medication at home. If it is necessary that a medication be taken during school hours, the following regulations will be followed. Medication must be brought to school in the original container with appropriate label intact. Medication should not be kept in a student's vehicle. This includes over-the counter medication such as aspirin, as well as prescriptions. If medication is not properly labeled, it may not be taken. A written statement by parent requesting the medication be taken at school needs to accompany all medication. All medication, both over the counter and prescription must be kept in the office. The school nurse or a designated person will supervise the taking of medication. A record will be kept by school personnel of all medication taken at school. The school nurse or any other school personnel cannot by state law dispense aspirin or any other type of medication to students.

STUDENT ACTIVITIES HANDBOOK

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

AVCTL DIVISION II – Ark City, Andover, Andover Central, Goddard, Goddard Eisenhower, Salina Central, Newton.

Board Policy JH

I. **Philosophy** - The extracurricular activities and athletics programs of Unified School District 470 includes any athletic team, club activity, program, class office or group which represents our school district (collectively referred to as "extracurricular activities"). These extracurricular activities of Arkansas City High School and Middle School are a valuable part of the educational program of USD 470. These programs teach many things in addition to the aptitudes or skill in which the participant is directly involved. Attitudes and values, such as leadership, honesty, character, maturity, discipline, sacrifice, cooperation, dedication, and self-confidence are among the most important products of a successful activities program. Upper class status is considered commensurate with expectations for sound judgement, empathy, support, and encouragement for fellow students and for behaviors that exemplify team leadership by example. Bullying or coercing another student will not be tolerated (JDDC, et al). These programs are considered to be a privilege rather than a right for the participants involved, a principle which has been upheld in numerous courts decisions. The participants are highly visible representatives of their school, their district, and their city. Because of these facts, schools are allowed to set more stringent codes of conduct, dress and responsibilities for participants than are required of students in the regular academic setting. In the event that a sponsor or coach desires a more stringent code of conduct, dress or responsibility in their activity or athletic program, they will need to have the endorsement of the Board of Education.

II. **Use of Tobacco (see Policy JCDAA), Alcohol or Controlled Substances** - Use of tobacco in any form, or the possession (actual or constructive) or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, crack, steroids, or any other substance on the controlled substance abuse list,
alcoholic beverage, cereal malt beverage or intoxicant of any kind is prohibited for students involved in extracurricular activities. For purposes of this policy, "career" shall mean sixth, seventh and eighth grades for students in middle school; and ninth through twelfth grades for students in high school.

First Violation – Upon the first violation of this policy during a student's career, the student shall not participate in any extracurricular activity (including practice with the team/organization, performance, and competition) for 20 consecutive school days. This shall be reduced to 10 consecutive school days if (a) the student and parent/guardian enroll in and successfully complete a school-approved intervention program at the parent/guardian's expense; and (b) the student successfully completes 10 hours of

school-approved community service.

Second Violation – Upon the second violation of this policy during a student's career, the student shall not participate in any extracurricular activity (including practice, performance, and competition) for the remainder of that activity's current season or six (6) consecutive school weeks, whichever is longer (including practice with the team/organization, performance, and competition). In addition, (a) the student and parent/guardian must enroll in and successfully complete a school-approved intervention program at the parent/guardian's expense; and (b) the student must successfully complete 20 hours of school-approved community service. Consecutive school days shall be carried over to the next school year's school calendar, should the violation occur when school is not in session, or if an insufficient number of consecutive school days remain when the violation occurs.

Any Subsequent Offense – Any subsequent violation of this policy in a student's career will result in loss of participation in all extracurricular activities for a calendar year (365) day. JH Student Activities JH For a first violation, Policy JDC allows for some limited flexibility for non-competitive participation (student workouts or practice) if all other consequences or conditions resulting from a first JH violation have been addressed. The student may be placed on a probationary status for a period of time.

III. **Criminal Activity** - Any student convicted, adjudicated or placed on diversion or deferred adjudication for a felony or misdemeanor offense (excluding traffic, truancy, or offenses addressed by Subsection II above) will be ineligible to participate in extracurricular activities until the beginning of the next sports calendar season (the first day of August, November, or March), after the student is released from Court supervision, probation, or diversion. The administrative team has discretion to determine whether a student may participate in extracurricular activities from and after the time of arrest, filing charges, or indictment for any criminal offense until final adjudication, conviction, diversion, or deferred adjudication.

III. **Academic/Participation Grade** - If a student is in an academic/participation class and cannot participate because of a violation of this policy, the instructor will be required to provide alternative learning activities to ensure that the student's participation grade is not adversely affected.

IV. **Notification** - The Activities Director or building administrator will notify in writing the parents/guardian of each student, of the penalties brought against the student, under this policy. This notification shall take place within 5 days of the assessment of the penalties. After receiving this notification, the parent or guardian may proceed with the appeals process.

V. **Appeals Process** - Step I--Request in writing a review of the suspension by the principal or his designee, within 15 days after receipt of notification of the penalty. Such review will be held, and the decision rendered within five (5) days of the request. If not satisfied, the individual may proceed to Step II. Step II--Request in writing that the superintendent review the decision made by the principal or his designee, within 15 days after receipt of notification of the review results. The superintendent will reply to the request within ten (10) days. If not satisfied, the individual may then proceed to Step III. Step III--File a written request with the Clerk of the Board of Education requesting the Board of Education review the decision made by the superintendent, within 15 days after receipt of notification of the superintendent's decision. Within ten (10) days following the next regular board of education meeting, a written decision will be sent to the individual who filed the appeal. Revised/Approved: January 2023

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

ACTIVITY ATTENDANCE - If a student is going to miss classes because of a scheduled contest, program, or trip, it is the student's responsibility to make arrangements regarding his/her make up work in advance. Students are required to be in school before the beginning of the lunch block or hour the day of a practice, performance, contest, program, or trip if he/she expects to participate. Exceptions may be made if the student has a written verification from a doctor. Any other exceptions should be cleared with administration in advance. Students should be in school on time the day after a competition or performance.

ACTIVITY TICKETS - Activity tickets may be purchased at the high school or middle school office. The activity ticket will be accepted at all regular high school home events. All current students will be allowed entrance into sporting events for free with their school ID. They will not be accepted at regional, sub-state, or state events.

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

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

Disorder and disruption of school activities will not be tolerated, and persons attempting to or engaging in any activity that may endanger the safety of students, school personnel or other adults; that may damage school property; or that may interfere with school activities or the educational process; shall be held accountable.
It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building, or structure used for student instruction, or attendance or extracurricular activities of pupils or at any scheduled school sponsored activity or event. Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed at a disturbance, disorder or demonstration shall be made by the administrator or person designated to oversee the building or activity. The Superintendent shall be notified of any serious problem at the school.
All actions are to be for, not against; positive, not negative, or disrespectful! Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- Be courteous to all (participants, coaches, officials, staff, and fans.)
- Know the rules, abide by, and respect the official's decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.

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

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

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

GRADUATION CORD/REGALIA QUALIFICATION - Graduation cords are earned through a student's involvement in school organizations that uphold both national standards and the school's defined eligibility criteria. These distinctions are awarded based on factors such as membership duration, active participation, academic excellence, leadership, mentorship, volunteerism, and community service. Graduation cords serve as a symbol of a graduation candidate's commitment and achievement in representing and promoting positive school culture.

HS CLUBS

- AC Players (Drama)
- AFS – American Field Service **NOT ACTIVE
- FBLA – Future Business Leaders of America
- FCA – Fellowship of Christian Athletes
- FFA –Agricultural Club
- Fishing Club **NOT ACTIVE

- French Club **NOT ACTIVE
- GSA – Gay Straight Alliance
- HOPE Squad
- In-stitches crochet club
- Industrial Tech **NOT ACTIVE
- KAY - Kansas Association for Youth
- Multicultural Student Union
- Native American Club **NOT ACTIVE (part of Multicultural)
- NFL – National Forensics League
- NHS –National Honor Society
- SADD - Students Against Destructive Decisions
- Scholar's Bowl
- Usherettes
- Skills USA **NOT ACTIVE
- Spikeball Club

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

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

KSHSAA ACTIVITIES - Band, Cheerleading, Choir, Danceline, Debate, Forensics, Scholar's Bowl, Student Council, KAY

KSHSAA ATHLETICS
Fall – Cross Country, Football, Girls Golf, Girls Tennis, Boys Soccer, Volleyball
Winter – Basketball (boys and girls), Wrestling (boys and girls)
Spring – Baseball, Boys Golf, Boys Tennis, Girls Soccer, Softball, Track

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

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

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

PUBLICATIONS/MEDIA - The "Arklight" is the official newspaper of ACHS. The "Mirror" is the high school yearbook.

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

TRANSPORTATION - Student participants are expected to be transported to and from school activities in a school vehicle with the team unless arrangements have been made and approved by administration. If a parent wishes to take the student home after an event they must have the student-athlete Bus Release Form signed by a school administrator or coach. The form must be given to the coach before leaving with the parent.

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

DISCIPLINE GUIDEBOOK INFORMATION

PHILOSOPHY

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

BACKGROUND AND PURPOSE

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

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

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

SEARCHES OF STUDENTS AND PROPERTY

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

HIGH SCHOOL DISCIPLINE NOTES

The high school students are assigned to ISS from 7:55 a.m. to 3:15 p.m. Detention is held before and after school. Detention time can also be served during lunch.

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

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

BATTERY - Battery, which may include sexual battery, is defined as the unlawful, intentional touching or application of force to the person of another, which is done in a rude, insolent, or angry manner. Battery could involve, but is not limited to, such acts as slapping, scratching, punching, kicking, grabbing around the neck or body, shoving, biting, hair pulling, etc. Students involved with acts of battery will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified. Consequences will also apply to students who incite, instigate, or are accomplices to the battery.

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

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

Artificial Intelligence (AI) is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator prior to the completion of the assignment.

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

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

1st Instance Double time of original detention
2nd Instance 1 day ISS
3rd Instance 2 day ISS

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

1st Instance 1 to 2 hours detention or 1 to 2 periods of ISS from that class only
2nd Instance 3 hours detention or 3 periods of ISS from that class
3rd Instance 1 day ISS or 4 periods of ISS from that class only
4th Instance 3 days ISS

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

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

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

1st Instance Documented Warning
2nd Instance 3 hours detention
3rd Instance 5 hours detention
4th Instance 1-3 days suspension

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

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

FALSE NOTE OR CALL OR FRAUDULENT MISUSE OF SCHOOL FORM - Students who falsify notes to excuse absenteeism or have false calls made to the school to excuse their absences will receive immediate and appropriate disciplinary action. Also, any student who falsifies a school form or document, or uses that form or document for any purpose other than the specific purpose for which it was intended, will receive immediate and appropriate disciplinary action. This will include misuse of school ID.

1st Instance 1-3 hours detention
2nd Instance 1 - 3 days ISS
3rd Instance Repeat above consequences

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

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

FLAGRANT MISBEHAVIOR - Flagrant misbehavior is any overt act that could adversely affect the learning environment of the public schools of USD 470 or jeopardize the health, safety or physical well-being of those students and staff who attend or work in any of the public schools. Students who involve themselves in acts of flagrant misbehavior will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified.

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

FLAGRANT MISBEHAVIOR TOWARDS STAFF-THREATS, OBSCENITY, PROFANITY OR MENACING OR THREATENING GESTURES - Inappropriate behavior towards any administrator or staff member will result in immediate and appropriate disciplinary action being taken. This would include lying to a staff member, direct profanity being used toward the staff member, threats being made either verbally or in writing, or any threatening or menacing gestures being made toward the staff member.

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

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

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

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

1st Instance 5-day suspension
2nd Instance 10-day suspension and recommend either long-term suspension or expulsion, law enforcement

officials will be notified

HARASSMENT - BULLYING - Activities that involve students bullying other students are abusive behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. USD 470 strictly prohibits students from engaging in any form of bullying (including cyber-bullying) on school property, in conjunction with any school activity or involving any person associated with the school. Any student who participates in bullying or conspires to engage in bullying will face immediate and appropriate disciplinary action and must meet with the counselor. A mandate of "no interaction" will be issued. Students who experience bullying (including cyberbullying) are required to report the incident to an adult staff member and complete the anti-bullying report form. [ ] Anti-bulling form is available in the HS office and located on the school district website www.usd470.com.
1st Instance 1-3 days ISS
2nd Instance 1 - 3 day suspension
3rd Instance 5-10 day suspension and recommend either long-term suspension or expulsion

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

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

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

1st Instance 1 - 3 day ISS + counselor referral
2nd Instance 3 day ISS
3rd Instance 3 - 5 day
4th instance 5 - 10 day suspension with possibility of recommending either long-term suspension or expulsion

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

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

HORSEPLAY - Students should not engage in acts of horseplay which are disruptive to the learning environment,

or which could result in injury to others even though there was not any intent to cause injury.
1st Instance Documented warning
2nd Instance 3 hours of detention
3rd Instance 1 day ISS
4th Instance 3 days ISS

ILLEGAL, UNSAFE OR POTENTIALLY DANGEROUS PRODUCTS - The consumption, possession (actual constructive), use, transfer, distribution, sale, solicitation, or to be under the influence of any illegal substance -- which includes tobacco in any form e cigarettes, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, crack, steroids or any other substance on the controlled substance abuse list, alcoholic beverage, cereal malt beverage or intoxicant of any kind -- anywhere inside the school building or on school property or at any school sponsored activity is prohibited. If student is suspected of being under the influence of any illegal or potentially dangerous substance, the Director of Safety and Security will be called to conduct a field test with the school nurse to determine whether the student is more likely than not, under the influence. The possession of drug paraphernalia -- which means all equipment, products and materials of any kind which are used or intended for use in planting, propagation, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, possessing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of the uniform controlled substances act -- anywhere inside the school building or on school property or any school sponsored activity is prohibited. Drug paraphernalia includes, but is not limited to, items which fall into the above domains. The use of baby-powder, chalk, cornstarch, or any other substance in “white-out” or powder (or similar) celebrations is banned due to potentially serious, harmful, or allergic reactions caused by inhalation of the airborne powder. The student or crowd use of any product which may pose a health risk to persons or potential damage to district or personal property is disallowed. Students who violate this policy will receive immediate and appropriate disciplinary action. Police will be notified. Any illegal substance or paraphernalia will be confiscated by school officials.

Alcohol:
1st instance: 3 day suspension and student will successfully complete a school approved intervention program 2nd instance: 5 day suspension
3rd instance: 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion

Illegal Drugs:
1st instance: 7-10 day suspension and the student will successfully complete a school approved intervention program 2nd instance: 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion

Tobacco:
1st instance: 1- 3 days suspension and student will successfully complete a school-approved intervention program 2nd instance: 3-5 5 days suspension
3rd instance: 5-10 days suspension with administrative discretion to seek a long-term suspension and/or expulsion

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

1st instance: Documented warning
2nd instance: Suspension for duration of ISS assignment
3rd Instance: Repeat above consequence

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

1st Instance 1-2 hours detention

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

INAPPROPRIATE ITEMS, AND/OR MATERIALS BROUGHT TO SCHOOL - Inappropriate items and/or materials that affect the learning environment of the classroom or the school should not be brought to school. Items that are used irresponsibly which adversely affect the learning environment of a classroom or school will not be tolerated and will be confiscated.

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

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

1st Instance 2 hours detention and/or 2 days ISS from the period in which the language or gesture occurred. 2nd Instance 3 hours detention and/or 3 days ISS from the period in which the language or gesture occurred. 3rd Instance 1-3 days ISS
4th Instance 3 day out of school suspension

INAPPROPRIATE USE OF TECHNOLOGY - USD 470 supports the use of advanced technology and increased access to learning opportunities by all students. The goal of the district in providing access to computers, computer networks, Internet resources, electronic mail and other online services for students is to promote educational excellence by facilitating resource sharing and communications and improving access to information. The use of district computers, network, the internet, or other online services accessed through district resources shall be in support of education and research consistent with the district's educational objectives. Limited, appropriate personal use of computer technology resources is permitted if it does not interfere with student responsibilities or the educational process. See "Harassment – Bullying" under General Information. The anti-bulling form is available in the HS office and located on the school district website www.usd470.com.

The use of the district's computer technology resources is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. USD 470 reserves the right to deny, revoke, suspend, or close any user account at any time, based upon the determination of inappropriate use by the account holder or user. Inappropriate use may also result in disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws; and assessment of the cost of damages to hardware/software. Any student identified as a security risk or having a history of inappropriate use with other computer systems may be denied access.

Student Rights to Privacy (HBG-BOE Policy): Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. Computer Use Audits: The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

E-Mail Privacy Rights: Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.
Ownership of Employee Computer Materials: Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. All instances Up to 10-day suspension; computer privileges restricted.
1st instance 1 hour detention

2nd instance 2 hours detention; computer privileges restricted
3rd instance 1 to 3 day suspension; computer privileges restricted

LEAVING CLASS or SCHOOL GROUNDS WITHOUT PERMISSION - Students are not to leave the classroom without receiving permission from the instructor to leave. Students who leave class without permission will be referred to the office.

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

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

1st Instance 3 days lunch detention
2nd Instance 5 days lunch detention
3rd Instance 7 days lunch detention

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

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

OUT-OF-SCHOOL SUSPENSION PROGRAM VIOLATION - Failure to successfully complete the OSS Program may result in an additional day of OSS upon return to school. Failure to attend the OSS Program may also result in contacting the Cowley County Truancy Officer.

All Instances OSS until OSS Program time is complete

DISPLAY OF AFFECTION

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

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

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

PERSONAL ELECTRONIC DEVICES (PED's) AND ACCESSORIES VIOLATION- **SPECIFICATION:** Students are required to power off and securely store all personal electronic devices—including cell phones, smart watches, and headphones—from the beginning of the school day until dismissal. This expectation applies during all instructional time, passing periods, and lunch breaks. Students participating in a school-sponsored activity or attending a college class off campus during the regular school day may access their device as permitted by the principal.

1st Instance Device held in the assistant principal's office for the day; parent/guardian notified; behavior contract completed; parent must pick up the device.
2nd Instance Device held for the day; parent/guardian pick-up required; one day of in-school suspension (ISS) assigned. 3rd Instance Device held; parent pick-up required; 1–3 days ISS assigned.
4th Instance and Beyond Device held; parent pick-up required; parent meeting scheduled; student may face additional consequences for Open Defiance per the USD 470 Administrative Guidelines.

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

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

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

1st Instance 3 hours detention
2nd Instance 5 hours detention
3rd Instance 1-3 days ISS
4th Instance 1- 3- days OSS
5th Instance 5-10 days OSS and recommend either long-term suspension or expulsion

SELECTIVE ATTENDANCE *(as related to other offenses of not being in class)* - Students are expected to be in all the classes they are scheduled to be in during the regular school day. Truancy policy will apply. If a student is absent from class for more than 15 minutes, it is considered selective attendance.

1st Instance 3 hours detention
2nd Instance 1 day ISS
3rd Instance Repeat above consequence

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

STUDENTS IDs - Repeated instances of replacing IDs increases staff workload and uses district resources. Students who repeatedly replace IDs will receive immediate and appropriate disciplinary action.

1st Instance Documented
2nd Instance Documented
3rd Instance Documented
4th Instance and Beyond 1 hour detention

TARDINESS TO CLASS *(as related to other offenses of not being in class)* - Repeated instances of tardiness to class by students can become disruptive and detract from the learning process. Students who are repeatedly tardy to class will receive immediate and appropriate disciplinary action. A student will be counted tardy if they arrive within the first 15 minutes of class.

1-3 instances - Documented in Powerschool
4th Instance 1 Day of ISS on 10th tardy per quarter

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

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

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

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

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

1st Instance 1 day ISS
2nd Instance 3 days ISS
3rd Instance 3-day suspension
4th Instance 5-10 day suspension and recommend either long-term suspension or expulsion

UNEXCUSED ABSENCES OR TRUANCY (*as related to other offenses of not being in class)* - Truancy is defined as any three consecutive absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant. Students under the age of 18 who are truant will also be referred to the appropriate legal authorities in accordance with Kansas State Statute. All absences must be cleared or validated within 24 hours after the student returns to school. Following 10 days of absences (excused or unexcused), a doctor's note will be required to excuse any further absences.

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

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

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

WEAPONS - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on the school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.
Weapons and Destructive Devices - As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

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

pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

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

Students violating this policy shall be reported as having a felony or misdemeanor and referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or Commissioner of Juvenile Justice.
1st Instance 5 to 10 days suspension and recommend either long-term suspension or expulsion and notification of police; may result in one calendar year suspension

SHORT TERM SUSPENSION

Except in an emergency, short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.
Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

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

LONG-TERM SUSPENSION

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

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

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

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

What is Bullying?

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

- Harming a student or staff member, whether physically or mentally
- Damaging a student's or staff member's property
- Placing a student or staff member in reasonable fear of harm to the student or staff member

- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property
- Any form of intimidation or harassment prohibited by the BOE in policies concerning bullying.

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

Bullying can be...

PHYSICAL:	VERBAL:	SOCIAL:	CYBER-BASED:
Harm to someone's body or property. Examples: Hitting Kicking Pushing Stealing	Harm to someone's self esteem or feeling of safety. Examples: Teasing Name-calling Insulting Threatening words	Harm to someone's group acceptance. Examples: Spreading lies about someone Making someone do something they do not want to do Making mean faces or gestures towards others	Intentionally hurting someone using an electronic device

WHERE DOES BULLYING HAPPEN?

- School Grounds/Hallways
- Classroom/Cafeteria
- Neighborhood/Home-Brothers/Sisters
- Bus/Bus Stop
- Computer/Internet/Phone
- Electronic Games

IF SOMEONE IS BULLYING YOU:

- Try to ignore them
- With confidence, tell them to stop
- Walk Away
- Find friends to be with
- Tell an adult you trust
- Report it online or at the school office

IF YOU SEE SOMEONE GETTING BULLIED:

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

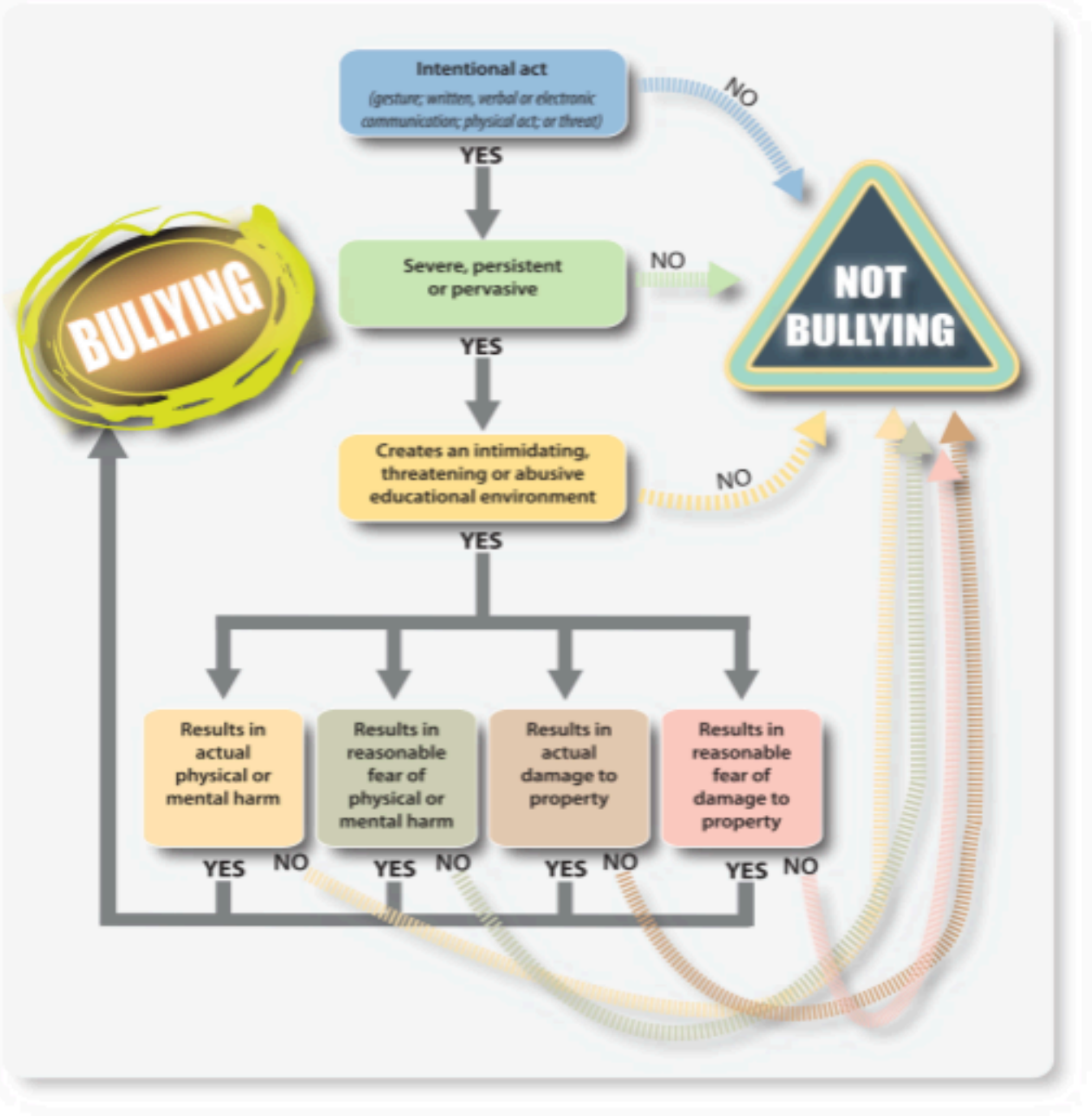
POWERFUL SKILLS - Do These!

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

Don't Do These!

1. Cry. Hit. Kick. Yell.
2. Shiver. Call names.
3. Act terrified.
4. Hold your head down.
5. Quit coming to school.
6. Get sick when bullied.
7. Give bully your money.
8. Run away from home.
9. Don't tell an adult.
10. Start feeling depressed.
11. Try to change schools.
12. Start letting grades drop

KANSAS BULLYING LAW



USD 470 - Report of Bullying Form

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

Name of Complainant

_____ Address

_____

Telephone Number _____

Nature of the Complaint _____

Please describe the bullying incident or act. Include information about:

* Who was the person engaging in the conduct?
* What was the nature of the conduct?
* When did it occur?
* Where did it occur?
* What effect did the incident have on you?
* Were there any witnesses to this incident?

_____

_

_____

_

_____

_

_____

_

_____

_

_____

_

What action do you believe the school should take with regard to this incident? _____ If this matter proceeds to a formal hearing, will you appear and testify as to your knowledge of the matter? _____ Signature of Complainant: _____Date: _____

Division of Public Health
Curtis State Office Building
1000 SW Jackson St., Suite 300
Topeka, KS 66612-1368

Kansas Department of Health and Environment

Phone: 785-296-1086
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

KANSAS SCHOOL KINDERGARTEN THROUGH GRADE 12
IMMUNIZATION REQUIREMENTS FOR 2025-2026 SCHOOL YEAR

Immunization requirements and recommendations for the 2025-2026 school year are based on the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC) recommendations. The current recommended and minimum interval immunization schedules may be found on the CDC webpage. The best disease prevention is achieved by adhering to the recommended schedule. However, if a child falls behind, the catch-up schedule is implemented. To avoid missed opportunities, immunization providers may use a 4-day grace period, in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

K.S.A. 72 - 6261 - Kansas Statutes Related to School Immunizations Requirements and K.A.R. 28-1-20, published July,18, 2019 in the Kansas Register, definesthe immunizationsrequired forschool and early childhood program attendance.

- **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4th dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5th dose is not necessary if the 4th dose was administered at age 4 years or older. A dose of **Tdap** is required at entry to 7th grade (11-12 years).

- **Hepatitis A (Hep A):** Two doses required. Doses should be given at 12-23 months with a minimum interval of 6 months between the 1st and 2nd dose.

- **Hepatitis B (Hep B):** Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 24 weeks.

- **Measles, Mumps, and Rubella (MMR):** Two doses required. Doses should be given at 12-15 months and 4-6 years(prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.

- **Meningococcal-Serogroup A,C,W,Y (MenACWY):** Two doses required. Doses should be given at entry to 7th grade (11-12 years) and 11th grade (16-18 years). (11th graders who are not yet 16 years of age should wait to receive the dose until they are 16 years of age.) For children 16-18 years, with no previous MenACWY, only one dose is required.

- **Poliomyelitis (IPV/tOPV):** Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3rd dose was given after 4 years of age **and** at least 6 months have elapsed since dose 2.

- **Varicella (Chickenpox):** Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2nd dose may be administered as early as 3 months after the 1st dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in K.S.A. 72-6262.
In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- **Human Papillomavirus(HPV):** Two doses *recommended* at 11 years of age or three doses if the series is started after 15 years.
- **Influenza** and **COVID-19:** Annual vaccination *recommended* for all ages ≥ 6 months of age.

Vaccination efforts by school and public health officials, immunization providers, and parents are key to the success of protecting our children and communitiesfromvaccine preventable diseases. Thank you for your dedication. Revision 1/2025