Student Handbook

Arkansas City Middle School



2026
2027

Arkansas City Middle School Handbook

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.

ARKANSAS CITY MIDDLE SCHOOL STUDENT HANDBOOK

School Colors: Purple and White **School Mascot: Bullpup**

Welcome – The administration and staff of Arkansas City Middle School would like to welcome all students to the new school year. We pledge to do all that we can to assist our students in obtaining a quality education and ask only that they work to the best of their ability to accomplish the same. Our success as a school can only be measured by the success of our students.

ACADEMICS

Academic Assistance - Acceleration – Academic assistance and/or acceleration is based upon multiple assessments and teacher input.

Grade Cards – Grade cards are issued at the end of each nine-week session. Letter grades are used to designate progress.
Honor Roll – There are three Honor rolls at ACMS: Principal's (4.0 grade point average), Scholastic (3.5 to 3.9 grade point average), and Bullpup (3.0 to 3.4 grade point average). The purpose of these honor rolls is to recognize those students' attaining excellence and near excellence in regular academic classes. Any student earning a D, or an F will automatically be excluded from all honor rolls no matter what his or her grade point average might be. Courses in which a "pass" or percentage is recorded are not used to compute the grade point average for honor roll purposes.

Schedule Changes/Elective Classes
Students will be given the first TWO days of a semester to *submit a request to* change their *elective* schedules. Any requests for schedule changes at the beginning of a semester MUST be made to the counseling department by 3:00 pm of the second day *of* that new semester. No student will be allowed to change elective classes after this period of time is over. Any variance from this will be at the discretion of administration. Administration reserves the right to change a student's schedule throughout the semester in order to best meet the academic needs of each student.

Textbooks – All textbooks needed by the pupil are furnished. All materials must be returned at the end of the year or at the time of withdrawal from the school. Any damage, in excess of normal wear, or loss of such materials must be paid for at the close of the school year or at withdrawal. Students are responsible for all textbooks checked out to them.

Student Homework (IHB) - The use of homework as a means to discipline students is prohibited. Homework shall be assigned on a need basis and shall never exceed a student's capacity to independently complete within a reasonable time.

ATTENDANCE

Absences, Make-Up Work and Prior Approval – Make-up work is available upon request. Work missed because of an excused absence may be made up at a time and manner prescribed by the teacher. Class assignments may be obtained in advance for an anticipated and approved absence. Prior approval must be obtained from the office when students know they are going to be gone in order for the absence to be excused. If a student wishes to complete schoolwork during an illness, the parents may contact the school to request assignments. Assignments may be picked up in the office. ACMS uses school agendas – a student's agenda may be consulted for assignments in case of absence.

Attendance Policy - 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 upon the student's return to school. Absences will be classified for:

- Illness
- Death in the family
- Funerals
- Medical / psychological
- Court Appearances
- Appointments

Further health documentation 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.

Tardies – Students arriving late to school are to report to the office for a tardy slip. If a student has been detained in the office or by a teacher, the student must ask for a pass from the person who detained him/her before going to the next class. Repeated tardiness will result in penalties, such as detention or in-school suspension. Every six (6) tardies will be considered equivalent to one (1) unexcused absence. Students are required to be in the classroom on time. Those students coming to class late are subject to disciplinary action.

Truancy and Selective Attendance – Students who miss more than 45 minutes of class to four class periods will be classified as one-half day absent. Absences of five or more class periods will be classified as one-full day absent. Students who participate in athletics must be present according to KSHSAA policy to participate that day.

Truancy / Notification of Parents
10th absence per school year – A letter will be sent to parents/guardians requiring a doctor's note to excuse any future absence.

Truancy: Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent from either three (3) consecutive school days or five (5) school days in any semester or seven (7) school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent from all or a significant part of a school day without a valid excuse acceptable to the school principal. The principal shall report to the secretary of social and rehabilitation services all cases of children who are less than thirteen (13) years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are thirteen (13) or more years of age but less than 18 years of age and are not attending school as required by law. Prior to making any report under this section that a child is not attending school as required by law, the principal shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the Department for Children and Families (DCF) or to the county attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three (3) school days after the notice was mailed, of attendance at school by the child, or of an acceptable response, as determined by the school principal, the principal shall make a truancy report. Should the student return to school within the time limits stated above, a truancy report will be filed following any future unexcused absence. 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.

BEHAVIOR/DISCIPLINE

See Discipline Guidelines and find all handbooks online at https://www.usd470.com/students-and-families/handbooks

GENERAL INFORMATION

Activities and Athletic Events - Conduct for Students Attending School Athletics and Activities

1. Students will exhibit good sportsmanship towards the other team's players and officials. Cheers should be **positive and directed at our team only.** Students may not loiter in the concession area.
2. Student conduct during athletic activities is expected to be proper and orderly at all times. Running and horseplay and gymnastics are prohibited.
3. Students are to sit in the bleachers opposite the team benches during basketball and volleyball games. The bleachers behind the teams are reserved for players only.
4. At football games at the high school, students are expected to be seated in the bleachers, not on the track, grass, or commons areas or down on the field.
5. Students are not allowed to exit the building and then return for basketball, volleyball, and wrestling. Once you leave the building you are expected to go home or leave school grounds. On days of football games, students are to take all their materials with them to the game because they will not be allowed back in the building after the game. Students are encouraged to leave the school grounds as soon as possible after athletic events.
6. Team members are expected to sit with the team or with their parents while other teammates are participating.

7. Any ACMS student attending a game whose behavior is not a positive reflection of ACMS will be asked to leave.

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 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.

Backpacks - Backpacks are subject to search. Any backpack entering Arkansas City Middle School property is subject to search by school authorities and law enforcement personnel working with them. Such searches may be conducted without warrant for any reasonable purpose. Backpacks must be kept in lockers. They are not allowed to be taken into classrooms without special permission.

Bicycles, Scooters, and Skateboards – Parking for bicycles is provided. No parking or storage for scooters and skateboards is available. Scooters and skateboards are not to be brought to school. When students arrive at school they are to park and lock their bicycles and not loiter in the parking areas. Bicycles are to be walked while on school property.

Bullpup Report – Students begin their day with "Bullpup Report", our middle school news program. In accordance with state statute, the "Pledge of Allegiance" will be said each morning on "Bullpup Report".

Gifts / Deliveries – Individual deliveries, including food services like Uber Eats and DoorDash, as well as flower deliveries, are not permitted at school. No deliveries to students or teachers will be accepted the day before or on Valentine's Day.

Health

Absences

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)

Communicable disease

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. Kansas laws direct exactly how we must work to control the spread of communicable diseases. USD 470 follows the *Kansas Classroom Handbook of Communicable Diseases*. Contact your school nurse if you have any questions.

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 (diagnosed by their primary care physician), 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.

First aid or medication

School personnel cannot assume the responsibility for any treatment beyond basic first aid. Absolutely no drugs or medication, including aspirin, will be given at school unless a written request, signed by a parent or family physician is on file with the school office, and then only if the medication is brought from home in the original container (with prescription) and left in the office. Unless ordered otherwise by the student's doctor, any medication prescribed three times a day should be taken at home and not be brought to school.

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.

Immunizations

Every student enrolling in USD 470 for the first time shall document the required completed immunizations prior to attendance of school. Those students found not to be in compliance will have until October 1 of that school year to provide proof of required immunization(s) to the school nurse or they will be considered noncompliant and excluded from school in accordance with K.S.A. 72-5209 and USD 470 Board Policy.
http://www.kslegislature.org/li_2012/b2011_12/statute/072_000_0000_chapter/072_052_0000_article/072_052_0009_section/072_052_0009_k/

Students who have immunizations (an appointment for inoculation(s)) to complete after October 1 will need to present the required immunization(s) to the school nurse 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 immunization(s) is on file at the student's school.
***Exemptions
Kansas allows two legal alternatives. They include:

1. **Medical Exemption** - "Annual written statement signed by a licensed physician (Medical Doctor / M.D. or Doctor of Osteopathy / D.O.) stating the physical condition of the child to be such that the tests or inoculations (vaccinations) would seriously endanger the life or health of the child." A medical exemption shall be validated annually by physician completion of KCI Form B.
2. **Religious Exemption** - "Written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations."

To protect the health of your child and others during suspected vaccine-preventable disease outbreaks, USD 470 Health Services will consult with Cowley County Health Department. Any child claiming either of the above exemptions may be subject to automatic exclusion from school.

On or before May 15 of each school year, a letter will be sent home to parents or guardians notifying them of what immunizations will be needed for the following school year.

Infectious diseases or conditions
Any infectious disease or condition will follow the *Kansas Classroom Handbook of Communicable Diseases*. Any open or draining wounds will be covered. Universal precautions will be utilized when handling body fluids or drainage.

Requirements for isolation and quarantine of specific infectious and contagious diseases may be altered by the secretary of health and environment or the local health officer if the secretary or local health officer determines that an alteration is necessary for the greater protection of public health, safety, or welfare. (K.A.R. 28-1-6)

Insurance – Student Accident Insurance is provided for all students in the district.

Lockers – The locker assigned to each student is school property and may be searched by school officials at any time for any reason. Each student will be assigned a school locker for the convenience of storing supplies, textbooks, and personal property. **It is the student's responsibility to keep the locker locked at all times, as articles are left in lockers at the students' own risk**. Do not bring valuable items to school.

Students are to use only the locker assigned to them and are expected to keep only books and materials belonging to them in their locker. Students should not share their locker combination with any other student. Lockers assigned in locker rooms are ONLY for PE class or in season sport use. Locker combinations will be changed only with permission from the administration. Ark City Middle School will assume no responsibility for the security of personal belongings brought to school nor assume responsibility for security for the assigned lockers.

- Do not kick or tamper with any locker.
- There will be periodic locker checks since the school reserves the right to inspect lockers any time.
- Students should space locker visits conveniently throughout the day and carry materials for a couple of classes at a time.

Lost & Found –Students who are missing items should check in the office, their lockers, their classrooms, and at home. Lost clothing is placed in the lost and found box. Jewelry and small items that are found and returned to the office are kept in the office. Students should contact a secretary if they have lost jewelry or small items. Unclaimed items will be periodically discarded.

Lost or Damaged School Property – Library materials, textbooks, computers/iPads, etc. are made available for student use at a minimal rental 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. All school property must be returned prior to moving out of the district.

Media Center / Library – The ACMS library is an outstanding facility. A pleasant learning and reading environment must be maintained in the library. The library is open to students from 7:30 a.m. – 3:30 p.m. each day (a pass from a teacher is required from 7:30-8:00 a.m.). The library staff and teachers work out a schedule, so all students are able to use the library. Students going to the library at other times must secure a hall pass from a teacher.

Although fines are not charged for overdue books, students who have overdue books are not permitted to check out materials until the overdue books are returned or paid for in full.

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 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.
- Students will store their empty pouch in their locker before leaving each day.
- 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.

Physical Education – Students are required to dress out and participate in physical education classes. Showers are available after participation. Participation is mandatory unless excused by a parent/guardian for illness or injury. Extended illness or injury lasting more than three days will require verification from a physician. Students who do not dress out will be required to participate. Students must wear a t-shirt and shorts or sweats in physical education.

School Nurse – The school nurse examines and documents information on ill and injured students and contacts parents when appropriate. The nurse is responsible for all vision and hearing screening. The nurse is regularly scheduled to be present in the building. She is also subject to call at other times in case of emergencies. Students need a hall pass from their teacher to be allowed in the health room and are not to drop in between classes without a pass.

Student Dress Code – Neatness and decency are emphasized as guidelines for the dress code. If, in the opinion of any teacher or administrator, a student's attire is disruptive to the class, is deemed offensive or inappropriate, 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 to show is prohibited. Garments must be constructed so that they do not reveal undergarments, naval area or bare skin that exposes private areas.
5. Hoods, hats, caps and/or beanies are not to be worn in the building except on designated spirit days.
6. Sunglasses/dark tinted glasses are not to be worn in the building without medical cause and a note from the doctor.
7. Halloween-like costumes (i.e., inflatables) and face paint are not permitted, except on designated spirit days.
8. Blankets cannot be substituted for appropriate clothing.

Student Privacy (BOE Policy IIBG) - 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 or 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.

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

Telephone– Students should only use the office telephone after school if they have to stay after school for a teacher, for changes in sports practices or in an emergency. Pupils will not be called to the telephone; neither will they be allowed to use it during school time unless an emergency arises. Otherwise, written messages from home will be delivered to the student. Students returning from athletic events are requested to have their parents pick them up at the 6th grade entrance and not at the front of the building. Student athletes should also wait in the 6th grade commons area to be picked up after practices.

Transportation – 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:
    a. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
    b. No animals, snakes, spiders, bugs, or any other type of animal will be allowed on a bus.
    c. Keep books, pencils, pens, and all other objects in backpacks and out of the aisles.
    d. Papers or other rubbish should not be thrown on the bus floor.
    e. No one should damage or deface the bus in any way.
    f. Students should avoid any unnecessary conversation with the driver of the bus.
    g. Do not throw anything out of the bus windows.
    h. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
    i. When the bus is in motion, students must not change seats or try to get on or off the bus.
    j. Students may not leave the bus without the driver's consent except at their assigned bus stop.
    k. 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.
    l. No drugs, alcohol or cereal malt beverage will be permitted on the bus.
    m. Tobacco in any form is not permitted on the bus or at any loading or unloading area or bus stop.
    n. Riders will remain quiet when approaching a railroad stop.
    o. In case of a road emergency, riders are to remain on the bus.
    p. 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.
    q. No eating or drinking on the bus.
    r. No medicine of any type may be brought on the bus.
    s. No flowers, balloons, or anything that would cause a distraction to the driver is allowed on the bus.

After leaving the bus

1. 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!
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular stop, except by proper authorization from the parent or school official.

Extracurricular trips

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

Bus stop rules

1. 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.

2. If the bus has started moving to pull away from the stop, it will not stop for you.
3. Students must stay away from any building at the bus stops.
4. No throwing rocks, snowballs, paper, etc.
5. Talk quietly – no loud talking or screaming. No profanity will be allowed.
6. Keep hands and feet to yourself. No hitting, kicking, pushing, etc.
7. No radios, cassette players, etc., except those that have earphones attached for only the individual to hear.
8. 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.
9. Wait until the bus comes to a complete stop and door opens before leaving assigned waiting area to load.
10. After unloading, stay in the assigned waiting area until bus pulls away and turns the corner. Cross at marked cross walks 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.

Visitors – Parents are always welcome but are encouraged to make an appointment to see a teacher, a principal, or to visit classes. Other adults must make appointments to visit the school and check in through the school office. Student visitors will not be permitted in the building during school hours. All visitors must report to the office upon arrival at ACMS during regular school hours.

Withdrawals and Transfers – On the day before a student plans to withdraw or transfer from the middle school, a parent or guardian must come to the office and sign a withdrawal form. It is important that the address of the new school or residence be given to the school at that time. The student will then be given instructions on tasks to be completed before withdrawal is complete. All texts and library books are to be returned and all fees and fines paid before clearance will be issued.

POLICIES

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.

Door-to-Door Sales – Door-to-door sales of merchandise obtained from "promotional firms" by students and school-related organizations in the middle school will not be permitted.

Drug-Free Schools (Illegal substances) – Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

Student conduct: As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages at school or on school district property, or at any school activity. (Simulated drugs, electronic cigarettes and tobacco are also covered by this policy.) Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and will be subject to:

1. A punishment up to and including short-term suspension, and suspension from participation and attendance at school activities; or
2. A punishment up to and including long-term suspension, and suspension from participation and attendance at school activities; or
3. A punishment up to and including expulsion from school for the remainder of the school year, and suspension from participation and attendance at school activities.

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

A list of available programs along with the names and addresses of contact persons for the program is on file in the counselor's office. Parents or students should contact the directors of the programs to determine the cost and length of the program.

Food Service – ACMS participates in the Child Nutrition Program. These programs provide healthy foods that meet nutritional standards established by the U.S. Department of Agriculture. ACMS 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 KanCare, a program that provides health insurance for children at little or no cost. For more information, call 800-792-4884.

Meals purchased at fast food outlets to be consumed at school must not be brought to school in their original containers. Caffeinated beverages are not allowed in sack lunches to be consumed in the cafeteria.

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.

Good Neighbor Policy – Owners of property adjacent to the school and streets have a right to expect no trespassing on their property. Homeowners are encouraged to report any action of students harmful to their property and peace of mind to the police department and to the principal. Students should realize the importance of walking on the sidewalk, staying out of the streets, keeping off the lawn areas and crossing streets only at intersections. Neighbors around the school want to maintain their lawns and the appearance of their homes. It is necessary for all students to keep this in mind and cooperate in every possible way.

HARASSMENT – BULLYING-ANTI HAZING

JDDC BULLYING

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

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

USD 470 strictly prohibits students from engaging individually or collectively in any form of bullying on school property, in conjunction with any school activity or involving any person associated with the school.
The Board of Education has adopted the following definition of bullying:
Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally.
- Damaging a student's or staff member's property.
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- Any form of intimidation or harassment prohibited by the BOE in policies concerning bullying.

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

JCDAAA ANTI HAZING, HARASSMENT

1. Purpose and Philosophy: Student hazing, harassment and victimization activities that are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. USD 470 is committed to providing a safe and orderly environment for all students that promotes respect, civility, and dignity, so this policy's purpose is to create and preserve an educational environment free from such activities.
2. Policy: USD 470 strictly prohibits students from engaging individually or collectively in any form of hazing, harassment or bullying/victimization or any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where the incident occurs. Any student who participates in such an activity or conspires to engage in the same will face immediate disciplinary action: up to and including suspension, expulsion, exclusion, and loss of participation in extra-curricular activities. In addition, students who participate in hazing, harassment or bullying/victimization may be referred to law enforcement authorities and may face subsequent prosecution.
3. Definitions: "Hazing, harassment, bullying/victimization" means any action taken or situation created that causes, or is reasonably likely to cause, harassment, bodily dangers, or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.
"Consent" is no defense to such activities, i.e., the implied or expressed consent of a person to participate shall not be a defense to discipline under this policy.
"Related initiation activity" means any method of initiation or pre-initiation into a student organization, club or team, or any past-time or amusement engaged in with respect to such organization, club, or team, that causes or is reasonably likely to cause, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.
The terms "hazing" and "related initiation activity" do not include customary athletic events, intramural activities, or other similar student contests or competitions.
"Conspire to engage in the same" means to plan, encourage, or fail to report both listed and related initiation activities prohibited by this policy.
4. Prohibited Conduct: Activities that may be construed as hazing, harassment, bullying/victimization include, but are not limited to:
4.1 Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual (including activities commonly known as the "choking game").
4.2 Any act that involves forced consumption of food, alcohol, drugs, or other substance, or any other forced physical activity that could adversely affect the physical health or safety of an individual.
4.3 Any activity that would subject an individual to extreme mental stress, embarrassment, or emotional harm, or any other forced activity that could adversely affect the mental health or dignity of the individual.

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 with:

1. 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.
2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile 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.
4. 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 initial 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 the Department for Children and Families (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 on 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 oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another when (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

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

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

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

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

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or the Department for Children and Families (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.

Lunch Cards – Lunch cards are non-transferable. A lunch card is not to be used by anyone except the person to whom it is issued. Students must have their own lunch card with them to receive a school lunch. Students are expected to keep lunch cards in good condition. Damaged or defaced lunch cards will be confiscated. By Board of Education Policy, neither credit nor charges may be extended for school lunches.

Nondiscrimination Policy – Arkansas City Middle School will not discriminate against any student on the basis of color, race, creed, gender, national origin, age, or handicap.

PROCEDURES

Before and After School Policies

1. Before school supervision does not begin until 7:20 a.m. Students are encouraged not to arrive at school before 7:45 a.m. unless they eat breakfast at school. The cafeteria begins serving breakfast at 7:20a.m.
2. When 7th grade students arrive at school, they are to go directly to their team carpet. 8th graders are to go directly to their team carpet. 6th grade students are to wait in the assigned gymnasium.
3. Students are expected to sit and maintain an appropriate noise level until the 7:50 a.m. bell rings.
4. Students should have a hall pass from the teacher that he/she is to see before entering the building or any classroom prior to 7:45 a.m. If not, the student should report directly to the office to gain permission to enter a particular teacher's classroom.
5. Students are to be out of the building by 3:25 p.m. unless the weather is inclement, or they are involved in a supervised activity. Loitering in the building after 3:25p.m. may result in detention being assigned.

6. Students are not to loiter on school grounds after 3:25p.m.

Breakfast / Lunch – Breakfast is served beginning at 7:20 a.m.

ACMS operates a closed lunch period. This means students are to remain at school during lunch. Sack lunches may be brought from home, or food may be purchased in the school cafeteria. Breakfast/lunch money to be credited to a family's lunch account may be paid any day in the main office.

Eating in the cafeteria is a privilege. Inappropriate behavior in the cafeteria may result in a student losing the social privilege of eating with friends there. No soft drinks or caffeinated beverages may be brought to drink in the cafeteria. Food/drinks brought from outside establishments must be consumed in the office. **No food is to be taken out of the cafeteria.** CSR (Controlled Study Room) lunch consists of a "type A" sack lunch.

Counseling Service – Counseling services are available to all students during the school day. Counselors are available to help students with personal problems, educational planning, and a variety of school related needs. Students who desire to see a counselor should sign-up for an appointment. The counselor will send a pass at a mutually convenient time.

Leaving the Building During School Hours – If a student must leave school during the school day for any reason, a note from a parent must be brought, stating the reason and the time the student is to be excused from school. A yellow permit will be issued to the student, which must be signed by the classroom teacher and handed to the attendance secretary before leaving. Students are to check out through the office when leaving the building and check back in through the office upon returning.

ARKANSAS CITY USD 470 STUDENT ACTIVITIES HANDBOOK

Arkansas City Public Schools athletics and activities operate under the guidelines established by the Kansas State High School Activities Association and The Patriot League (middle school.) For information regarding game/activity times, see the Patriot League website at:
www.patriotleagueks.org

KSHSAA/Patriot League Activities

Middle School
Band, Cheerleading, Choir, Math Relays, Orchestra, Scholar's Bowl, Student Council, KAYS

Student Organizations– ACMS has several student organizations that allow our students to show their willingness to help others as well as to become involved with other classmates.

KAYS - KAYS is primarily a service organization. It is open to all students. The two goals of the KAYS organization are to help the less fortunate and to provide activities for the entire school. The Thanksgiving Canned Goods Drive, Toy Express, and Valentine's baskets for the elderly are some of the projects that have benefited the community. Activities that the KAYS have sponsored for the school include privilege days and teacher/staff recognition. KAYS meet at least monthly.

Scholars' Bowl - Scholars Bowl is a competitive academic activity. Practice sessions are held once weekly before school. Students participate in the ACMS Scholars' Bowl as well as in out-of-town meets.

Cheerleading - Cheerleading provides an opportunity for students to encourage school spirit for middle school athletics. Cheerleaders are assigned to a squad and choose to cheer for one or all of the following sports: football (early fall), boys' basketball, or girls' basketball (winter). There are no tryouts; all students who are willing to attend practices and games, make posters, and cooperate with the general cheerleading guidelines set by the advisors are encouraged to participate.

Student Council - ACMS has an active Student Council. Officers for the following year are elected in the spring. Each social studies class elects a representative in the fall. STUCO meets twice monthly and sponsors a variety of activities during the school year.

ATHLETICS AND ACTIVITIES

KSHSAA Athletics
Fall –Cross Country, Football, Girls Tennis, Volleyball, Cheerleading
Winter –Basketball (boys and girls), Wrestling (girls and boys), Cheerleading
Spring –Boys and Girls Golf, Boys Tennis, Track

Athletics and Cheerleading
Arkansas City Middle School has a varied athletic program and has teams in eight sports: football, volleyball, basketball, wrestling, track, golf, tennis, and cross-country. These teams will compete in the Patriot League, and with other non-league schools in our area. Athletics are for the 7th and 8th grades only.

The Kansas State High School Activities Association requires that every student who participates in a school sport or cheerleading must have on file each year a valid physical form signed by a physician and by a parent or guardian of the student athlete. The KSHSAA "outside participation rule" stipulates that a student athlete participating in a school sport will not participate in the same sport for any other group or organization while his school sport season is in session.

Attendance
1. 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.
2. Students are required to be in school during the last three hours 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.
3. Students must be at school by 11:30 am to compete or practice that day. Exceptions may be made if the student has a written verification from a doctor.
4. Students should be in school on time the day after a competition or performance.

Conduct for Students Attending School Athletics and Activities
1. Students will exhibit good sportsmanship towards the other team's players and officials. Cheers should be positive and directed at our team only.
2. Students may not loiter in the concession area.
3. Student conduct during athletic activities is expected to be proper and orderly at all times. Running and horseplay and gymnastics are prohibited.
4. Students are to sit in the bleachers opposite the team benches during basketball and volleyball games. The bleachers behind the teams are reserved for players only.
5. At football games at the high school, students are expected to be seated in the bleachers, not on the grassy or commons areas or down on the field.
6. Students are not allowed to exit the building and then return for basketball, volleyball, and wrestling. Once you leave the building you are expected to go home or leave school grounds. On days of football games, students are to take all of their materials with them to the game because they will not be allowed back in the building after the game. Students are encouraged to leave the school grounds as soon as possible after athletic events.
7. Team members are expected to sit with the team or with their parents while other teammates are participating.
8. Any ACMS student attending a game whose behavior is not a positive reflection of ACMS will be asked to leave.

Conflict of Interest Policy for Athletics and Activities
At times during the course of the school year, some students involved in more than one activity may find themselves scheduled to participate in more than one event on the same date. If one of the conflicting events is a League tournament or contest, that event takes precedence, and the student must attend it. When possible, the coach or sponsor must be notified of the conflict at least one week in advance of the scheduled date of that activity.

Disciplinary Consequences
Students having ISS assignments not yet completed may attend practices but may not participate in practices or athletic events or activities.

Eligibility and Participation

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 must have passed six of eight classes from the previous semester, excluding Homebase. Students must be enrolled in at least five new subjects and be enrolled and attending as a full-time student at ACHS or ACMS. More specific eligibility guidelines can be found in the KSHSAA handbook at www.KSHSAA.org. Individual coaches may apply more rigorous standards.

The following criteria will be used to determine the groups and individuals to be covered by these eligibility standards:

1. Any athlete or member of a group that competes in competition against outside groups.
2. Any group that represents USD 470 in performance before the general public.

During each season, the Athletic Director will check the grades of all athletes/participants every Friday. Any athlete or participant with three failing grades, excluding Advisory, will not be allowed to participate for the entire next week. Each coach or sponsor will counsel those students who are in jeopardy or who have a failing grade. No student may participate in a school activity or sporting event unless they are in attendance at school during the last three class periods on the day the event is to take place, or unless they have administrative approval.

If a group or team is scheduled to leave for an activity at noon a student must be in class during the morning in order to go to the activity, unless they have administrative approval.

Expectations for Good Citizenship by Students Who Represent ACMS in Extracurricular Activities

Students who represent ACMS in athletics or other extracurricular activities are expected to be good citizens. Student involvement in extracurricular activities is a privilege and not a right. Because participants are highly visible representatives of their school, their district, and the community, coaches have the right to set more stringent codes of conduct, dress, and responsibilities for participants over and above those standards set for students in the regular academic setting. Consequently, any student who is representing ACMS in a school sponsored activity and exhibits any behavior that reflects negatively on the school, or the community, during any season or during any school sponsored trip or activity, in town or out of town, could be denied the privilege of representing ACMS for a specified period of time. The length of nonparticipation would be determined by the individual coach or sponsor. School rules and regulations apply to all students attending, visiting, or participating in school functions held on school grounds, in school buildings owned by USD 470, or at facilities of other schools, including out-of-town games or activities.

Since students who represent ACMS in extracurricular activities are such visible representatives they are expected to set a positive example and be positive role models for others to emulate.

Any student who represents ACMS and is found guilty of the use of tobacco in any form, cereal malt beverages or other intoxicants, narcotic or hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any controlled substance during any season will be dismissed from the activity for the remainder of the semester or dismissed from the athletic squad for the remainder of the season.

Also, any student who has any civil legal involvement with the courts which results in that student being placed in confinement or on a probationary status by the courts (excluding truancy) will not be allowed to represent ACMS in extracurricular activities or athletics. In this instance the charged student will remain on the roster of an activity or squad until they are adjudicated in a court of law. During the period between the time the charge is filed and the time the charge is adjudicated the head coach or sponsor would determine the student's eligibility for participation. After adjudication and provided the student is found guilty, the penalty for involvement in criminal activity would be dismissal from the activity for the remainder of the semester, dismissal from the athletic team for the remainder of the season, or dismissal for the remaining term of office. An appeals process is available to students affected by this policy and until all steps in the appeals process have been exhausted and a final determination made as to the students' eligibility, VIOLATING STUDENTS WILL NOT BE ALLOWED TO REPRESENT ACMS.

Fund Raisers

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

Harassment – Bullying/Anti-Hazing
See Student Handbook, Policies Page 8

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.

If you do not have insurance, you may purchase it through Student Assurance Services, Inc. Informational packets are available at each school.

Lettering Requirements
The requirements will be outlined by each coach and distributed at the beginning of the season.

Physicals and Parental Consent
Any student participating in a KSHSAA athletic event must have a physical on file and all forms must be signed before the student may participate in a practice or a competition. Physical packets are available in the middle school or high school office.

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

Publications/Media
The "Arklight" is the official newspaper of ACHS. The "Mirror" is the high school yearbook. The high school broadcasting class produces a variety of projects throughout the year that are viewed via closed circuit in the building. The middle school has the Bullpup Report each morning that informs students of the day's announcements.

Sportsmanship
Be courteous to all (participants, coaches, officials, staff, and fans).
Know the rules, abide by, and respect the official's decision.
Win with character and lose with dignity.
Display appreciation for good performances regardless of the team.
Exercise self-control and reflect positively upon yourself, team, and school.
Permit only positive sportsman-like behavior to reflect on your school activities.
USD 470 reserves the right to remove from or refuse admittance to school activities to people who do not abide by these rules and guidelines.

Suspension
Any student that is assigned Out of School Suspension will not be allowed to participate or attend any school sponsored activity during the suspension. Students having ISS assignments not yet completed may attend practices but may not participate in athletic events or activities.

Transportation

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

Web Sites

Kansas State High School Activities Association	www.kshsaa.org
ACHS activities schedules and calendars	www.avctl.org
ACMS activities schedules and calendars	www.gobound.com/ks/schools/arkansascityms
District Website	www.usd470.com

USD 470 BOARD POLICY - ACTIVITIES

Policy JH

JH Student Activities 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, Alcohol or Controlled Substances Use of tobacco in any form, or the possession (actual or constructive) or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, crack, steroids or any other substance on the controlled substance abuse list, alcoholic beverage, cereal malt beverage or intoxicant of any kind is prohibited for students involved in extracurricular activities. For purposes of this policy, "career" shall mean sixth, seventh and eighth grades for students in middle school; and ninth through twelfth grades for students in high school. First Violation – Upon the first violation of this policy during a student's career, the student shall not participate in any extracurricular activity (including practice with the team/organization, performance, and competition) for 20 consecutive school days. This shall be reduced to 10 consecutive school days if (a) the student and parent/guardian enroll in and successfully complete a school-approved intervention program at the parent/guardian's expense; and (b) the student successfully completes 10 hours of school-approved community service. Second Violation – Upon the second violation of this policy during a student's career, the student shall not participate in any extracurricular activity (including practice, performance, and competition) for the remainder of that activity's current season or six (6) consecutive school weeks, whichever is longer (including practice with the team/organization, performance, and competition). In addition, (a) the student and parent/guardian must enroll in and successfully complete a school-approved intervention program at the parent/guardian's expense; and (b) the student must successfully complete 20 hours of school-approved community service. Consecutive school days shall be carried over to the next school year's school calendar, should the violation occur when school is not in session, or if an insufficient number of consecutive school days remain when the violation occurs. Any

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

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.

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

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

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

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