

# ASHLAND

Jr. & Sr. High School



## Student Handbook 2017-2018

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## FOREWORD

This information booklet has been prepared to acquaint students, parents, and members of the community with the organization, policies and regulations of Ashland Jr.-Sr. High School and is designed to serve as a basic guide to planning a student's work as a source of information to parents and students concerning school policies, regulations, scholarships and extracurricular activities. The administration realizes that occasionally situations arise which need clarification or interpretation or are not covered in this basic information booklet and welcomes students and parents making an appointment for discussion. Any decisions that are not covered by policy and must be made by the discretion of the administration, may be subject to the review of the Board of Education of USD 220.

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### USD 220 MISSION STATEMENT

The mission of USD 220, is to develop learning skills in every student that will provide the necessary background to enable each student to find success and fulfillment in a constantly changing world.

### EXIT OUTCOMES FOR ASHLAND SCHOOL DISTRICT

#### **The student will be able to:**

1. Use communication skills (reading, writing, listening, and speaking) effectively.
2. Develop interpersonal relationships by working cooperatively and independently.
3. Demonstrate self-discipline, responsibility and accountability.
4. Demonstrate decision-making skills (problem solving, logical thinking and resolving conflict).
5. Demonstrate basic life skills (reading, writing, math) and apply those skills to everyday life.
6. Demonstrate skills in goal setting.
7. Analyze individual strengths and abilities in relationship to life choices and career planning.
8. Demonstrate knowledge that learning is life-long.
9. Demonstrate technology skills.

These outcomes are the goals of Ashland Jr.-Sr. high faculty members and administration. Obtaining these outcomes will be a process where we learn day-by-day and year-by-year how we can most effectively accomplish these goals.

#### **ACCREDITATION**

Ashland High School is accredited by the Kansas State Department of Education. This rating is based on the qualifications of the professional staff, the curriculum, and the physical facilities.

## ENROLLMENT

#### **ADMISSION REQUIREMENTS**

1. Spring pre-enrollment is held each year and the class schedule is based around this tentative enrollment.
2. All students entering the district for the first time shall present a birth certificate or recognized proof of birth or identity as set out in KSA-53106 (exchange students are exempt. An immunization record (health record) will also be required at the time of admission.

#### **Other items necessary for enrollment are:**

- Student academic records (Up-to-date transcript)
  - Proof of guardianship or conservatorship
  - Name and address of last school attended
3. Outgoing transfer students must check out through classroom teachers and the principal. A check-out sheet will be available either in the principal's or counselor's office.

## **STUDENT FEES FOR GRADES 7-12**

The yearly textbook rental fee will be set by the Board of Education. Refunds will be issued to students withdrawing from school. Refunds will be 75% during the first quarter, 50% during the second quarter, and 25% during the third quarter. Refunds will not be issued to students withdrawing during the fourth quarter.

## **TEXTBOOKS**

The school will provide textbooks if the books are regularly used in the class for high school credit. If a book is required in addition to the regular book already being supplied or a required textbook for a concurrent credit class, the student must purchase that book with his/her own funds. An example of this would be taking a class for concurrent high school and college credit for which a college textbook is required to receive college credit. An independent study course may also require a student to purchase materials.

## **GRADUATION REQUIREMENTS**

Requirements for graduation from an accredited school in Kansas are governed by the State Department of Education and the local Board of Education.

1. ENGLISH - 4 Units: Technical Reading and Writing may be counted if the student is not bound for a Board of Regents University.
2. AMERICAN HISTORY - 1 Unit
3. AMERICAN GOVERNMENT - 1 Unit
4. LABORATORY SCIENCE - 3 Units
5. PHYSICAL EDUCATION - 1 Unit
6. MATHEMATICS - 3 Units
7. GENERAL SOCIAL STUDIES - 1 Unit
8. COMPUTER I - 1 Unit
9. Three additional units must be taken in at least two of the following areas:
  - FINE ARTS (1 required) .....Art, Band, Media, Speech, Forensics
  - INDUSTRIAL EDUCATION
  - GENERAL STUDY.... Math, Science, Business, Foreign Language, Social Studies, Language Arts
10. All students will need a total of 25 units in order to graduate. Of these 25 units, 18 are required courses.

STUDENTS MUST MEET ALL REQUIREMENTS FOR GRADUATION IN ORDER TO PARTICIPATE IN THE GRADUATION EXERCISES. (Exchange students are exempt) U.S.D. 220 WILL NOT ACCEPT G.E.D. COMPLETION OR UNAPPROVED ONLINE CLASSES IN EXCHANGE FOR AN ASHLAND HIGH SCHOOL DIPLOMA.

## **DIPLOMA OF EXCELLENCE**

1. ENGLISH - 4 Units  
English 1, English 2, English 3, English 4 (Technical Reading and Writing will not count as an English unit)
2. SOCIAL SCIENCE - 4 Units  
World History, American History, Government, Psychology, Family Living and Child Development
3. MATH - 4 Units  
Algebra 1, Geometry, Algebra 2, College Algebra, Trigonometry, Calculus
4. SCIENCE - 4 Units  
General Science, Biology, Chemistry, Physics, Advanced Biology, Anatomy & Physiology
5. FOREIGN LANGUAGE AND COMPUTER - 3 Units  
Spanish I, Spanish II, French I, French II, Computer I, Computer II, Computer III, Yearbook  
A student must take at least one unit of foreign language and one unit of computers. The third unit can be either foreign language or computers.
6. FINE ARTS - 2 Units  
Art, Band, Media, Vocal, Forensics, Speech

## 7. PHYSICAL EDUCATION AND HEALTH - 1 Unit

8. The Diploma of Excellence is a suggested curriculum for the college-bound student. In order for students to graduate with this special honor, they must successfully complete the 22 required units and attain a minimum of 25 total units.
9. A student must meet the requirements for the Diploma of Excellence in order to be considered for Valedictorian or Salutatorian.
10. If a student is not able to take a required class due to a scheduling conflict and has demonstrated a sincere effort and desire to enroll in the required class, that student will remain in good standing to complete the stipulations set forth for the Diploma of Excellence. The counselor will note the circumstances in the student's folder as evidence. However, if a student chooses to take an elective class in place of a required class that would fit into his/her class schedule, that student would forfeit his/her privilege to receive the Diploma of Excellence. The administration must approve any deviation from the required policy.
11. Transfer students must meet the requirements of the Diploma of Excellence in order to receive this privilege.
12. Any student that graduates with a Diploma of Excellence will have it noted on their high school transcript.

## **REGENTS QUALIFIED ADMISSIONS CURRICULUM**

(Board of Regents high school requirements in order to attend a public university in Kansas)

### 1. ENGLISH - 4 units required

At least one unit of English or language arts (including reading, writing, and literature) must be taken each year of high school

### 2. NATURAL SCIENCE - 3 units required

Students must take three units (one of which must be in Chemistry or Physics) from the following courses: Biology, Advanced Biology, Physical/Earth/Space Science, Chemistry, Physics, Principles of Technology

### 3. MATH - 3 units required

Students must take three units from the following courses: Algebra I, Algebra II, Geometry, College Algebra /Trigonometry, Calculus

### 4. SOCIAL SCIENCES - 3 units required

Students must complete the following:

- One unit of U.S. History
- One-half unit of U.S. Government
- One-half unit selected from: World History, World Geography, International Relations
- One unit selected from: Anthropology, Current Social Issues, Economics, Psychology, Race and Ethnic Group Relations, Sociology, US History, US Government

### 5. FOREIGN LANGUAGE - Recommended but not required for Qualified Admissions.

## **KANSAS SCHOLAR PROGRAM (KANSAS BOARD OF REGENTS)**

### 1. ENGLISH - 4 units required

See the Regents Qualified Admissions Curriculum. The requirements are the same.

### 2. NATURAL SCIENCE- 3 units required. Students applying for a state-sponsored scholarship must take: Biology, Chemistry, Physics

Students are strongly encouraged to take a fourth year of science

### 3. MATH - 4 units required

See the Regents Qualified Admissions Curriculum. The requirements are the same, plus at least one additional advanced mathematics unit selected from: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions, Calculus

### 4. SOCIAL SCIENCES- 3 units required

See the Regents Qualified Admissions Curriculum. The requirements are the same.

### 5. COMPUTER TECHNOLOGY - 1 unit required

See the Regents Qualified Admissions Curriculum. The requirements are the same.

### 6. FOREIGN LANGUAGE - 2 units required

Students are required to complete two years of one foreign language.

## ALGEBRA I

When Algebra I is taken in the eighth grade, the class will not count as a credit toward high school graduation. Algebra I taken in eighth grade will count towards the Diploma of Excellence.  
**DROPPING A CLASS**

In order to drop any class or activity, a student must obtain a permit from the counselor's office and it must be approved by the principal. This permit must be signed by the pupil, parents, instructor(s), counselor, and the principal.

A student may drop a class the first five days of the school year. Classes dropped after that time will constitute withdraw failing, which is recorded on permanent records.

Note that a student may be removed from a class anytime the administration feels it is warranted.

### **SENIOR GRADUATION INFORMATION**

As graduation nears we will keep in touch with parents and students as to eligibility of graduation. In the final week of April, or before, we will ask teachers to set up a meeting of parents, student, teacher, counselor and principal involving students in danger of not graduating.

### **ACADEMIC REQUIREMENTS**

#### **GRADING**

Grades are reported quarterly. The first and third quarter grades are not used to figure cumulative GPA, they are simply mid-term progress reports. Progress Reports will be given to parents at parent/teacher conferences or will be mailed directly to the parent address. Grade cards will be mailed at the end of each semester. Student work-study grades will be awarded as pass/ fail.

Progress and Eligibility Reports will be sent out by email or regular mail weekly on Monday for any student with a D or an F. The Eligibility Policy is printed on page 19 of this handbook.

If a student is removed from a class permanently, that student will receive an "F" for the year. Any required subject failed must be made up the following year.

#### **GRADING SCALE:**

The following grading scale will be used at Ashland Jr.-Sr. High School:

A+ 100-4.00	C+ 79-77 2.33	F 59 and below 0.00
A 99-94 4.00	C 76-73 2.00	
A- 93-90 3.67	C- 72-70 1.67	
B+ 89-87 3.33	D+ 69-67 1.33	
B 86-83 3.00	D 66-63 1.00	
B- 82-80 2.67	D- 62-60 0.67	

#### **FULL TIME STUDENTS**

To be classified as a full time student, a student must be enrolled and in attendance the full school day. By meeting the above requirement, a student is eligible for all school activities and extracurricular and academic honors. Extenuating circumstances must have permission from the building principal, but those conditions are rare.

#### **CLASSIFICATION OF A STUDENT**

In order for a student to be qualified for class membership, he/she must have the following units of credit recorded on the permanent record at the time of enrollment for the current school year:

Sophomore 6 or more

Junior 12 or more

Senior 18 or more

**HONOR ROLL**

The honor roll will be published each 9 weeks. Any incompletes will automatically keep a student from the honor roll. The honor roll will be listed for fall midterm, first semester, spring midterm, second semester:

1. The semester "A" honor roll, requiring a 3.665 average or above with no C's.
2. The semester "B" honor roll, requiring a 2.995 average or above with no D's.

### **FINAL EXAMS**

Final exams are required in most academic classes and must be taken the date and hour assigned unless arrangements have been made with the teacher in advance. Students with an excuse to leave early must take their tests before leaving.

### **STUDENT PLANNER**

Each student will be issued a student planner at the beginning of the school year or upon enrolling at Ashland Jr.-Sr. High School. This planner should be taken with the student to every class. This will be the student's responsibility. The purpose of the planner is two-fold. First, it is to help build organizational skills. The USD 220 faculty believes that maintaining a planner is a skill students can use throughout their lives. Second, it is to build better communication between the school and home. Every Monday, student planners will be checked for proper usage and a parent signature. On this same day, teachers will either initial the planner to indicate the student is performing satisfactorily, write a comment (strengths and weaknesses), or document the student's current grade.

The planner will be used by the student to keep track of assignments, classroom activities, test dates, grades, etc. Parents are asked to review the planner weekly. The purpose of this is to review the curriculum being taught and to increase communication. Parents should not sign the student planner in advance. This defeats the purpose of communication and will forfeit the student's opportunity for incentive rewards for that quarter. If it is determined that a student has forged his/her parent's signature, that student will forfeit his/her opportunity for rewards during that quarter. Incentive rewards may be made available for class participation and individual participation.

In addition, the planner will be utilized as a student hall pass. In order for a student to be in the hallway during class time, the student must have his/her planner in possession and have the hall pass section of the planner appropriately filled out by the classroom teacher. If a student fails to bring his/her planner to class, he/she will not be allowed to pass. A student in the hallway without a planner during class time may receive a detention in EMS. If a student loses his/her planner, he/she will be charged a fee to replace it.

### **STUDENT ATTENDANCE**

#### **COMPULSORY SCHOOL ATTENDANCE-ENFORCEMENT**

A child is truant according to Kansas law if:

1. He/she is subject to the compulsory attendance law, but is not enrolled in a public or non-public school or
2. He/she is subject to the compulsory attendance law and enrolled in school, but is unexcusably absent for either three consecutive days, five days in any semester, or seven days in a school year.

#### **STATEMENT OF PHILOSOPHY**

1. It is the philosophy of the school that a student must be in attendance in classes if he/she is to achieve maximum results from each class. Makeup work will be assigned by the teacher for time missed in class; however, there is no substitute for time missed in class to achieve maximum results from instruction.
2. Seeing that the student is in school is the responsibility of the parent or guardian. The school should not and does not want to circumvent the authority and responsibility of the parent. At

the same time, however, the school has the responsibility and right to hold the student accountable for class work missed by his/her absence. If a parent requests that a student miss school, as outlined in "Excused Absences" below, the absence will be recorded as excused. However, if the school feels that student excused absences are excessive, the principal will determine whether or not an absence will be excused and school administration will inform appropriate juvenile services (See Project DIVERT).

3. The school has a responsibility to report to the parents or check on any questionable absences. We will call to check on a child at times.

4. Ultimately, it is the student's responsibility for completing any missed work due to an absence. If the student misses a class for any reason, the teacher will record that the student was absent from class. Work missed will be made available to the student for excused absences. The student will have one day plus the number of days the student had excused absences from the day he/she returns to school to complete work missed to receive full credit. For example, if a student misses school on Monday and returns to school on Tuesday, the student will have Tuesday and Wednesday to complete the assigned work. The assigned work must be presented to the teacher upon entering the classroom on Thursday. If a student is absent from class for more than one day, for each additional day missed, an extra day will be allowed for makeup work to be completed. For example, if a student misses Monday and Tuesday and is in attendance on Wednesday, then that student will have Wednesday, Thursday, and Monday to complete the assigned work. The assigned work will be due upon entering the classroom on Tuesday. In the event of a prolonged absence, teachers and student will devise a plan for completing all missed assignments. (Rule of thumb - The number of days missed plus one day is the time allowed to complete makeup work for full credit)

### **ABSENCE POLICY**

Any time a student misses class for more than fifteen minutes, it will be recorded as an absence. If the absence was verified by a parent/guardian (subject to the rules governing other absences) the absence will be excused. If notification is not received within the appropriate time allowed, the absence will be recorded as unexcused. Partial-day unexcused absences of up to fifteen minutes will be treated as a tardy and may result in detention.

If a student has been at school, and skipped a period(s), that student will serve a day of Friday School. The penalty will increase if this practice continues.

In order for an absence to be excused, the office must be notified by a parent by the end of the school day following the absence. Excessive excused absences can also be a serious matter. Parents must have a reasonable request to excuse a student from school. Student absences directly correlate with poor academic performance. The higher the number of absences, the more negative the effect is on the student's grades.

### **TYPES OF ABSENCES**

**EXCUSED** - Absence for any of the following reasons and with parent approval and proper notification given to the school.

**Death in the Family**. Parents or guardians must write or call the office to report the absence of students who need to be absent because of a death in the family.

**Medical and Dental Appointments**. Medical and dental appointments should be scheduled on Friday or at other times that minimize the loss of school time. However, when those appointments must fall within a school day, parents and students must notify the office prior to leaving and present an appointment card or get a slip signed by the physician or dentist to be turned in to the office upon the student's return.

**Illness**. The parent or guardian must telephone the school by 9:00 a.m. to report the nature and expected duration of the absence. If the parent or guardian does not call, the school reserves the right to list the absence as unexcused. If a telephone is not accessible the student must bring a note from the parent or guardian. Telephone calls must be made or notes presented within 24



hours or the absence will be listed as unexcused. Students absent more than three consecutive days due to illness may be required to present a written statement from a doctor to be readmitted to school. College Visits. Seniors should schedule college visitation days on Fridays. In the event that a Friday visitation cannot be scheduled, any school-day visit must be scheduled by the Ashland High School Counselor. Seniors will not be allowed to miss more than two school days for college visits. Class work will be expected to be made up and turned in prior to the visit date. Pre-arranged Absences. Requests that are not covered by previous sections of excused absences will be handled by the principal. The student's current attendance, behavior and academic records will be reviewed to determine if such absences will be approved prior to leaving. It is the responsibility of the student to secure assignments and hand in the work to the teachers prior to leaving. Work that is assigned and not completed prior to leaving may result in a failing grade for that assignment.

**UNEXCUSED** - Absence for reasons other than those listed as excused or without parent approval or proper notification of the school.

The student will receive a grade of zero for all work missed during the unexcused absence. The student will be required to make up the time missed in detention (AAC, EMS, Friday school). Any unexcused absence in a class over fifteen minutes will be considered unexcused for the entire period. Failure to show for an EMS, Friday School or ISS is considered an unexcused absence. The following are examples of unexcused absences: shopping, hair appointments, senior pictures, prom dress shopping, prom tux ordering, babysitting, needed at home for no apparent reason, etc.

**ACTIVITY ABSENCE** - Student missing regular classes to attend a school-sponsored activity. Students should make up work in advance if possible.

### **REPORTING ABSENCES**

1. The best way to report an absence is by telephone when a parent knows that a child will be absent.
2. Parents should send a note with their child when he/she returns to school after an absence or if they plan ahead for their child to be absent on a certain date.
3. A student will be given an unexcused absence if the office is not notified by the end of the school day following the absence. We will normally attempt to call parents if a child is absent and hasn't yet been reported as such by the parents.

### **PROJECT DIVERT**

Project DIVERT is a truancy diversion program created by the 16th Judicial District Juvenile Services. The program is designed to assist students that are having difficulties attending school in an attempt to assist them before their truancy issues become a formal court matter. Students will be referred on a case-by-case basis. Unexcused absences as well as excessive excused absences will be considered. The school principal will be responsible for making referrals.

### **BEING ABSENT THE DAY OF AN ACTIVITY**

If a student is ill and he/she is part of an extra-curricular activity the night he/she is sick, he/she may NOT participate unless he/she has attended school at least half a day (4 of 7 hours). The only exception to the rule would be the all-school play where there would be no substitute available. This rule does not apply to medical/dental appointments, etc., although we strongly advise you to set up such appointments on Fridays.

### **PERMIT TO LEAVE THE BUILDING**

Students must obtain a permit to leave the building from the building principal and/or his designated agent when they need to leave the building or school grounds. Students must sign out through the front office. Permission will be granted only when a parent or guardian has given permission for the student to leave the school premise. If a guardian/parent cannot be contacted, the building principal or superintendent will determine if it is appropriate for the student to leave the building.

The student may be suspended, in-school, from classes for one day the first time the student leaves the school grounds without obtaining a permit to leave the building. The above action may be in effect for each succeeding violation during the rest of the school year, except the second time will result in two days of in-school suspension: Three days for the third time, etc. A student leaving the school grounds for classroom assignments who is not being supervised by a teacher must have the permission sheet filled out by the classroom teacher. This permission sheet must be signed in advance by the student's parent/guardian. The student will leave this sheet in the office when he/she checks out. The student will pick up the permission sheet when he/she returns. The office secretary will record the time of dismissal and the time of arrival.

## **WEATHER**

Unless you hear or are told in an official manner, there will be school. Never assume that school will be closed. When inclement weather occurs, turn on your radio to KGNO (1370 AM), KWXX (101.1 FM) or KJIL (99.1 FM) between the hours of 6:30-7:30 a.m. When possible, the mass notification system will be used to notify parents.

If school has been cancelled due to weather conditions, Ashland Jr.-Sr. High School WILL NOT participate in any extracurricular activities nor will any team practices or meetings be held unless authorized by the superintendent in the event that conditions significantly improve during the day. The safety of our students must come first and foremost.

## **TARDIES**

Any student that is late to class during the first fifteen minutes of a class will be considered tardy. Any amount of time after this will result in the student being recorded as absent. First hour tardies must be verified by a parent or guardian in order for the tardy to be excused. Excused and unexcused definitions will apply to tardies as well as absences.

A student that has been absent from one class (absent more than fifteen minutes) and arrives at school within the first fifteen minutes of the following period, will be considered absent in the class in which he/she missed more than fifteen minutes and tardy in the class for which he/she was late.

There is no good reason to be tardy between classes. Students are given five minutes to pass between classes, which is a sufficient amount of time to take care of most business. If a student anticipates that he/she will not have enough time to complete his/her business, that student should receive approval from his/her next classroom teacher prior to taking care of the business, and this should rarely occur.

### **The following consequences will be enforced regarding tardies:**

Students who need to leave class to go get something they were responsible for bringing to class (i.e.: homework, calculator, text, pencil, etc.) will receive a tardy when they leave class to go get the item.

### **Tardies Per School Year Consequence**

0-3=No consequence; 4-6= 30-minute detention; 7 or more=60-minute detention after school

### **MAKE-UP WORK**

1. Students will report to the office before attending classes to receive a make-up slip the day they return to school after being absent. Teachers will not allow a student to be admitted to class without a make-up slip when returning from an absence.
2. Work assigned prior to the student's absence may be required to be due by the instructor the day the student returns to class or on the assigned due date.
3. Ultimately, it is the student's responsibility for completing any missed work due to an absence. If the student misses a class for any reason, the teacher will record that the student was absent from class. Work missed will be made available to the student for excused absences. The student will have one day plus the number of days the student had excused absences from the day he/she returns to school to complete work missed to receive full credit.

For example, if a student misses school on Monday and returns to school on Tuesday, the student will have Tuesday and Wednesday to complete the assigned work. The assigned work must be presented to

the teacher upon entering the classroom on Thursday. If a student is absence from class for more than one day, for each additional day missed, an extra day will be allowed for makeup work to be completed. For example, if a student misses Monday and Tuesday and is in attendance on Wednesday, then that student will have Wednesday, Thursday, and Monday to complete the assigned work. The assigned work will be due upon entering the classroom on Tuesday.

In the event of a prolonged absence, teachers and student will devise a plan for completing all missed assignments. (Rule of thumb - The number of days missed plus one day is the time allowed to complete makeup work for full credit)

4. Make-up assignments that are not turned in by the time they are due will be recorded as zero.
5. If a student is in attendance but is not completing assignments within time parameters set forth by the instructor; the student may be assigned to Academic Assistance Committee at the discretion of the teacher to complete any work not finished during the class period. Partial credit will be given.
6. Teachers will send homework to the office for absentees. Students or parents should pick up the homework from the office the day of the absence or immediately upon returning to school.

## **CONDUCT AND CONSEQUENCES**

### **STUDENT CONDUCT**

Students are expected to conduct themselves in an orderly manner at all times. Personal possession of and/or use of tobacco, alcohol, or other drugs, abusive language, and fighting will not be tolerated. Students involved in the above shall be suspended in-school or serve a suspension out-of-school as determined by the USD 220 Drug Free Schools Policy (Article VII, Section XVI). If drugs, tobacco and/or alcohol are involved, law enforcement will be involved.

#### **Causes for out-of-school suspension and/or possible expulsion are:**

1. Willful violation of any published regulations for student conduct.
2. Conduct that disrupts, impedes or interferes with operation of school or that infringes upon or invades the rights of others.
3. Conduct that has resulted in conviction of the pupil of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
4. Disobedience of any order of a teacher, peace officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school.

Please note that if a student violates the USD 220 policy he/she will be dealt with according to that policy. If the student is also in an extracurricular activity, he/she will be dealt with according to that coach's policy also.

Any student serving an ISS or OSS will be ineligible from activities as dictated by the KSHSAA. Students serving an OSS will not be allowed on school grounds while serving their OSS. Work missed during an OSS must be completed during the OSS and turned in when the student returns from the OSS.

\*\*\* Alcohol, tobacco (cigarettes or chew), and other drugs are prohibited and use or possession of them will result in suspension, and law enforcement will be notified.

### **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on 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. Possession of a firearm or other 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. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

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

Students should not carry pocket knives or roping knives while at school or school activities. Violation of this policy will result in detention or suspension.

### **STUDENT CONDUCT AT SCHOOL ACTIVITIES**

Students are expected to conduct themselves at school activities in the same manner that they do during the regular school day. The same governing rules will apply. During school activities, students should cheer for their team not against the opposing team. Students are encouraged to cheer along with the cheerleaders and to support the team in a positive way demonstrating good sportsmanship.

Students will not be allowed to dress up in costumes. Face paint will be allowed as long the painting is appropriate and students conduct themselves in an acceptable fashion. Appropriate clothing will be worn at all times. The purpose of attending the game is to cheer on our team. The focus of everybody's attention should be on the team while the game is on and on the cheerleaders during intermissions. Anything that takes away from the intent of the competition will not be allowed. Students are encouraged to cheer for their team, aid the cheerleaders in creating school spirit, and enjoy themselves during school events, but this must be done in a way that reflects positively on the school, team, and community.

### **SUSPENSION AND EXPULSION OF PUPILS**

The Board of Education of Unified School District 220 authorizes the building principals and/or the superintendent to suspend students for cause as stated in KSA 72/8901. The student shall be notified either orally or in writing and allowed a hearing before any short-term suspension unless the presence of such student poses a danger to person, property, or disruption of the academic process. Any further details of this law can be obtained upon request from the building principal.

### **SUSPENSION OF COMPULSORY SCHOOL ATTENDANCE**

The compulsory school attendance law shall not apply to any pupil while subject to suspension or expulsion.

### **FRIDAY SCHOOL**

Friday School is used for remediation for students who might need additional assistance on assignments. It is also used as an intermediary step before suspensions for discipline reasons. Friday School begins at 8:00 a.m. and ends at 12:00. Friday School will be staffed by teachers and computers will be accessible. Students will be expected to follow normal school procedures plus Friday School Expectations. Students and parents will be notified by the principal when a student is assigned to Friday School and a copy of the Friday School Expectations will be given to each. Students assigned to Friday School for punitive reasons will have one week to make arrangements if needed. On weeks when Friday is a regular school day, Saturday School will take the place of Friday School. Students missing Friday School will serve a day of In-School Suspension.

### **ACADEMIC ASSISTANCE COMMITTEE (AAC)**

AAC is a teacher-staffed after-school study hall from 4:00 until 5:00 in the library. Students may elect to use AAC for additional help or tutoring when they so desire. Students who receive an F on a weekly eligibility or progress report will automatically be assigned to AAC.

AAC takes precedence over extracurricular activities, but a student may attend the remainder of a practice after being dismissed for the day from AAC- Bus riders assigned to AAC are responsible for providing for their own transportation unless a bus is already scheduled. Students are assigned to AAC for a whole week, and will only be excused when the assigning teacher has signed a check out form and the form is turned in to the AAC supervisor.

AAC students who are on eligibility policy probation weeks will need to attend AAC before attending practice, but will be allowed to participate in competitions. AAC students who have used their probation weeks are ineligible for practice or for competition according to our eligibility policy. Students missing AAC will be assigned to Friday School or ISS.

#### **UNNECESSARY PHYSICAL CONTACT / FIGHTING**

Unnecessary physical contact will not be tolerated in the school. Students should keep their hands and feet to themselves during the passing period, lunch time, before and after school, and when riding the bus. Pushing and shoving, although done in fun, could result in a serious injury. Consequences for continued abuse of this policy will be progressively more severe. Fighting will result in detention, suspension or expulsion.

#### **HARASSMENT / HAZING / BULLYING / CYBERBULLYING**

Hazing (initiations), harassment, bullying or Cyberbullying, whether sexual or otherwise, will not be tolerated. These are not appropriate behaviors at school or in society, and they will be dealt with in a serious manner, up to and including ISS or OSS.

#### **DISPLAY OF AFFECTION**

Boys and girls can be expected to be attracted to each other. Sometimes this attraction becomes strong and is shown openly in public. There is a time and place for displaying this affection and the school is neither the time nor place. Appropriate measures will be taken to make certain that open display of affection does not continue including but not limited to Early Morning School and In-School Suspension.

#### **PHONE CALLS**

Students will not be called from their classes for phone calls except in case of emergencies. Messages will be taken and the student notified at the end of the class period. Student phone calls before and after school should be made on the phone in the hall or as directed by office personnel. However, students are permitted to use their cell phones in the hallways and at lunch.

#### **CELL PHONE/ELECTRONIC DEVICES**

Students are allowed to use cell phones and other personal electronic equipment during passing periods between classes and during lunch. However, the teacher in the classroom has final determination whether or not the students may use tablets, cell phones, and other electronic devices in the classrooms for specific purposes.

#### **HALL PASSES**

Students leaving the classroom during class time must have a hall pass from the classroom instructor or from the person requesting the student. The hall pass section (back pages) of the student planner will be used. Any time a student is in the hall during a class period, that student **MUST** have his/her student planner with him/her and have the appropriate information filled out in the planner. No planner - no pass! In the rare event that a regular hall pass is used, the hall pass will be returned to the instructor issuing the pass when the student returns to class. The person requesting that a student be sent to him/her should issue the pass.

#### **BEVERAGE AND SNACK MACHINE**

The Student Council is responsible for the operation of the snack and drink machines and in return receives the proceeds. The machines are a privilege, and abuse of their usage may result in the loss of the machines. Bottled drinks are to be purchased before and after school and during the free-time after lunch.

#### **DRESS AND GROOMING**

The personal appearance of students at Ashland Jr.-Sr. High is the responsibility of the parents. Students are expected to present themselves clean and neat. The personal appearance of students shall become the responsibility of the school only when their mode of dress or personal grooming habits are disruptive to the function of the school or to other students/staff.

Hats will not be allowed in the building. Shirts bearing monograms in poor taste will not be allowed. Shirts advertising alcohol and cigarettes will not be allowed. Shirts with double-meaning and/or obscenity and profanity will not be allowed. No half-shirts, fishnet shirts, basketball jerseys or tank tops are allowed. Jeans that have holes anywhere in the midsection (above mid-thigh) will not be allowed. One-piece body suits will not be allowed. Wide band sleeveless shirts that fit tightly under the armpit will be permissible. Cutoff shorts will be allowed only if they are hemmed. Shorts should be of sufficient length (mid-thigh) and shirts and blouses should have a sufficient neckline to not be a distraction to other students or staff. Boo

k bags can be used to bring books and supplies to and from school only. They will not be allowed in the classrooms and cannot be left in the hallways.

#### **PLAGIARISM, CHEATING AND FORGERY**

Plagiarism, cheating and forgery are not permitted and are subject to disciplinary action, including, but not limited to loss of assignment grade, loss of course credit, and detention or suspension.

#### **EQUIPMENT AND BUILDING USE**

##### **CARE OF THE BUILDING**

Our building is one of the best. It is yours to use, to appreciate, and to enjoy. Take good care of it. Many times a student body is judged on the appearance of the building. Defacing of school property will result in paying of damages and serving detention or suspension, depending on the severity of the vandalism. Law enforcement will also be contacted.

##### **COMPUTER USE**

Students must be aware that a computer is a sophisticated and expensive piece of equipment that must be treated with respect. It is NOT a toy. If a student knowingly damages hardware or software, he/she may be prohibited from using any computer for the rest of the year. The student can be expected to serve detention time and will pay for any services that are deemed necessary because of his/her actions. This rule also applies to Internet violations.

School computers should be used for academic purposes only. Students will not play computer games on school computers. Instant messaging and social networking (Face Book, Twitter, My Space, etc.) is also prohibited. Students may check their email accounts before and after school. The only time email may be used during the school day is if it is part of a classroom assignment. Students will be required to sign a school Internet policy if they wish to be on the Internet while at school. Student use of the Internet will be required for the computer classes as well as many other classes.

##### **LIBRARY, RESOURCE CENTER**

Students are not to be in the library during school hours without supervision or a note from a teacher. Materials are not to be removed from the library without being checked out. Magazines are not to be cut up or defaced. Violation of resource center policy will result in detention and may result in forfeiture of the privilege of using the library. Damages or losses will also be billed to the student.

##### **LOCKERS**

Each student will be assigned a locker when enrolling. Students will not be allowed to change lockers or to use unassigned lockers. Locks will not be provided; however, locks are recommended. If a student chooses to do so, he/she may put a lock on his/her locker and present one key or the combination to the principal's office. Each student will be expected to keep his/her locker clean, both inside and out. No pornography or other obscene material will be allowed in lockers and violations will result in detention.

There is no expectation of privacy when it comes to school lockers. They belong to the school and may be searched randomly or on suspicion. Drug dogs may be randomly used to search lockers or any other school property (including the parking lot).

Under no circumstances should a student get into another student's locker.

### **UNAUTHORIZED AREAS**

The office is a busy place and one where certain areas are off limits. No unauthorized person is allowed in the vault or behind the office counter. Students are not to use the copier, unless they are given permission by office personnel. Students are not allowed to use the back doors of the office. Students should not be anywhere during school hours without the permission of the teacher or supervisor responsible for their supervision at the time.

### **SCHOOL USE REGULATION**

The building will be open from 7:30 a.m. to 4:30 p.m. Any use of the building before or after the above-mentioned times must be supervised by a teacher. The academic area will be closed at 4:30 p.m. Jr. High students are expected to stay in their designated area and Sr. High students are expected to stay in their designated area.

### **PETITIONS, POSTERS AND SIGNS**

Petitions will not be circulated unless first approved by the administration. All posters and signs pertaining to school activities must be cleared by the activity sponsor or the office. All posters pertaining to community activities must be cleared by the administration.

### **VISITORS**

All visitors must check with the central office before being allowed to visit classes. If a testing period is in session, visitors will NOT be permitted. If a friend of a student, a former student, or an adult has come to visit the school, he/she MUST come to the office to receive a visitor tag.

Guests must state their business, who they will be visiting, and how long they anticipate staying at the school. Visitors are welcome, however, the administration must know at all times who is in the building and for what purpose. This is a courtesy that keeps our building safe from possible intruders.

### **SCHOOL SAFETY DRILLS**

#### **KANSAS SCHOOL SAFETY HOTLINE**

The Kansas School Safety Hotline (1-877-626-8203) is for use by students, parents, and community members in anonymously reporting any impending school violence.

#### **FIRE, TORNADO, AND LOCK-DOWN DRILLS**

We are required by law to hold a fire drill once a month and tornado drills three times a year. Anyone willfully reporting a false fire alarm may be fined or imprisoned or both according to law. The student will be suspended "Out of School" if caught reporting a false alarm and he will also be reported to the county attorney and law enforcement. The same goes for anyone pulling a fire alarm maliciously without a fire in progress.

A lock down and/or evacuation drill may be conducted at any time during the school year according to the school Emergency Operations Plan.

#### **FIRE DRILL PROCEDURE**

During a fire drill or emergency, the horn/strobes throughout the building will flash and issue a high-pitched whistle. Primary and secondary fire evacuation routes are posted in each classroom near the door. Each classroom teacher will be responsible for helping evacuate any handicapped student in his/her classroom.

#### **STORM AND CIVIL DEFENSE REGULATIONS**

The tornado signal is an emergency tone over the intercom. Tornado evacuation routes are posted in each classroom near the door. Each classroom teacher will be responsible for helping evacuate any handicapped student in his/her classroom.

## **TRANSPORTATION/PARKING**

### **SCHOOL ACTIVITY TRANSPORTATION**

Transportation will be provided by the school to all school-related activities in which the student participates. The student will not be excused to ride any other way unless approval is given by the sponsor, instructor, or principal. A note must be given to the coach before the student boards the bus initially. Exceptions will be made for parents or another adult, at least twenty-one years of age, with parental approval. Students will not transport themselves to any school activity unless some extenuating circumstance makes it more practical and there is prior notice by the parents and prior approval of the principal and sponsor or coach.

A student may ride home with another adult (other than their parent/guardian) if permission is given by a parent/guardian or grandparent. The parent/guardian should notify the school office before students depart to the activity. This will give the office time to notify the coach or supervisor. A note should be sent with the student indicating permission to ride home with a specified adult. This note can be given directly to the coach or sponsor. The parent/guardian or another specified adult will need to sign out the student with the bus driver. **A STUDENT WILL NOT BE PERMITTED TO RIDE HOME WITH ANOTHER STUDENT.**

Boys and girls will sit in separate sections of the bus going to and returning from all activities. They will not be permitted to sit together.

### **CARS AND PARKING LOT**

Cars will remain unoccupied in the designated area until dismissal of school at 4:00 p.m. Cars driven to school are to be parked in an orderly manner on the East side of the high school building in the parking lot. Students should not park in the front row of the school parking lot. This section is reserved for staff. Cars are not to be parked between the shop building and the garage. Driving is a privilege that can be taken away.

Students are not allowed in the parking lot during the school day without first signing out through the front office or having a pass signed by a teacher. This should occur only in rare circumstances. If a student has forgotten academic material in a vehicle, he/she should get permission from the office before going to his/her vehicle to get the material. Appropriate consequences will be enforced for violations.

## **FOOD SERVICE PROGRAM**

### **LUNCH/BREAKFAST PROGRAM**

School lunches will be served daily. Meals may be purchased in the office on a daily, weekly, monthly, or semester basis. Anyone requesting free or reduced price lunches may make application at the office.

Due to budget and health considerations, the following guidelines will be in effect:

- Pop is not allowed in the cafeteria during lunch period.
- Students who bring lunches to school will eat them in the cafeteria.
- Food shall not be taken from the lunchroom into the rest of the building.

If seconds are available:

- Students will be required to eat everything on their tray before being permitted second helpings.
- Students should leave their silverware at the table and bring the dirty tray to the dishwasher window.
- When receiving seconds, students should enter the serving line at the west entrance and exit the east entrance.

Students will not be permitted to leave school during lunch period. The lunch period will be regarded as any other period of the school day. Students are not permitted to go to their cars during the lunch period. Meals should be paid for in advance. Parents will be notified when a lunch account has a negative balance. No student or employee may charge more than 20 meals (breakfast and/or lunch). The parent/



guardian or employee shall be notified any time the account balance has dropped below zero. Students may bring sack lunches until the lunch bill over the maximum allowable charges has been paid.

Students eating breakfast must do so between 7:30 and 7:55. The cafeteria will close at 7:55 to students so that they will have sufficient time to prepare for class.

## **GUIDANCE AND COUNSELING SERVICES**

The services of a qualified counselor are available to all students. This service is for students and parents alike. The counselor's door is open to students having academic problems or vocational questions, college or other post-secondary questions, and those students who need any other kind of help.

### **COLLEGE VISITS**

Seniors should schedule college visitation days on non-school day Fridays. In the event that a Friday visitation cannot be scheduled, any school-day visit must be scheduled by the Ashland High School Counselor. Seniors will not be allowed to miss more than two school days for college visits. Class work will be expected to be made up and turned in prior to the visit date. College visits by underclassmen are highly discouraged.

### **PEER HELPING AND TUTORING**

A Peer Helping and Tutoring Program is available. For more information, call the office or the counselor.

## **AWARDS AND SCHOLARSHIPS**

### **SCHOLARSHIP LETTERS**

A scholarship letter will be awarded to an Ashland student who made at least the "B" honor roll for the school year. After a student has received the initial scholarship letter, a certificate and bar award will be given the following years.

### **ACTIVITY LETTERS**

Awards will be presented in the spring during the activities banquet in football, track, tennis, basketball, band, vocal, speech, scholars' bowl, golf, cheerleading, and volleyball according to the qualifications established for each activity.

### **CUM LAUDE AWARDS**

Graduating seniors who have maintained a 3.25 average each year, for all four years of high school, through the midterm of the spring semester of their senior year, will qualify for Cum Laude recognition and will receive an honor pin to be awarded at Commencement.

### **SUMMA CUM LAUDE AWARDS**

Graduating seniors who have made the "A" Honor Roll for the first semester of their senior year, and have an "A" average at the spring midterm of the senior year in addition to meeting the requirements for Cum Laude recognition, will qualify for Summa Cum Laude recognition and will receive a scholarship cup, which will be awarded at Commencement.

### **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian and salutatorian will be determined at the spring mid-term of the senior year so that there is adequate time to prepare the corresponding awards. A student must be in the Diploma of Excellence program to be considered for valedictorian or salutatorian honors. In the event of a tie on either award, the administration and counselor have the discretion to make decisions on these awards. In the event that there are multiple valedictorian awards given, there will be no salutatorian that graduating year.

## **JUNIOR ATTENDANTS FOR GRADUATION**

The number of Junior Attendants will be from two to four. The administration along with the guidance counselor will make this determination. To be selected as a Junior Attendant, the student must rank in the top two to four in their class. If there are a number of students that have earned very high grade point averages, the maximum number of attendants will be selected.

## **ORGANIZATIONS / INSTRUCTIONAL CLASSES**

### **MEETING TIMES**

Classes and other organizations will be able to meet during school only during scheduled meeting times as posted in the office. These scheduled times take place during the last 15 minutes of class on a rotating schedule. Meetings should be scheduled by the coach or sponsor in the office by the previous Thursday.

### **NATIONAL HONOR SOCIETY**

Any junior or senior enrolled in the curriculum recommended for college bound students and who has attained a 3.5 cumulative grade point average at the end of the fall midterm of the junior year will be eligible for membership in the Ashland Chapter of the National Honor Society. The selection of new members will be approved by a faculty committee of five members appointed by the principal. Induction of new members will occur as soon as possible after their selection. Students transferring from another school where they are currently a member in good standing will be accepted for membership upon receipt of a letter affirming membership from their former principal or chapter advisor. If they do not meet the standards set for membership in the Ashland Chapter of the National Honor Society, they will have one semester to meet those standards.

#### **Members will remain in good standing unless:**

1. The cumulative grade point average of a member declines to less than the required 3.5. Members will be given two nine-week periods, including the nine weeks during which the warning is received, to raise their grade point average.
2. A member commits a flagrant violation of school or community rules. Committing a serious offense may result in immediate dismissal. Less serious offences will result in a warning and possible dismissal if another reprimand is received. The faculty committee will determine the seriousness of the offense.
3. A majority vote of the faculty committee will result in the dismissal of a member. Removal from membership means that the student will never again be eligible to become a member of the National Honor Society.
4. Members who are deemed to no longer be in good standing shall receive a written letter outlining the reasons. Dismissal may be appealed through normal disciplinary procedures.

### **STUDENT COUNCIL**

The chief purpose of this organization is to build school pride and respect. This is to be achieved by being a representative government for the student body. If at any time you have a suggestion, contact your representative and he/she will submit it to the council.

### **"A" CLUB**

Requirements for participation in A-Club:

1. Each member must be active in at least one activity that school year.
2. Each member must have obtained a varsity letter in at least one activity.
3. Each member must be in good standing with the school.
4. Each member will not be permitted to go on any trips if he or she is ineligible at the time of the trip.

The word "activity" means any activity for which a student may earn a letter.

Any senior who is participating in his/her fourth consecutive year in the same activity will be accepted into A-Club whether that person has lettered previously or not.

### **SCHOLARS' BOWL**

Each year our students participate in several high school and junior high scholars' bowls. For details contact the scholars' bowl sponsor. No student with an "F" on the most recent report card can participate in scholars' bowl.

## **ACTIVITY FINANCES--HIGH SCHOOL**

Each high school class and other school organizations shall deposit their finances in the high school activity fund. Deposits shall be made in the general office. All class and organization bills will be paid by check after a voucher has been written, authorizing the payment of the bills. The voucher will be signed by the sponsor.

## **OFFICER ELECTIONS**

It is hoped that each organization will elect responsible people to their offices of leadership. All elections will be held according to the club constitution or as scheduled by the sponsor or principal.

## **BAND AND VOCAL**

AHS has an excellent band and vocal program. If you have any questions concerning these activities please contact the director. \*\*\*If a student goes out for band he/she will be expected to participate in pep band.

## **PRIVATE INSTRUMENTAL AND VOCAL LESSONS**

Private instrumental lessons are available from the band director after school. Please sign up during enrollment or see him/her later to schedule private lessons. The vocal teacher has a list of community members who give individual vocal lessons. Please see him/her to obtain this list.

## **IDL (INTERACTIVE DISTANCE LEARNING) CLASSES**

IDL classes vary from year-to-year since we are on-line with several other schools. Classes are set up as to what the majority of the schools have a need for in their curriculum. Each class will be limited, and upper-classmen will have first priority. Members of the freshman class are not permitted in IDL classes. The IDL coordinator and the administration will make the final decisions on class rosters. IDL has its own set of rules which is part of the contract a student must sign before the student can take the class. If a student is removed permanently, he/she will receive an "F" for the class for the year. Please read the contract carefully and understand its importance.

Because of the four-day school week, our class schedule does not match the five-day IDL schedule. Therefore, students enrolling in IDL classes must make up the work missed on Fridays in one of two ways. Students must notify the principal at the beginning of the school year of which option they choose individually. Students will not be able to switch back and forth from one option to the other.

1. Students may attend the regular class on Friday and participate as normal, or
2. Students will obtain their Friday assignments before leaving class on Thursday and will be responsible for all assignments when they report to class on Monday.

## **DRIVERS' EDUCATION**

Drivers' Education is offered during the summer. It is open to students who are 14 years old or who have completed the 8th grade. Only 25 students will be permitted each summer. USD 220 students will have first option. To participate in drivers' education a student must sign up by the deadline advertised during the spring, pay a class fee, pass a vision screening, and have a valid Instructional Permit (IP). The classroom portion of the class will typically take place during the first two weeks of June with the driving portion of the class taking place after that.

## ATHLETICS

**ASHLAND FIGHT SONG**  
**Go Ashland, Down the Field**  
**Fight on Forever.**  
**Touch, Pass and Make That Goal**  
**We'll Win Fair or Stormy Weather.**  
**This is our Battle Cry:**  
**Fight on Forever.**  
**Ashland Bluejays go for a Touchdown**  
**For our School.**

### **ATHLETICS - ACTIVITIES**

Available for those students desiring to participate, Ashland Jr.-Sr. High School offers for boys: football, basketball, track, and golf. For girls we offer tennis, volleyball, basketball, and track. In order to participate in interscholastic activities a student must meet the Kansas High School Activities Association rules and regulations. Specifically, a student must be in good standing with the school and have passed five subjects the semester prior to competition.

If school has been cancelled due to weather conditions, Ashland Jr.-Sr. High School students will not participate in any extracurricular activities nor will any team practices or meetings be held unless road and weather conditions improve significantly during the day and the superintendent determines that activity participation is safe. The safety of our students must come first and foremost.

In order for AHS to participate in a sport, there must be enough athletes out to field a team for that particular sport. Students in all activities, whether athletic or academic, are expected to behave in a way that will represent Ashland schools in a positive way.

### **ELIGIBILITY POLICY (KSHSAA sponsored activities)**

1. Grades will be turned in each Monday morning. Progress reports for "D" and "F" students will be sent home weekly. Students and parents are also encouraged to monitor grades, behavior and attendance on the online student management system.
2. Students will be allowed one week of probation when they have an F.
3. Grades will be based on the cumulative semester grade.
4. If grades have not been raised to a D the following week, the student will be ineligible to participate.
5. Ineligibility means that a student cannot participate in practice or any extra-curricular activities until he/she has regained eligibility.
6. An email will be sent to the parent/guardian of each student that has been declared ineligible. This
7. Coaches and sponsors will be responsible for informing the student participant of their eligibility status. This should be done as early as possible and the student should have a thorough understanding of how his/her participation will be effected.

### **ACTIVITY MEALS**

Meals may be provided for students during sub-state and state competitions. This will include all students participating in an activity including but not limited to (athletics, academics, band, vocal, etc.).

The school may provide meals for students when a competition is held at a location 200 miles or more from Ashland or is a four- or more-hour bus ride. The superintendent and principal shall be responsible for making this determination.

The meal stipend will be \$5.00 per meal. If a student will be attending the activity for breakfast, lunch, and dinner, the student will be allowed to spend up to \$15.00 for the day. In the above situation, the sponsor and students may elect to purchase their own breakfast and lunch and use their allotted \$15.00 at a nicer restaurant.

## **ORGANIZATION, CLASS, AND ACADEMIC FIELD TRIPS**

Advanced requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Coaches and sponsors shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel. Space will be provided on this form for the parent to state a reason for excusing their student(s) from participating in the activity. Students will be under the supervision of appropriate school personnel at all times when under the jurisdiction of the school.

All field trips should be no more than 350 miles round trip. All field trips should not exceed 18 hours in a calendar day. Any trips that will exceed these limitations must have administrative approval.

Overnight trips that are not sponsored by the KSHSAA must have prior board approval.

## **RESPONSIBILITIES OF STUDENT**

- Students are expected to follow all school handbook regulations.
- It is a privilege to take part in a school-sponsored activity. Students should conform to the rules and expectations of this regulation and the head sponsor. Students not only represent themselves but also their school and community.

## **GENERAL GUIDELINES**

- Consequences for student infractions may require parents to pick up the student at the activity. The head sponsor will contact the building administrator or superintendent prior to contacting parent(s).
- If a student infraction involves drugs or alcohol, local law enforcement will be contacted. The head sponsor will contact the building administrator or superintendent prior to contacting parents(s) or law enforcement.
- Organizational field trips should be educational in nature. Agendas should be presented to the building principal. Based upon a review of the agenda, the building principal will approve or deny the request.
- Academic field trips may be taken by classes or individual students for displaying academic excellence on CTBS, Kansas Assessments, PLAN, EXPLORE tests and other academic accomplishments. This recommendation will be made by the building principal. These trips may be either educational or recreational in nature.
- All trips should be conducted before May 1st. Any deviation from this must have principal and/or superintendent approval.

## **OVERNIGHT STAYS**

All Kansas State High School Activity Association (KSHSAA) trips that require students to stay overnight will be subject to this regulation. Any other requests for overnight stays must be approved by the Board of Education. Students will be under the supervision of appropriate school personnel at all times when under the jurisdiction of the school.

## **GUIDELINES**

In order to qualify for an overnight trip, one of the following criteria must be met:

1. The bus must leave before 6:00 a.m. in order arrive at the site of the activity with enough time to warm-up, take care of training necessities, etc.
2. The activity is in a location that is greater than a four-hour bus ride and/or 200 miles in one direction.

\*\*Coaches may request permission for an overnight stay if it does not meet the above criteria. The superintendent will make the final decision on any request.\*\*\*

## **RESPONSIBILITIES OF STUDENT**

Students are expected to follow all school handbook regulations.

It is a privilege to take part in a school-sponsored activity. Students should conform to the rules and expectations of this regulation and the head sponsor. Students not only represent themselves but also their school and community.

## **GENERAL GUIDELINES**

Consequences for student infractions may require parents to pick up the student at the activity. The head sponsor will contact the building administrator or superintendent prior to contacting parent(s). Parents and/or students will be held responsible for any vandalism or theft that their son or daughter has caused or participated in. Students will be subject to law enforcement and school policy consequences.

Video games, movies, phone calls, and other room charges will not be allowed. Any student that makes charges to a room will be responsible for the charges, and consequences will be enforced for violating this guideline. Administration and coach/sponsor will determine an appropriate consequence.

If a student infraction involves drugs or alcohol, local law enforcement will be contacted. The head sponsor will contact the building administrator or superintendent prior to contacting parents(s) or law enforcement.

Luggage checks will occur at any time sponsor(s) believe reasonable suspicion exists that school regulations have been violated. Luggage checks will be witnessed by the student and another adult. An open door rule will be in effect anytime mixed company is in the room. The doors shall remain open at all times. Students should go back to their assigned rooms at 10:30 p.m., lights out at 11:00 p.m. Sponsors may require students to be in their rooms and have lights out at earlier times.

Random room checks will be performed at the discretion of the head sponsor. Room phones will be disconnected at 10:30 p.m. All calls will be directed to the head sponsor's room. The head sponsor will then relay any messages to the students.

If a student brings a cell phone with them, they will turn the phone in to a sponsor overnight. All phone calls will be directed to the head sponsors room. The head sponsor will then relay any messages to the students.

#### **ATHLETIC INSURANCE**

Ashland Junior-Senior High School may provide secondary accident insurance through an approved KSHSAA provider for Ashland Junior-Senior High School students who participate in athletics. This coverage is secondary to a family's primary insurance and does NOT cover illnesses, including asthma or heat exhaustion.

#### **LOCKER ROOM SUPERVISION**

Students are not allowed in the locker rooms before school, during lunch period, between classes or at any time except for when they are in PE or sports practice.

It will be the school's policy to have a teacher in (or outside the door of) the locker room when students are dressing for physical education or extracurricular activities in an effort to help prevent unnecessary horseplay, the unauthorized use of other student's gym clothes and towels, and theft and vandalism.

Athletes and students in PE will be assigned lockers. Padlocks will be available. All students should lock their lockers every time they leave the locker room.

#### **PHYSICAL EXAMINATIONS**

Students participating in extracurricular activities are required to have a current physical. Students should make an effort to get their physical prior to the start of school. Students without a current physical will not be allowed to participate in practices or competitions.

#### **SCHOOL-OWNED UNIFORMS**

Students involved in an activity that requires the wearing of school-owned uniforms are expected to wear this apparel for the activity only. The use of such uniforms for any other reason is prohibited. Students are dismissed from class early enough on activity days to change into uniforms. Please do not wear team uniforms or jackets to school unless that is the dress of all members of the team.

#### **COACHES' POLICIES**

The head coach for each sport/activity has formulated a specific policy maintaining a set of rules and regulations that will be enforced. These policies will be reviewed by the administration prior to being distributed to the student population. Participants will be asked to sign a copy and

return it to the coach on the first day of practice. A copy will be provided to the parents for their review and signature.

### **SOCIAL ACTIVITIES**

Each class may have one social function each semester. The dates and times of such activities must be cleared through the office at least 2 weeks in advance to avoid conflicts, as to time and place. Class functions sponsored by the school are to be for class members and sponsors. The functions need to be over at a mutually agreed upon time, arrived at between sponsors and the school office. The only dances permitted in the school building will be student dances sponsored by STUCO, faculty or a school organization. Dances will be monitored/supervised by faculty members, parents and administration.

#### **Social activities of the school will follow this basic outline:**

1. All students must be Ashland High students except on special occasions.
2. If guests are permitted, guests' names should be submitted to the office at least 48 hours prior to the event. Guests are expected to be high school students.
3. Students will be expected to dress in accordance to the occasion.
4. Regular school conduct will be expected.
5. No outside liquid containers of any kind.

### **DANCE REGULATION**

1. Students and guests are expected to conduct themselves in a proper manner as established in the student handbook. (The dances are the same as regular school attendance.)
2. Dance participants will stay at the dance once admitted until they choose to leave and will not be readmitted to that particular dance. (Once in, always in.)
3. Senior high dances will be open only to (A) Ashland High School students, (B) invited guests for whom guest slips have been turned in and approved by sponsor or administration at least 48 hours in advance, (C) Ashland High graduates of the past three years and (D) their approved guests. No one will be admitted that has been out of high school more than three years.
4. Junior high dances will be open to those students in the 7th and 8th grades from Ashland Junior High only.
5. The sponsoring organization must have arranged for one set of parents to act as sponsors for a dance the Prom, as well as faculty sponsorship and the building administrator present. The name of parents sponsoring the dance must be reported to the office by the time school is dismissed for the day prior to the dance. Sponsoring parents must be appropriate to the level being sponsored. At all other dances there must be faculty sponsorship and the building administrator present.
6. Students attending the Homecoming Dance must attend all the game(s).
7. Students entering the dance are to be there by 10:00 P.M. unless otherwise approved by the administration.
8. The Prom is a formal affair and students need to remember this. Boys will keep their shirts on and buttoned. Violators of such acts will be asked to leave.
9. In the case of alcohol or drugs at a dance, the police will be called in, as, school policy dictates. Any athlete violating the drug and alcohol policy will fall under the coach's policy as well.

### **JUNIOR-SENIOR PROM**

1. All Juniors and Seniors of Ashland High School may attend.
2. A guest of a Junior or Senior may attend if a guest slip was properly completed and turned in at least 48 twenty-four hours in advance and approved by the administration.
3. Sophomore servers may attend the prom, but they may not invite a guest.