

ASHLAND-ENGLEWOOD PUBLIC SCHOOLS
PreK-12 STUDENT HANDBOOK
2018-2019

HOME OF THE BLUEJAYS!



UNIFIED SCHOOL DISTRICT #220

Jr-Sr High School
Grades: 5-12
311 JE Humphreys Street
Ashland, KS 67831
620-635-2814

Elementary School
Grades: PreK-4
210 West 7th
Ashland, KS 67831
620-635-2722

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.

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WELCOME!

Welcome to Ashland Public Schools, we are excited that you will be joining our Bluejay family this year. It is an exciting time to be a Bluejay as USD 220 continues to focus on individualizing each student's education to meet their needs. With the implementation of individual plans of study, career pathways, new programs, and college level courses, we are striving to provide the premier education and experience as a small, rural, and agricultural school and community. Our teachers and staff are committed to meeting the needs of all our students. Welcome to the Bluejay family and I wish you the best year ever!



**Mr. Jamie Wetig, Ed.S.
SUPERINTENDENT/HS PRINCIPAL**

On behalf of USD 220, I want to welcome all parents, students, and family members to Ashland Elementary School. We are a district that truly puts our students first in all that we do. Our goal is to do the very best that we can to make each student's school experience a positive and rewarding time in their lives. Our teachers work very hard to provide an educationally enriched day. Additionally, we strive to offer many extra-curricular experiences for your children such as field trips, guest speakers, and other experiences that add to their educational background. We believe that it is our duty to provide a multitude of programs that support and uplift each student's self-esteem and to go the "extra mile" to insure that all students who attend Ashland Elementary are important members of the Ashland Bluejay Family. Please take a few minutes to read through the following handbook. Should you have questions or concerns, do not hesitate to contact the elementary school office at 620-635-2722.

**Mr. Jason Endicott, M.Ed.
ELEMENTARY PRINCIPAL**

Greetings, Bluejay Nation! We are excited to have you here. Our staff is committed to providing you with the best possible educational experience that will leave you with pertinent skills to find success in whichever path you choose! We offer a wide variety of activities and educational programs to suit the needs and interests of our students. It is our goal for you to have the best possible experience in all aspects of your education. This handbook is intended to serve as a guide for students, staff, and administration for the majority of instances that may occur. We are glad you are here hope that you will have a great career as an Ashland Bluejay!

**Mr. Lee Odell, M.Ed.
ASSISTANT PRINCIPAL/ACTIVITIES DIRECTOR**

FOREWORD

The information in this handbook has been prepared to acquaint students, parents, and members of the community with the organization, policies, and regulations of Ashland Schools 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 handbook and welcomes students and parents making an appointment for discussion.

ACCREDITATION

Ashland Schools, USD #220, are 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.

KANSAS EDUCATION SYSTEMS ACCREDITATION (KESA) VISION STATEMENT

USD 220 believes in the rigorous and innovative traditions of our past. We seek to create a school system that develops lasting partnerships between the students, their families, community members, and faculty. USD 220 will also develop opportunities for all students to explore multiple careers and training that recognize and build on each student's strengths

EXIT OUTCOMES FOR ASHLAND SCHOOL DISTRICT

The will be able to:

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

ENROLLMENT INFORMATION

ONE-STOP ENROLLMENT (PreK-12)

Enrollment for all students is completed during August at the Jr./Sr. High School cafeteria using the school's online enrollment system the first week in August. Please refer to "Enrollment Information" under "For Parents and Students" on the district webpage, www.usd220.net.

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 K.S.A. 72-9934 (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

PRESCHOOL PROGRAM

The purpose of the Preschool Program is to provide students with advanced curriculum that will help to ensure they are ready for kindergarten academically, socially, and emotionally. This program is open to three year-old students with special education needs and all four-year-old students. The preschool program will offer two sessions, a morning and afternoon (three year-olds will attend the afternoon class only).

<u>Morning Class Monday through Thursday:</u> First bell at 7:50 - school begins at 8:00. Dismissal 12:00.	<u>Cost Per Month</u> Free = \$25.00/month Reduced = \$50.00/month No F/R = \$100.00/month	<u>Afternoon Class Monday Through Thursday:</u> Class begins at 1:30 Dismissal 4:00
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*All families will be asked to fill out a free and reduced application in order to receive F/R status.

KINDERGARTEN ROUND-UP

Children ready for kindergarten were pre-enrolled during April. At that time parents were given information about preparing children for kindergarten. For those that did not have all of the information, the parents are urged to complete the information during the summer.

If you missed Kindergarten Round-Up, your student will need to be enrolled during the regular enrollment time in August. The state department of education asks that all incoming kindergarten students complete the Ages and Stages Questionnaires. These surveys will help the school to be better prepared for all new kindergarten students. Parents will receive more information about his prior to enrollment.

The state law requires that a child must attain the age of 5 years on or before the 31st day of August on any school year to be eligible to enter Kindergarten. The parents are expected to present a certificate of birth or a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, a health assessment, and immunization record (state law) for the Kindergarten child.

Parents enrolling Kindergarten children after August will need complete records for Kindergarten children as soon after enrollment as possible.

SCHOOL DAY

The school day for students in grades, K-12, consists of approximately seven hours of classroom instruction plus an allotted amount of time for lunch and other activities for elementary recess and Jr-Sr high school class and organizational meetings. School will begin at 8:00 a.m. Students will be dismissed at 4:00 p.m.

TEXTBOOKS /TECHNOLOGY FEES

Information regarding fees for textbook rental and technology is published on the district website. Please refer to www.usd220.net. At enrollment time, parents will receive information explaining other items of expense. Things such as the special milk, breakfast program and the hot lunch program will be explained as to availability and payment method.

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.

Students and/or parents experiencing financial hardship or who are in the foster care system may fill out an application for waiver of textbook fees in the central office. Waivers will be provided in accordance with state law.

SCHOOL SUPPLIES

Prior to enrollment a supply list is published on the district website which lists items such as crayons, pencils, paper, etc. which may be purchased at local stores. Also listed are the items which may need to be purchased or brought from home. Children are encouraged to have their supplies by the first day of school.

FOOD SERVICE INFORMATION

To establish a meal account for your child, send a check for any amount to your school's office, made payable to USD 220 with your student's name in the memo section. If sending cash, please use an envelope and write the lunch account as well as your child's name.

Students are required to pay for meal fees in advance. Payment will be accepted at each attendance center office. Each student will have a meal account where advance payments will be posted. When a student's meal account balance falls below a balance sufficient to pay for two meals, the student and/or parent/guardian will receive payment reminder calls and emails/notice. Students are not allowed to charge meals. No student 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, or they may bring money for single meals each day.

USD 220 participates with the USDA lunch program. You may be eligible for federally assisted meals. Please stop by the main office at the Jr-Sr high school to fill out an application.

Breakfast and lunch is served at the high. Students wishing to each a breakfast should arrive at 7:30 a.m. Elementary students will be bussed to the elementary afterward.

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.

In accordance with the Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

EATING WITH YOUR STUDENT:

Please call by 9:00 a.m. if you would like to eat lunch with your child. This will allow an accurate daily lunch count so that enough food is prepared for your visit. Also, the school is now using an automated system requiring numbers for students and family members going through the lunch line. The first time you plan on participating, you will need to call ahead so that a number can be assigned to your family account.

TRANSPORTATION:

USD 220 provides transportation services to students who reside 2.5 miles or further from their attendance center. Transportation may include door-to-door services for students or require parents to meet the bus at a designated drop-off and pick-up location.

During enrollment parents will be asked to provide information as required by the Director of Transportation, who will then schedule the time and location for pick-up. Parents will be contacted by their student's bus driver prior to the start of the school year.

For the safety and security of all students riding district provided transportation, we ask riders to abide by the rules and regulations at all times. The bus driver assumes responsibility for the child's safety during the time he/she is being transported. Discipline will be addressed in the following order: Bus Driver, Director of Transportation, Building Administrator, Superintendent of Schools. Students discipline may include, verbal warning, suspension, and expulsion of riding privileges.

TRANSPORTATION GUIDELINES

1. Students should be at the designated loading zone and on time.
2. Students are to conduct themselves in a safe and orderly manner while awaiting bus arrivals.
3. Students are to wait for the bus to come to a complete stop before approaching it to board.
4. Students are not permitted to carry anything onto the bus that will impede foot traffic in the aisle.
5. Students are to board the bus in a safe and orderly manner and go directly to a seat and be seated.
6. Students are not permitted to get out of their seats while the bus is in motion.

7. Bus riders will be expected to conduct themselves in an orderly, dignified and self-controlled manner that demonstrates concern for the rights, safety and well-being of others.
8. Children that alter their usual pattern of transportation shall present a written note signed by a parent giving their consent and thereby assuming the responsibility.
9. The bus driver will not knowingly discharge riders at places other than the regularly scheduled stops, unless prior authorization has been given by parent or school officials
10. No student may ride on a school bus as a guest of another student unless previous arrangements have been made and adequate seating space is readily available.
11. Students are to remain seated until the bus comes to a full stop. They are to then disembark in a safe and orderly manner.
12. The bus driver assumes the authoritative role of a teacher when children are on the bus and his/her instructions and requests are to be honored.
13. If misconduct persists, the parents will be notified. If difficulties arising from misconduct cannot be resolved, it could result in forfeiture of a child's privilege to ride the bus.
14. Parents who have concerns as to student bus conduct should discuss their concern with the building principal.

SCHOOL ACTIVITY TRANSPORTATION

Transportation will be provided by the school to all school-related activities in which the student participates, except as specified in the USD 220 Activities Handbook. 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.

ASHALND HIGH SCHOOL GRADUATION REQUIREMENTS & PROGRAMS

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.

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.

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.

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.

IDL (INTERACTIVE DISTANCE LEARNING) CLASSES

IDL classes vary from year-to-year since we are online 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. 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.

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.

USD220 GRADING SCALES

First through Twelfth	Kindergarten
A+ = 98-100 %	E+ = 100 %
A = 93-97 %	E = 93-99 %
A- = 90-92 %	S+ = 84-92 %
B+ = 87-89 %	S = 70-83%
B = 83-86 %	S- = 60-69%
B- = 80-82 %	N = 0 – 59 %
C+ = 77-79 %	
C = 73-76 %	
C- = 70-72 %	
D+ = 67-69 %	
D = 63-66 %	
D- = 60-62 %	
F = 0 – 59 %	
I = Incomplete	

**ACADEMIC HONORS & RECOGNITION:
ELEMENTARY HONOR ROLL**

5th & 6th Grade Honor Roll - students shall be recognized each nine weeks for:

1. A average / minimum 93% average with no grades below 84%;
2. B average / minimum 84% average with no grades below 70%.
3. Recognition for Improvement

Honor Roll averages are based on percentages according to the Ashland Elementary School grading scale. Library, Physical Education, and Art grades will not be included in this average except as provided below. All subjects including Library and Physical Education are included for the: no grades below 84% for A honor roll and the no grades below 70% for B honor roll criteria.

*Recognition for improvement requires raising grades by 8% in four or more subject areas.

ASHLAND JR-SR HIGH SCHOOL HONOR ROLL

- 4.0.....Principal's Honor Roll
- 3.5-3.99.....Gold Honor Roll
- 3.0-3.49.....Blue Honor Roll

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 for fall activities at the fall activities banquet and for spring activities at the spring activities banquet 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.

STUDENT ATTENDANCE

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. 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.

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 absences. The student will have one day plus the number of days the student had absences from the day he/she returns to school to complete work missed to receive full credit. 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)

COMPULSORY SCHOOL ATTENDANCE-ENFORCEMENT

The Compulsory Attendance Law makes it mandatory that any child under the age of seven (7) years who is enrolled in school or who has reached the age of seven (7) years and is under the age of eighteen (18) years shall attend school continuously each school year. Any child who is inexcusably absent from the school of enrollment on any 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, shall be considered truant and not attending school as required by the Compulsory Attendance Law (K.S.A. 72-1111, et seq., or as it may be amended by the Kansas legislature). A child is inexcusably absent from school if the child is absent or misses more than two (2) hours of instructional time in the school day. In accordance with Kansas law, all school age children who are not attending school will be reported to either the Secretary of Social and Rehabilitation Services or to the Sedgwick County District Attorney, whichever is appropriate for the age of the child.

- A. When a student is absent, parents are requested to call the school between the hours of 7:15 A.M. and 9:30 A.M. to report the nature of a student's absence. If no phone call is received in the office by this time, an attempt will be made to contact a parent or guardian to determine the reason for the absence. If the parent or guardian does not call or send a note within 48 hours of the absence, an unexcused absence/tardy will be recorded.
 - a. For pre-planned absences, the student will present a written note from a parent and request assignments at least two days in advance. This prevents last minute confusion or delays from occurring. Students should request assignments in advance through the office and will have one day for each day absent to complete work. Students should be prepared to spend additional class time upon return to catch up on missed instructional time.
 - b. Students with excused absences will be allowed to make up missed assignments and will be given full credit. It is the **responsibility** of the student to make arrangements with the

teachers. The student will be granted the number of days missed plus one to complete the assignments. Parents may request work by contacting the office after their student has had two consecutive absences.

- c. Unexcused Absences & Suspensions: Assignments are due upon return to school, unless other arrangements are approved per the classroom teacher.
- d. Students may not leave the school campus without first receiving permission of the custodial parent and the permission of the principal or his designated representative. When permission has been granted, the student must obtain an exit pass and check out through the office before leaving school grounds. When students arrive at school in the morning, they are not allowed to leave school grounds. This means that if a student arrives on the bus, he or she cannot go to the convenience store, etc.

Excused and unexcused absences:

The principal or his/her designated representative shall be responsible for determining if an absence is excused or unexcused. The following criteria will be considered in making this determination:

Excused Absences:

- a. Personal Illness
- b. Death in the family
- c. Medical or legal appointment
- d. Absence requested by parent in writing and approved by administration prior to the absence.
- e. Doctor-ordered absence
- f. School activities (must be a participant)
- g. School-sponsored educational field trips
- h. In-School Suspension or Out-of-School Suspension
- i. Other as approved by the administration

Unexcused/Inexcusable Absences for Substantial part of a School Day:

- a. "Substantial Part of the School Day" is defined as being inexcusably absent after more than two (2) hours of instructional time.
- b. All absences that do not fall into the categories of excused absences.
- c. Leaving school when school is in session without obtaining permission and signing out in the office.

Excessive Absences:

Students who have accumulated 10 days or 80 hours of student absences in one year will be considered to have excessive absences. When a student acquires **10 days or 80 hours of student absences**, a letter shall be sent to the parent/guardian advising the parent/guardian that a doctor's note must accompany further student absences or the absences shall be considered an unexcused absence. If the student comes to school on the 11th day without a doctor's note, then the school will start counting the absences as unexcused and the Compulsory Attendance Law will be followed.

For the purposes of this policy, the term “absence” is defined as a period in which the student is not in attendance in a class to which he/she is assigned.

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.

TARDIES

- First hour tardies must be verified by a parent/guardian in order for the tardy to be excused. However, after 10 excused tardies, all first hour tardies will be unexcused for the remainder of the school year.
- Any student who is late to class during the first fifteen minutes of class will be considered tardy. Any amount of time after this will result in the student being recorded as absent.

AES Consequences: 0-3 = No Consequences 4-6 = 30-minute detention 7 or more = 60-minute detention	Jr-Sr High School Consequences: 0-3 = No Consequences 4 = 30-minute detention 5 = 60-minute detention 6 + = Friday School (8:00 a.m. – 11:00 a.m.)
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STUDENT HEALTH

Sickness and Communicable Disease

1. A child that is running a fever should not be sent to school. Children who have a fever will be sent home.
2. A child that is nauseous (sick -at the stomach) should not be sent to school. A child who vomits at school will be sent home.
3. A child who is suffering from a contagious disease or a severe common cold should not be sent to school.
4. A child with red and watering eyes should consult a physician before coming to school. Should this condition develop at school, the child will be sent home and requested to consult a physician before returning to school.
5. If a child becomes ill while at school, the child will not be sent home until the parent, or the person designated by the parent to care for the child, is contacted.
6. Students with the following communicable diseases may return to school when stated below or upon written permission from the family physician or the school nurse.

Mumps: Each infected student shall remain in respiratory isolation for five days from the onset of illness. Each susceptible student in a school shall be either vaccinated within 24 hours of notification to the secretary or excluded from the school until 26 days after the onset of the last reported illness in the school.

Pediculosis (headlice): Each student infested with lice shall be excluded from the school until treatment with an anti-parasitic drug is initiated.

Chicken pox: Each infected student shall remain in isolation for six days after the first crop of vesicles appears or until the lesions are crusted, whichever comes first. Each susceptible person in a school, child care facility, or family day care home shall be either vaccinated within 24 hours of notification to the secretary or excluded from the school until 21 days after the onset of the last reported illness in the school.

MEDICATIONS AT SCHOOL

USD 220 will provide no medicine, either prescription or nonprescription over-the-counter medicines, to any student. The school district (through the school nurse, nurse's aide, or designated employee of the district) will administer medicine only under the following circumstances:

1. Prescription medicines may be administered, in accordance with Board Policy, by a licensed professional nurse or school personnel delegated by such licensed professional nurse upon receipt of written authorizations by the student's physician and student's parent. The first authorization must be signed by the student's physician and contain the physician's prescription and approval for the administration of the medication. The parent's written authorization shall be a signed permission form requesting the district to administer the medication and releasing the school district and personnel from liability.

These authorizations must include:

- (1) the name of the student who will receive the medication;
- (2) the name and description of the medication;
- (3) the dosage to be given;
- (4) instruction for administration of the medication;
- (5) suggested times for the administration of the medication;
- (6) a description of any possible side effects; and
- (7) any other instructions or warnings. All prescriptions must be in the original pharmacy container, clearly marked as to the patient, type of medicine, and dosage.

2. Non-prescription medicines will be reviewed on a case-by-case basis. Approvals will be typically on a limited basis only. The principal or nurse may deny administration request if they deem that it is not in the best interest of the student to take the medicine. Non-prescription medicines may be given, upon decision of the principal or nurse, only if accompanied by a permission form signed by the parents which includes:

- (1) the student's name,
- (2) the name of the non-prescription medicine, and
- (3) the dosage to be given.

The non-prescription medicine must be in the original sealed container and clearly labeled with the name and dosage recommendations. Due to dangerous side effects, at no time will any school district employee administer aspirin to a student.

At the end of the year, parents are requested to contact the school nurse regarding instructions to dispose of or return the medicines. Any medicine left in the possession of the school district at the end of the school year will be appropriately discarded.

FIRST AID

In the case of a student's illness or accident during the school day, the student is to report to the school nurse/secretary. If, as a result of accident or illness, medical attention is required, the following procedure is followed:

- (1) The parents are contacted immediately.
- (2) The student is under the direct care of the school nurse until the parent can be reached.
- (3) If the parent or relative cannot be contacted in case of severe illness or injury and the name of the family doctor is known but cannot be reached, the school nurse will contact 911 for assistance. The same procedure shall apply in the event that the family doctor is unknown.
- (4) Under no circumstances are students to spend time in the restroom "ill". Instead, they are to report to the school nurse.

If a student is absent five or more days consecutively because of health reasons, a statement signed by a doctor releasing the student to return to school is required. This statement should include any limitations on the student's activities, if any are needed. This statement should also include the activities in which the student can participate.

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 State 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.

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.

PRESEASON REQUIREMENTS

For a student to be eligible to try out for a team, start participating on a team, or attending practice, the student and/or parents must:

- * Attend a Parent Meeting - There will be a meeting in August to discuss the handbook for any parent or guardian who would like to attend.
- * Complete a Physical Form (rev. 3/09) - Physical forms may be picked up from the office or downloaded from the KSHSAA website. Physicals may be taken any time after May 1st preceding the school year for which it is applicable. The physical must be complete. The second page is to be completed by the physician.
- * Complete Additional Information and Consent Forms - In addition to the Physical Form, parents and students are required to complete a form which includes Emergency Contact information and an acknowledgement of an Assumption of Risk when participating in activities.

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 may practice, but cannot participate in any extra-curricular activities or travel with the team to away games until he/she has regained eligibility.
6. A letter will be sent to the parent/guardian of each student that has been declared ineligible.
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.

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.

AHS CLUBS & ORGANIZATIONS

Ashland Jr-Sr High School offers several activities, clubs, and organizations for students to participate in. The clubs and organizations will be able to meet during school only during scheduled meeting times as posted in the office. These scheduled times take place during seminar on a rotating schedule. Meetings should be scheduled by the coach or sponsor in the office by the previous Thursday.

Clubs:

Students Helping Out Warriors (SHOW)

National Honor Society (NHS)

Student Council (STUCO)

History Club
Forensics
Drama
Fellow Christian Athletes (FCA)
Future Farmers of America (FFA)
Scholars Bowl
Pep Band
Pep Club
Band and Vocal

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 CONDUCT AND CONSEQUENCES

Students shall respect constituted school authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of juveniles or minors. Student conduct shall reflect the consideration of the rights and privileges of others and demonstrate cooperation with all members of the school community.

High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students. (The following types of conduct are never permissible: fighting, disrespect or defiance of school staff, profane language, failure to comply, possession of weapons or other dangerous

objects, possession or use of tobacco or alcohol, possession or use of any controlled substance (drug), gambling, truancy, cheating, stealing, harassment of others, or vandalism.) The admittance to and the continued attendance in public school is a privilege dependent upon the compliance with the laws of the State of Kansas and the rules and regulations of USD 220. Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities. When a student chooses not to comply with the law and/or the rules, the privilege of attending school may be revoked. The failure of a student to continue to act responsibly usually constitutes misconduct, and the student is liable to detention, suspension, or expulsion.

CLASSROOM RULES & PROCEDURES

All teachers have their classroom rules and procedures posted in their classroom. All teachers shall instruct students on rules and procedures. On occasion it may be necessary to refer (send) a student or students to the office when classroom rules and procedures fail or the occasion warrants immediate office referral.

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 and 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.

CORRECTIVE MEASURES FOR MISCONDUCT

CONFERENCE: Each student is an individual, and the control and correction of student misconduct would first involve teacher-student conferences. If acts of misconduct continue, parents may be asked to confer with the teacher and/or other school personnel. The desired goal is to resolve problems and forestall serious disciplinary action.

DETENTION: A teacher or principal may detain a student. The nature of the misconduct and policy will dictate the amount or length of the detention period.

IN-SCHOOL-SUSPENSION (ISS): A student continues to attend school in a restricted setting. The student is required to use his/her time and energies working on class assignments and/or other learning material. A student on ISS is not eligible to practice or participate in any school activity, actively or as a spectator, during the days covered by the suspension. This restriction includes, but is not limited to, athletics, plays, dances, debates, field trips, performances, commencement, etc.

OUT-OF-SCHOOL SUSPENSION (OSS) Pursuant to KSA 72-8901: A student may be suspended from school by the principal for a period not to exceed ten (10) days. Reasonable effort will be made to provide verbal notification to parents. Written notification will follow and a copy of such notification will be filed with the superintendent. Procedural due process as required by state statutes shall be followed. While suspended, a student may not return to any school property without administrative permission. A student on OSS is not eligible to practice

or participate in any school activity, actively or as a spectator, during the days covered by the suspension. This restriction includes, but is not limited to, athletics, plays, dances, debates, field trips, performances, commencement, etc.

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 which constitutes the commission of a felony.
4. Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor.
- 5.. 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.
6. Possession of a weapon at school, on school property or at a school- sponsored event.

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 also be dealt with according to that coach's policy.

Any student serving an ISS or OSS will be ineligible from activities as dictated by KSHSAA and/or district policy. 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. Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property. Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

FRIDAY SCHOOL

Friday School can be used for remediation for students who might need additional assistance on assignments. It may also be used as an intermediary step before suspensions for disciplinary reasons. Friday School begins at 8:00 a.m. and ends at 11:00 a.m. Friday School will be staffed by teachers, and computers will be accessible. Students will be expected to follow normal school procedures. Students and parents will be notified by the principal when a student is assigned to Friday School. 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 can take the place of Friday School. Students missing Friday School will serve a day of In-School Suspension. **Disciplinary actions will be handled by building administration as deemed appropriate.**

Ashland Jr-Sr High School "Bluejay Code of Conduct"

- Be On-Time - In your seat before the bell rings.
- Be Prepared - Have all Classroom Supplies & Homework ready when you enter the room.
- Be Respectful - Starts with how you SPEAK and ends with how you ACT.
- Use the following words: Please, Thank You, You're Welcome, Excuse Me, Yes Ma'am, Yes Sir, No Ma'am, No Sir, Good Morning, Be Safe, How Are You, Have a Great Day
- Create an Environment for Learning: - Listen, Engage, Ask Questions, NO Food or Drinks (students may have a water bottle), Cell Phones Turned Off (unless used for a class activity)
- Take PRIDE in all you do! #AshlandPride

DRUG FREE/GUN FREE ZONE

Ashland Public Schools are declared Drug Free/Gun Free areas. Board policy prohibits the presence, sale and/or use of illegal substances including tobacco products and weapons on school property. If a student brings to school items that could be used in a threatening, intimidating, violent or improper manner, these items will be taken from the student and appropriate consequences will be imposed. Consequences may include suspension from school for 186 school days according to Board policy JCDBB.

In order to ensure the highest possible standards of learning as well as the safety, health and well-being of all students, USD 220 endorses a substance abuse prevention policy and procedures. The unlawful manufacture, distribution, dispensing, possession, sale or use of a controlled substance is prohibited in the district. This policy is designed to aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide aftercare support for the student when necessary. (See Board policy JCDAB, JCDA A and JCDBB.)

A student shall not 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.

DEFINITION OF WEAPONS AND DESTRUCTIVE DEVICES: As used in this policy, the term "weapon" and/or destructive device means:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in

converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. (See KSA 72-89a01, BOE Policy)

PENALTIES FOR POSSESSION:

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. The superintendent or the superintendent's designee shall conduct expulsion hearings for possession of a weapon. Students violating this policy shall be referred to the appropriate law enforcement agencies and if a juvenile, to DCF or the Commissioner of Juvenile Justice.

BULLYING & HARASSMENT

USD 220 believes will not tolerate bullying or harassment in any form. We are committed to keeping our schools a safe place for all of our students. The board of education prohibits bullying in any form, either by any student, staff member, or parent.

Steps to resolving bullying/harassment:

1. Report it to a teacher or administrator;
2. Initial assessment will be made by administrator;
3. Administration will contact all parties (students & parents);
4. Student support will be notified to help resolve the conflict;
5. Action plan will be developed;
6. Follow-up conference with all parties as necessary.

Ashland Public Schools and the State of Kansas continue to actively work on bullying prevention. The Kansas State Department of Education, in partnership with Kansas Children's Service League, is proud to announce the availability of the Bullying Prevention Hotline. This free, anonymous service is available to provide counsel and resources to those who have questions or concerns about bullying situations.

The 24-hour hotline can be reached at (1-800-332-6378 or 1-800-CHILDREN). You can also contact the hotline via text or e-mail at 1800children@kcsl.org.

Provided through a Safe and Supportive Schools grant, the hotline is staffed by trained professionals and volunteers who listen to each caller's concerns and seek to provide the caller with resources to assist him or her. In the coming months, you will receive hotline posters that we hope you will post in your schools to ensure students and those who visit your school are aware of the hotline and know the number.

The Bullying Prevention Hotline should not be confused with the Kansas School Safety Hotline. The School Safety Hotline should still be used to report potential violent acts at schools. Students who feel unsafe at school could call either hotline; the professionals at the Bullying Prevention Hotline will forward any calls where they feel there is the potential for violence, or that a student may harm him or herself or others to the School Safety Hotline.

Bullying Prevention Hotline
1-800-332-6378

Report Bullying
([Click Link](#))

Kansas School Safety Hotline
1-877-626-8203

EMERGENCY SAFETY INTERVENTION (ESI) LAWS

Since April 2013, all public school districts and accredited private schools have been required to comply with emergency safety intervention regulations developed by the Kansas State Board of Education. These regulations are still in effect and were recently amended. In 2015, the Kansas Legislature passed statutes on emergency safety intervention, which were amended during the 2016 legislative session and went into effect on July 1, 2016. The Kansas State Department of Education (KSDE) and the Kansas Technical Assistance System Network (TASN) have revised the emergency safety intervention resources and developed resources to help districts fulfill their obligations under the amended law and inform staff and families of these revised requirements. Here is an overview of some of the revised resources. Please visit www.ksdetasn.org and click on Emergency Safety Interventions Resources in the menu on the left for a full list of available resources.

JASON FLATT YOUTH SUICIDE AWARENESS ACT

The Kansas Legislature passed SB 323 which is known as the Jason Flatt Youth Suicide Awareness Act. This provision requires each school district to provide suicide awareness and prevention programming to all school staff.

If you or a friend need to talk with a counselor for help or for resources available in your area, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255), a free, 24-hour hotline available to anyone in suicidal crisis or emotional distress. Your call will be routed to the nearest crisis center to you.

SCHOOL SAFETY DRILLS

LOCKDOWN DRILL PROCEDURE

A lock down and/or evacuation drill shall be conducted at least nine (9) times per year. While our students have been taught the run, hide, fight philosophy in the event of an intruder, the following procedure will be used for a lockdown drill:



Secure Room & Students

1. Lock and close the door immediately
2. Move all student to the designated location in your classroom (opposite and away from the door)
3. Secure room and or entry way by blocking doorway
4. Silence all electronic devices. Keep students calm and quiet
5. Assess the situation and monitor your environment.
6. Remain secure: once the classroom door is locked, it cannot be opened. Do not open the door for any reason. Law enforcement will open all doors when the building is secure.

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. Fire drills shall be conducted four (4) times per year.

TORNADO DRILL

The tornado signal is an emergency tone or announcement 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. Tornado drills shall be conducted three (3) time per year.



PERTINENT INFORMATION

ARRIVALS AND DEPARTURES:

Walking - to and from school

- Parents are requested to help students to arrive at school but no more than 10 minutes prior to the time school begins.
- Walk on sidewalks when possible.
- Walk on the left side facing oncoming traffic when there are no sidewalks.
- Cross only at intersections and crosswalks.
- Refuse to enter or approach strange automobiles.

Motor Vehicle Transportation

- Parents are requested to drive to the school in such a manner as to place the passenger side of the vehicle on the same side next to the school. Students should not have to come across the street from a vehicle nor cross the street to a vehicle.
- Small children should not be left alone in a vehicle with the motor running.
- When the backing of vehicles near school is a necessity, please do so with the utmost caution.
- Parents and visitors are urgently requested to respect the school bus loading zone in front of the building. Please do not use the zone for private vehicles between 3 p.m. and 4 p.m. This zone was established with students' safety in mind and other traffic in this area reduces the safety margin considerably.

Early Departures

- No student is permitted to leave the school during school hours without permission from the office. Parents desiring early dismissal for children due to medical or dental appointments should send a written note of explanation or telephone the office prior to dismissal.
- For the protection of children, it is school policy not to release children to unknown persons without prior authorization from the parents or persons designated by the parents on the emergency card.
- When a student becomes ill during the day, the student will remain at school until satisfactory arrangements have been made with the parents.

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.

BICYCLES/SCOOTERS/SKATES/SKATEBOARDS

Students may ride their bikes to school. Bikes are to be stored in the bike racks in front of the school and securely chained for security purposes. USD 220 is not responsible for damaged or stolen property. Students are required to push their bikes when on sidewalks or loading zones

and are encouraged to use safe riding practices. Skateboards, skates, shoes with wheels, and motorized scooters are not allowed.

BIRTHDAY TREATS (AES)

Children may share birthday treats during the school day if treats are brought for the entire class. Please contact the classroom teacher for the best time to bring birthday treats.

BOOK BAGS

Book bags, purses, or gym bags should be stored in lockers. Book bags, purses, or gym bags will not be allowed in the classroom unless preapproved by the teacher. Students will be allowed to take their book bags and personal items to Seminar with individual teacher approval.

CELL PHONE/ELECTRONIC DEVICES

Jr-Sr High School: 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 the students may use tablets, cell phones, and other electronic devices in the classrooms for specific purposes. Use of phones and electronic devices is not permitted in restrooms/locker rooms.

AES: Elementary use of cell phones: Students are allowed to bring a cell phone to school. However, it will be at the teacher's discretion about the use of the phone during school hours. It is recommended that phones NOT be used without teacher consent. Teachers MAY ask students to hand over their phones when they arrive at school. The phones shall be kept in a locked cabinet in the classroom and given back to the student at the end of the day. This also applies to all other electronic devices such as personal music and gaming devices. Violations of this policy will result in confiscation of the device, a conference with the parents, and detention.

If a student is using an electronic device without permission, that student may have the device confiscated, be assigned detention or the student's parents/guardians may have to pick up the electronic device.

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 to school and parking on district property are privileges that can be taken away.

CHANNELS OF COMMUNICAITON

- Students and parents should consult first with a teacher with whom they may have a problem before going to the principal. In most cases the teacher is in a better position to make adjustments than the principal. If a parent feels that a satisfactory adjustment has not been made by a teacher, the parent should consult the building principal.
- Board members occasionally receive complaints directly from parents or citizens of the community. In handling complaints, the board will not, as individuals or as a board, consider any complaints from staff members, parents, or patrons until they first have been

referred to the building principal and the superintendent. For more detail on the district's complaint policies, please see policies JCE and KN. The board clerk may be contacted for copies thereof.

CLASSROOM PARTIES

Parties are usually planned at school for Halloween, Christmas and Valentine's Day. These parties are planned under the direction of the teacher who may request assistance from parents.

COLLECTION POLICIES

USD 220 contracts with the Kansas Department of Administration "setoff program" to collect all delinquent accounts above \$50.00. Three attempts will be made to collect all delinquent accounts prior to sending the debt to collections. For each month the debt remains delinquent, a \$5.00 late fee will be assessed until the debt reaches \$100.00. Once the debt has accrued a past due amount of \$100.00 the account will be turned over to the setoff program for collections. A 20% charge will be added to the debt for fees associated with the collections. Returned checks will also incur a \$30.00 return check fee. Patrons who wish to pay on a debt may schedule a payment plan with the main office of each building and avoid collections.

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.

COMPUTER USE

Students must be aware that computers and Chromebooks are sophisticated and expensive pieces of equipment that must be treated with respect. They are NOT toys. If a student knowingly damages hardware or software, he/she may be prohibited from using any computer or Chromebook 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 and electronic devices. Instant messaging and social networking (Facebook, Twitter, Instagram, etc.) is also prohibited on district devices. 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 computer classes as well as other classes. Student use of district computers, electronic devices, and internet is subject to monitoring at any time for any reason, and students have no expectation of privacy in use thereof.

DANCE GUIDELINES

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, and (C) approved Ashland High graduates of the past three years who have been invited by a current student. 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 the Prom as well as for faculty and building administrator representation at such dances. 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. The number of sponsoring parents must be appropriate to the number of students 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 hours in advance and approved by the administration.
3. Sophomore servers may attend the prom, but they may not invite a guest.

DRESS CODE

Students should dress in a manner which will not be disruptive to the educational process. If at any time the principal or teacher believes that a student's attire is a disruption, that student will be sent to the office and asked to change. Writing on the body is also prohibited. The school reserves the right to disallow or restrict any clothing worn by students to school or school activities that might be associated with a gang or gang activity. Any extra-curricular group may require a more stringent dress code, and those students wishing to participate will abide by the code for that group.

- Student who wear clothing that is inappropriate or that exposes chest, shoulders, bare midsection or buttocks such as: bare midriffs, bare backs, spaghetti strap tops with bra straps showing, fishnet shirts, sheer tops with bra straps showing, halters, tube tops, or tops without shoulder straps will be required to change.
- Pants, jeans, sweats, overalls and shorts are to be worn at waist level.
- No excessively loose clothing that exposes undergarments will be allowed.
- Spandex shorts are not allowed unless worn under other shorts.

- Clothing with inappropriate, abusive, crude, profane, obscene, suggestive, and/or distasteful language and/or artwork will not be allowed. Examples: clothing with alcohol, drugs, tobacco, weapons, explosives, gore, sexual innuendoes, etc.
- Clothing must be worn in the manner for which it was designed. Clothing designed as under garments must not be worn as outer garments.
- Footwear must be worn at all times during school. Shoes with wheels are not allowed. Bedroom slippers are not permitted.
- Students are not allowed to wear hats, caps, or other headgear while in the building prior to or during the regular school day.
- No colored or dark glasses should be worn except under a doctor's prescription or direction.
- The wearing of heavy coats in the classroom is not permitted unless allowed by the classroom teacher. Coats may be subject to search at any time at the discretion of the administration.
- Chains longer than six (6) inches, or jewelry that could cause injury (i.e. spikes, sharp edges) will not be allowed.
- Gang writing and/or symbolism are not allowed on school papers, notebooks or any material at school or school activities. This includes marking(s) on the body. Gang related colors, language, gestures, or designs are not allowed in the school or at school activities.
- Students are not permitted to remove their shirts to participate in physical education classes.
- Pierced body parts or jewelry that may pose a safety hazard to a student will not be permitted. There shall be no expectation of medical attention in regard to the cleaning and maintenance of piercings by school personnel.

FIELD TRIP POLICY

All field trips should be educational in content and require administrative approval prior to making any final arrangements.

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.

GIFTS

The desire to express appreciation and affection through generosity is understandable, however, district policy does not view with favor, the exchange of gifts at school between students and

teachers. Such practices can lead to embarrassment, frustrations, and may have damaging effects on group morale.

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.

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.

INCLEMENT WEATHER

If weather conditions dictate the cancellation of school, the superintendent will make the decision as soon as possible. Notification will be posted on the districts social media platforms, and messages will be sent out via text through the school's student information system.

Additionally, the following media outlets are contacts: KBSC, KUPK, KSN, KAKE, KWCH, Rocking Radio, Big Dog Radio, KJIL, K101.

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 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 sniff lockers or any other school property (including the parking lot). Under no circumstances should a student get into another student's locker.

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.

LOST & FOUND

The School retains lost and found articles in the office or suitable location. Students who are missing an item should first attempt to find it on their own, then check the lost and found area in the office. Due to the volume of items accumulated, administration may authorize lost and found items to be donated to charity after reasonable attempts have been made to return property to its rightful owner.

PARENT-TEACHER CONFERENCES

These conferences will be held shortly after the first grading period and again in the second half of the school year. The school schedule will be altered to allow time for these valuable conferences. It is hoped that every parent will be able to take advantage of this opportunity to become involved in their child's education on a person-to-person basis.

PARENT INVOLVEMENT OPPORTUNITIES

BOOSTER CLUB: The booster club exists for the purpose of broadening the involvement of students and student families through support of all athletics and activities at Ashland Schools. The booster club works to achieve its goals through active participation of as many parents and patrons as possible in the booster club programs and in concentrated support for Ashland Schools programs working closely with the coaches, the district athletic director, and the administration. The club shall not seek to control or direct the technical activities or policies of the coaches or of the school administration. The organization shall operate in accordance with all USD #220 and KSHSAA rules and regulations, which shall take precedence over these by-laws. The organization shall also cooperate with other organizations in its efforts to provide support to the athletic programs and activities at Ashland Schools.

Membership Fees are as follows: Individual/Family Membership: \$30; "White" Membership: \$50; "Gold" Membership: \$100; "Blue" Membership: \$250.

ELEMENTARY PARENT-TEACHER ORGANIZATION:

One of the goals for any effective elementary school is to have a close relationship with parents they serve. The PTO group is led by parent volunteers and strives to work hand-in-hand with the faculty and the administration in numerous ways. The group is open to anyone who wants to help or volunteer their time and energy to making the elementary school a better place for kids. Please consider joining this important organization that has the students of Ashland Elementary at the center of its efforts.

PETS

Due to allergies and classroom conditions living creatures; including: reptiles, spiders, fish, fowl or other pets are not to be brought to school without prior teacher approval and only then under the conditions set by the teacher. If your child requires the use of a service animal.

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.

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 office or as directed by office personnel. However, students are permitted to use their cell phones in the hallways and at lunch.

PUBLIC DISPLAYS OF AFFECTION

Students are to refrain from any type of display of affection. (Students are not permitted to hold hands, kiss, hug, or fondle other students). Violation of this policy may result in disciplinary action.

REQUEST FOR STUDENT RECORDS

A child moving to a new school will have records forwarded upon request of records from the receiving school.

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 or coach. The academic area will be closed at 4:30 p.m. Fifth through Eighth grade students are expected to stay in their designated area, and Sr. High students are expected to stay in their designated area.

VISITORS

Parents are encouraged to visit their child's room during the year. These visitations are an excellent way to demonstrate to your child that you are interested and care about his/her school. They afford you with the opportunity to gain insight into your child's school day environment.

1. In order to find out when a visit would be most beneficial, the parent should contact the teacher prior to the visits.
2. Please schedule classroom visits after the first two weeks of the school year. These weeks do not reflect a true picture of the normal classroom setting.
3. All children visiting classrooms must have principal approval prior to visitation. Please make arrangements through the grade school office.
4. All visitors must stop in the main office, sign in, and obtain a visitor's badge before proceeding to the classroom.