

2018 - 2019

ARGONIA JR./SR. HIGH SCHOOL



STUDENT HANDBOOK

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Foreword

This handbook has been prepared for the purpose of acquainting all student, patrons, and USD #359 staff with the organization and practices of Argonia Junior/Senior High School. Please read it carefully and use it as a reference.

Argonia USD #359 / 2018-2019 Calendar

<p>7 Enrollment 12:00-6:00 PM 8 Enrollment 8:00 AM-3:00 PM 13 JH/HS First Day of Practice 14 Cowley Classes Begin 17 New Teacher Orientation 20-21 Teacher Inservice 22 Teacher Workday 23 First Day of School</p>	<p>AUGUST 2018</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>SEPTEMBER 2018</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>3 No School-Labor Day 12 Early Dismissal 12:35/Ins 20 Official Count Day 21 Progress Reports Due</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													
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The administrative policies herein have been approved by the USD #359 Board of Education.

Argonia Mission Statements

District Mission Statement

Argonia Public Schools is a collaborative family with a commitment to create a legacy of pride through uncompromising excellence and to develop productive, accountable, confident citizens.

Junior and Senior High School Building Mission Statements

Argonia Junior and Senior High School will provide a safe environment for the students to learn the necessary skills to become lifelong learners.

Accreditation

A secondary school program must provide education for intellectual development, citizenship, family life, as well as vocational interests that will endure and expand during the student's adult life. In addition to academic studies these interests cover a wide variety of subjects and activities including practical arts, fine arts, and sports. The Kansas State Department of Education has the responsibility for establishing regulations so that proper standards for secondary schools may be insured. It has the authority to classify and accredit. Argonia Junior and Senior High School is fully accredited by the Kansas State Department of Education and is classified as a fully accredited school.

Activities League Membership

Argonia Junior and Senior High School is a member of the South Central Border League. Activities that are governed and sponsored are music, speech, football, basketball, track, volleyball, and quiz bowl. The following schools belong to the SCBL:

West Division

**Argonia
Caldwell
Oxford
Udall
South Haven**

East Division

**Central-Burden
Cedar Vale/Dexter
Elk Valley
Flint Hills
Sedan
West Elk**

Argonia Junior and Senior High School is a member of the Kansas High School Activities Association.

Statement of Nondiscrimination

Students, their parents, and employees of USD 359 are hereby notified that this school district does not discriminate on the basis of sex, handicap, race, color, or national origin and is required by Title VI, Title IX, and Section 504 not to discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment, or employment in its programs or activities. Any person having injuries concerning USD 359 compliance with Title VI, Title IX, and Section 504 is directed to contact the Superintendent of Schools of USD 359, 202 E. Allen, Argonia, Kansas 67004, (620) 435-6311. The Superintendent of Schools has been designated by the Board of Education of USD 359 to coordinate the school district's efforts to comply with Title VI, Title IX, and Section 504.

Dr. Julie McPherron, Superintendent of Schools, USD 359, Phone # (620) 435-6311. Title VI, Title IX, and Section 504 coordinator

Exit Outcomes for USD 359

Graduates from USD 359 will develop the skills necessary for a lifetime of learning by demonstrating mastery in the following areas:

1. Effective oral and written skills
2. Working cooperatively in a variety of situations.
3. Effective use of critical thinking in analyzing and solving problems.
4. Knowledge of the impact of environmental and global issues.
5. Application of previously learned knowledge to new situations.
6. Access information and use the tools and instruments of current technology.
7. Knowledge of what constitutes physical and social well-being.
8. Use of appropriate decision-making skills in solving everyday problems.
9. The ability to scientifically reason and problem solve using the following process skills: observation, recognition of relationships, ordering, collection of data, classification, measurement, prediction, inference, estimation, interpretation, analysis, hypothesizing, manipulation of variables, communication, application and experimentation.
10. Knowledge of the role and impact of aesthetics and the arts.
11. Knowledge of civic responsibilities.

ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District 359. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. We have your prior written consent for disclosure;
 - b. The information is not considered “directory information” and you have not objected to the release of such information; or
 - c. Disclosure without your consent is permitted by law.
 - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
 - The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the US Department of Education if you believe that Unified School District 359 has failed to

comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.

5. The right to obtain a copy of USD 359 policies for complying with FERPA. A copy may be obtained from: The USD 359 District Office, 202 E. Allen, Argonia, KS 67004.

Directory Information: For purposes of FERPA, Unified School District 359 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District 359 at the District Office, 202 E. Allen, Argonia, KS 67004 on or before September 1st. If a refusal is not filed, Unified School District 359 assumes you have no objection to the release of the directory information designated.

Recruiting Information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

High School Sponsorships and Coaching Assignments 2018-2019

12th Grade:	Mr. Greenwood Mrs. Greenwood Mr. Dickerson	IDL:	Mr. Almanza
11th Grade:	Mr. Almanza Mr. Mead Mrs. Shirley	EduStar:	Mrs. Greenwood Mrs. Downey
10th Grade:	Mrs. Pipkin Mr. Gessleman	Track:	Mr. Dickerson Mr. Mead
9th Grade:	Mr. Miller Mr. Haxton	Cheerleading:	Mrs. Turner
National Honor Society: (non-paid)	Mrs. Hurley	Football:	Mr. Vandever(Attica) Mr. Greenwood Mr. Haxton
FCA: (non-paid)	Mr. Neal	Boys Basketball:	Mr. Almanza Mr. Vineyard
Scholar's Bowl:	Mr. Haxton	Girls Basketball:	Mrs. Dixie Brewster Mr. Blake Brewster
Student Council:	Mr. Mead	Volleyball:	Miss Hemberger Mrs. Johnston
Yearbook:	Mr. Haxton	KAY Club:	Mrs. Greenwood Mr. Mead
Concessions:	Mrs. Pipkin	Forensics:	Mrs. Shirley
		KAY Club:	Mrs. Greenwood Mr. Mead
		Math Club:	Mr. Greenwood Mrs. Greenwood

Junior High Sponsorships & Coaching Assignments 2018-2019

Cheerleading: Mrs. Love

Football: Mr. Danton (Attica)
Mr. Vineyard

Volleyball: Ms. Quinn
Mrs. Jones

**Scholar's
Bowl:** Mr. Haxton

Track: Mr. Dickerson
Mr. Almanza

**Boys
Basketball:** OPEN

**Girls
Basketball:** Ms. Quinn

Math Club: Mr. Greenwood
Mrs. Greenwood

Academics

Classification of Students

Seniors-16.5 or more credits, Juniors-11.5 to 16 credits, Sophomores-5.5 to 11 credits, Freshmen-0 to 5 credits. Students will be classified by credits for all class events (i.e., prom, meeting, trips, and etc...).

Requirements for promotion and graduation

1. Four (4) units of English Language Arts-three of which must be composition and Literature and one of which may be Applied English.
2. Three (3½) units of Social Science including: ½ unit of American Government.
3. Three (3) units of Science- all of which must be laboratory classes.
4. Three (3) units of Mathematics.
5. One (1) unit of Physical Education/Health.
6. One half (½) unit of Speech Communications
7. One half (½) unit of Computer Applications II.
8. One half (½) unit of Computer Applications I, One half (½) unit of Business Essentials.
9. One (1) Fine Arts Credit.
10. Six and one half (6.5) units of electives.

Computer Skills Required For Graduation

All students will be required to take a 1 unit of Computer Applications in order to graduate. If a transfer student hasn't taken any courses that are equivalent to our required courses they will need to pass a computer competency test in order to graduate from Argonia High School. The computer competency test will be administered by the school counselor or principal. The school will pay the cost of the test fee. Any courses transferred will need to be approved by administration.

Total credits needed to graduate from Argonia High School – Twenty-four (24).

Board of Regents Qualified Admissions Curriculum

Any student planning on attending a college or university is recommended to follow this curriculum set by the Kansas Board of Regents.

English, 4 units: one unit each year. Mathematics, 3 units: Algebra I, Geometry and Algebra II. (Students graduating in 2015 or later are required to have 4 approved units of Mathematics, or 3 units and an ACT score of 22) Science, 3 units: Biology, Adv. Biology, Chemistry or Physics. Other units may be substituted. Social Sciences, 3 units: One unit of US History, one-half (½) unit Government, One-half (½) unit of World History or World Geography and one (1) unit of elective (Civics, Economics, etc.) Computer Technology, 1 unit. Foreign Language Not required but recommended for qualified admissions.

To ensure eligibility for admission to a Kansas Regents University you must meet one of the following requirements: 2.0 GPA in the core curriculum, 21 or above ACT score, rank in the top 1/3 of class.

Board of Regents Scholars Curriculum

English, 4 units: Same as qualified admissions. Mathematics, 4 units: Algebra I, Geometry and Algebra II and one advanced unit (Trigonometry, Calculus, Statistics, etc.). Science, 3 units: Biology, Chemistry and Physics. A 4th unit of science is encouraged. Social Science 3 units: Same as qualified admissions. Computer Technology, 1 Unit: Same as qualified admissions. Foreign Language, 2 units required.

Grading Scale

A= 90-100% 4.0 points, B= 80-89% 3.0 points, C= 70-79% 2.0 points, D= 60-69% 1.0 points, F= 59 and below 0 points. (Dual Credit classes will use the grading scale from the college they are receiving the credit.)

Weighted Classes

Classes designated as weighted classes (computed at 1.25): Advanced Math, Honors English, College Sociology, College Psychology, College Algebra, Calculus, Physics, Trigonometry, Chemistry, Spanish II, Accounting and any other classes approved by administration. All classes accepted for weighted credit must be pre-approved by administration and Board of Education before credit is accepted for GPA and honor purposes.

Honor Roll

The "A" Honor Roll is 3.7 GPA and up, while the "B" Honor Roll is 3.0 to 3.69 GPA. A student must carry a minimum class load of six (6) solid units a nine weeks span or a semester. A four (4) point weighted system will be used to compute the GPA. Students making the "A" honor roll for each of the first three quarters will be recognized and awarded with a Honor's Dinner. Honors pins will be awarded to students that maintain a 3.0 or higher weighted cumulative GPA thru the 3rd nine weeks.

Grade Cards

Grade cards will be issued to the student at the end of each nine week's period. The 4th nine weeks the cards will be mailed out if student has paid all outstanding bills.

Progress Reports

Progress reports are available on-line through Parents On Line (POL). To set up a POL account, please call the district office. If you want to have a copy of your students' progress report mailed to your home, please request this through the high school office.

Promotion and Retention

Great care and study should be given the matter of promotion and retention of students. No one person shall make the decision to retain a student in a given grade without benefit of the input of parents, teachers, and principal. The welfare of the student shall be the basis for any decision. The final decision on promotion and retention shall be the responsibility of the building principal. No Argonia Junior High students (7th & 8th) will be promoted without successfully completing and earning passing letter grades in a baseline minimum of Four (4) classes of the following non-elective classes: Language Arts, Mathematics, Science, Health/P.E., Social Science, and the Living Skills Group (Introduction to Technology and Keyboarding). High School students are classified by the number of credits earned.

Jr. High Eligibility

At the beginning of a school week any AJHS student below a 60 % in any of their enrolled courses will be placed on academic probation. This probationary period will last for one week. Probation requires students to attend tutoring from 2:31 to 3:00 PM on Monday, Wednesday, and Friday.

After the one week probationary period if a student is failing a class, (a failing grade is outlined in our school grading scale as a 59% or below), they will be ineligible to participate in any school related activities. These activities include extra / co-curricular activities along with any field trips during the grading period. Students will be allowed to attend a field trip or extra / co-curricular activity if a grade is given for participating. Ineligible students will not be allowed to travel with the team on away activities or wear the team uniform while ineligible. At the coaches'

discretion, ineligible students may be required to miss practice and attend study hall/tutoring until their grades have improved. An unexcused absence from tutoring will automatically make a student ineligible until the grade is above 60% and the student will receive an office referral. At the beginning of the grading period the student will then regain his/her eligibility. Grades will be checked by the staff at the beginning of a school week. Students will be made aware of their grade by the junior high school office and then report to tutoring at the beginning of that week. Ineligibility will start at the beginning of the week and end at the beginning of the following school week. The junior high school office will also notify the parents or guardians. This program will start in the 1st quarter of the school year at the beginning of the 3rd week.

Minimum Class Load

Board of Education policy states that each student attending Argonia High School will be required to enroll in a minimum of six classes per school day. Of these six classes, five of which must be solid courses to maintain eligibility to participate in activities in accordance with the KSHSAA. **Exceptions** may be considered on an individual basis by the administration and instructional staff. Exceptions may include individual students who receive special services or who are identified as having special needs.

Senior Work Study

Any work study program must have prior administrative approval. If it's a work study request, seniors must fill out the "Application for Senior Work Study." Senior work study will be granted if the student is passing all classes and online to graduate. Work study will be evaluated at the end of each quarter. If at any time a student is no longer employed they will be required to return to school full time. If at any time a student is failing class, work study will be revoked.

Commencement

Formal public graduation activities will be conducted only at the high school level. Commencement exercises will be under the control and direction of the building principal. Students shall meet district imposed graduation requirements prior to the time of commencement in order to participate in the commencement exercises, senior panel, and yearbook.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian of the graduating class shall be a member of the senior class and shall have the highest grade point averages in the board approved curriculum as determined by using the weighted system as used in the computation of the honor roll. Weighted classes shall be computed as 1.25. Repeated classes (band, chorus, physical education) will only be used once in computing Valedictorian, and Salutatorian. Computation of the GPA for these honors shall be computed no earlier than ten (10) calendar days prior to the commencement exercises using the student grades at that date for the last nine (9) weeks.

Scholarship and Testing

All students are encouraged during their sophomore year to begin planning for eligibility to qualify for scholarships. All junior and senior college bound students should take their ACT tests early in the school year. Students should consult their guidance counselor for any assistance with scholarships and testing. The counselor will post announcements of scholarships and testing in the office or bulletin board. To see the counselor a student should schedule an appointment in the high school office.

Online Classes

Before enrolling in a class, the coursework must be approved by administration. Parental approval will also be required for a student to enroll in an online class, fees for online college and credit recovery classes will be paid by student.

Requirements for enrollment in online classes:

1. Student must be a junior or senior.
2. Students must be up to date for credits to graduate high school. (unless course is approved for credit recovery, or a Student Improvement Team or IEP team decision)
3. Student must be in good standing with the school.
4. Student must complete the course(s) and grades will need to be sent to the administration by the end of the semester in order for the class to be accepted for high school credit. This step is the responsibility of the student.
5. Students must show competency in necessary skills of the computer. Evaluation will be based on passing previously enrolled computer and keyboarding classes. In the case of a transfer student: Evaluation can be based on classes taken at their previous school, our computer teacher's evaluation, be in good standing from the previous school, and approval from our district's administration.
6. Students will have access to our computers to complete the course. At school this course should be worked on during a study hall or a time designated for an online class.
7. Any Student taking an online will be monitored by a member of the staff.
8. Computer use policy located in the school handbook will also be in effect while participating in the course.
9. The student will be responsible for all fees associated with the class.

College Representatives Procedure

Juniors and Seniors

College Representative visits are to be used as an opportunity to gain knowledge about colleges and vocational schools which one might want to attend after high school. These visits should be used to ask questions and make plans, not to skip class. Students found to be abusing this privilege will have their college visit privileges revoked.

Meeting with Representatives: Students must sign-up to attend a visit. Juniors and seniors are allowed to sign-up and visit three representatives scheduled outside of the seminar period. There are no limits to representative visits during seminar. Students must pay close attention to the calendar and announcements for the day of the visit. It is also the student's responsibility to communicate with classroom teachers when they will be gone and make up missed work.

Offsite Visits: Juniors and seniors are allowed two days of college visits. Documentation is required for test exemption.

Academic Dishonesty

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Material taken from electronics sources are covered. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures up to and including suspension or expulsion.

Military Recruiters Right to Access

In accordance to No Child Left Behind regulations all branches of the military will have access to student mailing information. Unless parents deny this right, the school will have no other option but to give this information out to the recruiters. Parents will be given the opportunity to deny this right during enrollment by filling out the necessary paperwork with USD 359 counseling department.

School Property

Building Opening and Closing Time

No students should be in the building before 7:45 a.m. and after 4:00 p.m. Exceptions can be made if arranged by a teacher, sponsor, coach, or administrator.

Appropriate Use of Equipment and Supplies

Use of equipment and supplies are for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects are prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

Technology Use

Use of or access to district technology and software is limited to district employees and students. Use of technology is for the performance of official and approved assignments. Only educational applications and games are to be used during the school day. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher. Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. For specific guidelines for Chromebook use, please refer to the Chromebook Procedures Policy.

Students shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

No Right to Privacy

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized person.

Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Computer Network Use

All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive message to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communication and information accessible via the network should be assumed to be private property which is subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g. downloading very large files during prime time; sending mass e-mails.)

Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and network more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, email and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of Argonia Public Schools concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level I: Warning

Student will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level II: Pattern of Abuse, Repeated Abuse or Flagrant Violations

Student who, after Level I warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the year or remaining school years and recommended for suspension.

Level III: Expellable Offense

Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

School Lockers

Each student is assigned a hall locker. A student is responsible for this locker throughout the school year and may be held responsible for any damages. The locker should be kept clean and orderly. Nothing is to be displayed or kept in the locker that is contrary to school rules. Students are advised to keep Chromebook, books, and bags in their locked lockers. Backpacks and bags are not to be carried from class to class. The school is not liable for any private property left in the locker. The only approved lock for the lockers is a combination lock that is installed on the door (any other locks will be cut off). These locks are provided at no charge to the student and certain restrictions apply. All lockers are the property of the school and are subject to search by the administration on a regular basis and in other necessary instances.

Student Conduct/Discipline

Hallways

Students need to walk appropriately in the hallways. Students should stay to the right when walking. A student will need a pass to be in the hallways.

Public Displays of Affection

In keeping with our school philosophy, which is to educate academically, socially, morally, emotionally, and physically, it is felt that young men and women should learn that overt public display of affection in the school or on the school grounds is in poor taste. Parents of students who are involved in this type of activity will be informed by the school. Holding hands is permissible. Any public display of affection other than this is not acceptable.

Dress Code

Neatness and decency are emphasized as guidelines for dress. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

It is understandable that criteria be established to prohibit extreme styles and designs in clothing and hair styles which might disrupt the education process or endanger the health and safety of the students. The board-approved dress code for school days and school activities is as follows:

1. Students are to wear their hair well-groomed and clean at all times.
2. Students are required to wear shoes. No slippers or house shoes allowed.
3. Casual/dress shorts, athletic shorts /skirts/dresses, and hemmed cut-off jeans will be allowed. When standing they must be as long as where the longest finger touches the legs. Students must change out of gym/PE clothes prior to returning to class. Tights, yoga pants, and leggings are not allowed unless they are covered with clothing fingertip length or longer.
4. Excessively cut or torn clothing will not be allowed.
5. Muscle shirts ("wife-beaters") are not allowed.
6. Revealing or see-through clothing is not permitted.
7. Garments with an alcoholic, tobacco, or sexual symbol or saying will not be permitted.
8. Caps, bandanas, or headwear of any kind will not be permitted inside the building.
9. Shirts with thin straps that expose undergarments are not allowed. No bare midriff clothing. Shirts must cover the entire midriff and back at all times.
10. Wearing of jewelry in one's nose, eyebrows, lips, or any other part excluding the ears is not allowed in excess.
11. Chains worn by students attached to clothing or excessive chains around the neck are not allowed. Wearing of jewelry must be modest and not extreme.
12. Sagging pants are not allowed.
13. Students sent home to change clothes will be given unexcused absences.

Teachers who feel a student's dress may be inappropriate should send the student to the principal's office. The decision of the principal will be final. The dress code may be monitored by a brief interruption via an intercom announcement. All teachers will be expected to inspect the students for dress code violations and immediately refer them to the office.

This list isn't all inclusive and dress is subject to approval by the administration.

Any student involved in extra or co-curricular activities in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

School officials have the right to set specific dress codes for special days. Failure to follow these guidelines could result in a change of clothing and even discipline referrals to the high school office.

Vandalism

A student shall not intentionally cause or attempt to cause damage to private property or attempt to steal private property either on the school grounds or during a school activity.

Bullying, Harassment or Intimidation of any Nature

The board of education prohibits bullying in any form on school property, in a school vehicle, or at a school sponsored activity or event. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. Types of bullying include: physical—harm to someone's body or property; emotional—harm to someone's self-esteem or feeling of safety; social—harm to someone's group acceptance.

Bullying and harassment behaviors include, but are not limited to: name calling, teasing, harassing, making fun of, mocking, irritating, annoying, pushing, grabbing, shoving, poking, tripping, kicking, play fighting, taking property, destroying property, excluding behaviors, spreading rumors, cyber bullying, Internet harassment, sexual harassment.

Any person or persons that feel they are the subject of such unwelcome action by a student or staff member should report it to the principal or counselor immediately. The report will be handled in the strictest of confidence and will be dealt with by the appropriate authorities in a prompt and effective manner after a thorough investigation.

Disruption of School

A student shall not use any conduct intentionally to cause substantial and material disruption or obstruction of any lawful function of the school. Neither shall he urge other students to engage in such conduct for the purposes of causing a disruption or obstruction of any lawful function of the school.

Verbal/Physical Assault on a School Employee or Student

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee or student. This covers all cases on school grounds, before and after school hours, and during school activities or functions. Each case will be investigated thoroughly and punishment will be determined by administration.

Weapons and Dangerous Instruments

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon. This covers all cases on school grounds, before and after school hours, and during school activities or functions. In addition, the school district shall enforce the Federal Regulations covering the School Gun Free School Zone and Kansas Statute Ann. 21-4204 as these laws relate to possession of firearms and the behavior of people possessing firearms.

Narcotics, Alcoholic Beverages, Drugs, Tobacco Products, and Controlled Substance

A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco product, a controlled substance or alcoholic beverage of any kind. This covers all cases on school grounds, before and after school hours, and during school activities or functions. Use of a drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. (See board policy JDDA on Drug Free Schools)

Violations of the previous two policies shall result in suspension and/or expulsion.

Use of Trained Dogs to Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

Repeated School Violations

A student shall not fail to comply with a reasonable request of school personnel during any period to time when he is properly under the authority of school personnel. Violation of any provision of this behavior code shall result in suspension and/or expulsion. (adopted 5-10-93)

Alcohol and Other Drugs

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year by the district staff and administration.

Student Conduct:

As a condition of continued employment in USD #359, students shall abide by the terms of the following. Students shall not unlawfully, manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. Any student violating the following terms will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

- (1) First Offense. A first time violator shall receive the following sanctions:**
 - (a) A punishment including a short term suspension of five (5) days.**
 - (b) Suspension from all student activities for a period of not less than one month.**

- (2) Second and Subsequent Offenses. A student who violates the terms of this policy for a second time, and any subsequent violations, shall receive the following sanctions:**
 - (a) Expulsion from school for the remainder of the school term.**
 - (b) Suspension from participation in and attendance at all school activities for the remainder of the school year.**
 - (c) A student who is expelled from school under this policy may be readmitted with the permission of the Principal and the Superintendent but only if the student has completed a drug and alcohol education and rehabilitation program that is acceptable to the district administration.**

Students who are suspended or expelled under the terms of this policy will be afforded the due process right contained in board policies and K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student behavior. In the event a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents/guardians. A list of such programs will be available from the board clerk. A copy of this policy will be provided to all students, and the parents of all students. All students and parents may request available counseling and rehabilitation programs. Parents of all students will be notified that compliance with this policy is mandatory.

Argonia Jr./Sr. High School Discipline

Lead-in note....

The discipline policy of Argonia Jr./Sr. High School is in place to provide the student with the opportunity to correct his/her behavior and to continue **or regain his/her status as a “student in good standing”** with the school. The steps and sequences are in place to provide a structure of warnings and opportunities for the student. Succeeding levels and progression on to more involved levels of disciplinary action are in place should the preceding levels not prove effective in correcting inappropriate behavior. **Three levels of consequences may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

STUDENT IN GOOD STANDING

A “student in good standing” is a student enrolled and attending school, which is currently not on any type of discipline referral.

Level I – Referrals

Any minor incidents will be handled by the teacher and given the appropriate consequences. A teacher does have the alternative step of referring the student to the office. Discipline referrals submitted by the teacher to the Jr./Sr. High School office could result in a Wednesday detention. The teacher should justify their referral to see whether or not a student’s actions would warrant documentation. Each referral will be reviewed and can be subject to the discretion of the administration.

Three referrals: Each one documented in our EduStar grading and discipline system.
After 3 referrals a behavior letter will be mailed home to the parent.

- Consequences will be determined by administrator and enforced by the teacher(s).
- After third referral the student will automatically proceed to Level II.
- At anytime in the referral process the administrator has the authority to conduct a conference. Conferences could be held with student, parent(s), or guardian, teacher(s), counselor, and administrator.

Wednesday Detention

There will be a one hour detention every Wednesday night, when school is in session, from 3:45pm to 4:45 pm (No detention on early release days). Wednesday detentions **MUST** be served on the first Wednesday following placement in detention. Students will be given 24 hours from the placement time to make arrangements for transportation and give notice to coaches or sponsors (Example: If given a Wednesday detention on a Wednesday you will serve the detention the following Wednesday). Parents will be notified by mail if their child is to serve a Wednesday detention. If a student skips or misses their Wednesday detention for any reason the detention will be doubled and that student will be considered **“NOT in good standing”** until the first of the two detentions have been served. Students missing or skipping a second detention will be moved to Level II in the Steps and Levels of our discipline scale.

Rules for Wednesday Detention

1. Students must be in their seat and quiet by 3:45 pm.
2. ABSOLUTELY NO TALKING!
3. Bring paper and pencil! Students will begin each and every detention by writing the rules for detention completely and neatly. When finished writing the rules raise your hand and detention supervisor will come and pick them up.
4. Bring something else to work on! Once finished writing the rules for Wednesday detention students will be allowed to work on homework or read.
5. All activities/homework in Wednesday detention will be done on your own.
6. No student will be allowed to leave the room for any purpose, restroom breaks need to be taken before entering detention.
7. Students will not be allowed to use computers during detention. Bring homework that can be written by hand or something to read.
8. Any violation of these rules will result in the student finishing out the current detention and being assigned to serve Wednesday detention the following Wednesday.
9. Students not able to serve their detention successfully by their third attempt will be moved to Level II in the Steps and Levels of our discipline scale.

Level II and III will be a responsibility of the administration.

Level II - In School Suspension (ISS)

Step I = One day ISS

Step II = Two consecutive days ISS

Step III = Three consecutive days ISS

*Each time will result in a parent/guardian notification.

ISS time allows for make-up of class work with credit if turned in at teacher deadline. Certain types of assignments, i.e. labs will be unable to be made up due to the nature of the work. The instructor may use his/her discretion to allow an alternative assignment of credit or a score of zero to the student.

Rules for In School Suspension (ISS)

1. Teachers will have assignments ready for students serving ISS. Assignments not completed by the teacher's deadline may receive no credit.
2. Absolutely NO personal electronic devices are allowed during ISS. A school issued electronic device (Chromebook) may be used for school work only.
3. Students will work on schoolwork during ISS.
4. Students will be allowed two breaks, one in the morning and one in the afternoon.
5. Telephone calls will only be allowed in case of an emergency.
6. Students will eat breakfast and lunch only at the designated times. Students are not allowed to eat snacks during ISS.
7. If, for any reason the student does not fulfill either a day and/or part of the day assigned ISS time, he/she is required to complete the missed time upon return to school.
8. Failure to successfully serve the ISS may result in another day added or placement onto Level III.

Level III Out of School Suspension (OSS)

Step I = One day OSS

Step II = Three consecutive days OSS

Step III = Five consecutive days OSS

Step IV = Possible expulsion hearing

*Each time will result in a parent/guardian conference.

For students to advance to the out of school suspension level, it is recognized that their failure to act in an acceptable manner conducive to the educational process, has resulted in their having removed themselves from the educational opportunities afforded by the USD 359 Public School System.

Out of School Suspension Rules

1. It is the student's responsibility to assure that they are current of the class progress missed during the suspension. It is strongly recommended that the student make up the class work in an effort to stay up with the rest of the class. It is recommended students have a family member or designee pick up class work from the school office to be completed during the suspension. Any work not turned in to teachers immediately upon the return of the student is subject to each teacher's late work policy.

In School and Out of School Suspensions

Student's assigned "in-school" and/or "out-of-school" suspensions are not considered "a student in good standing," for 5 consecutive attendance days and will NOT be allowed to attend or participate in any extra or co-curricular activities on those calendar days, including any weekends or holidays that fall within the timeframe of the 5 attendance days.

Students will not be suspended for minor infractions of school and classroom rules. Minor infractions will be handled by the classroom teacher. Reasons for suspension levels are the serious infractions. The following are some examples:

*Over three referrals on Level I.

*Fighting

*Stealing

*Vandalism

*Cheating or plagiarism

*Misbehavior for substitute

*Defiance of authority

This is not an all-inclusive list, nor intended to be. It also included all other items covered in district policy. It will also include all other misbehaviors as determined by the building principal. Administration will handle each and every incident separately. All parties involved will be questioned and the facts will be uncovered. The decision for ISS or OSS will be based on these facts.

Attendance / Truancy / Tardy

If a student is not in school or under the supervision of a teacher, sponsor, or coach he/she is absent and must be counted so regardless of the reason.

Argonia Jr/Sr High School Students are expected to be in school on time, all day, every day and parents are encouraged to support their child's attendance.

Regular attendance is very important to the academic achievement of the student and a day missed can never really be made up. The development of the habit of responsibility will be a valuable asset to students while in school and in their adult life.

It is recognized that there will be instances, which make it necessary for students to be absent from school. We have listed these reasons which may be excused by the principal with a note or phone call from the parent. With the exception of illness or death in the family, arrangements should be made in advance of the absence. Please notify the school office when your child is going to be absent.

Notes or phone calls made by a parent or legal guardian excusing a student must be received within 48 hours of the absence in order for the absence to be considered excused.

Students are expected to make up the work missed for absences. Students are allowed a maximum of two (2) days total upon returning to school to make up all the work missed due to an absence (unless other arrangements have been made with the teacher).

After five (5) excused absences in a semester a letter will be sent to the parents to alert them of the potential of their child being reported as chronically absent. Students who miss more than five (5) days of school in a semester will be marked unexcused unless they have formal documentation from a medical professional and the policy regarding unexcused absences will be enforced.

Excused Absences - Absences which could be excused through the office.

Illness of the student

Illness or death in the family

Attendance at funerals

Special religious services

Exhibitor at fairs

Driver's license exams

Medical or dental appointments (requires documentation)

Post-Secondary School Visits for Juniors and Seniors

Military Obligations

Working at home for parents

Driving a family member for an appointment

Trips approved by administration

Excused absences waived for Work Ethic Certification

These absences would not count against a student's total number of classes missed. A student attending a funeral, religious event, religious services, surgery or hospitalization recovery (requires a signed note from medical practitioner's office), court dates, and (2) college visits-juniors and seniors only (requires documentation from the college).

Unexcused Absences - An unexcused absence exists when the principal does not approve a student's absence.

In cases of an unexcused absence, half credit will be given for completed work for each class missed and the time made up by serving a Wednesday detention. Unexcused absences will also be considered under the truancy law for the state of Kansas and handled by the proper authorities.

Truancy

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first.

When a student is in jeopardy of becoming truant, the principal will contact the parent and/or legal guardian in an effort to resolve the attendance problem. If the attendance problem continues, the principal will report the child as truant to the Sumner County District Court and/or DCF (Department of Children and Families).

Admits

Students returning to school after an absence must stop by the office to get a homework sheet for re-admittance to class. This form will serve as their admit slip into each class they missed. They should pick up the form BEFORE classes on the following morning or the noon hour. The form must be presented to each teacher of each class during the school day. Teachers will not admit the student to class without this form. The teacher will use the form to give the students their assigned make-up work. Students should use the form as a reminder to get all make-up work completed.

Tardies

Students late to class first and fifth hour will go to the office for an admit slip to get into class. Tardies between classes will be assigned by teachers and enforced through the office. Three or more tardies will result in Wednesday detention.

Release of Student During the School Day

Students shall not be released during the school day except upon a written or verbal request from the student's parent or legal guardian. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Finals Policy

6-12 students attend classes a full week at the end of each semester. Teachers will give finals in their own classes at their discretion. These finals may carry a weight of up to 10% toward the semester grade. There are no exemptions. All students will take finals in class as assigned by the teacher.

General Information

Teacher Jurisdiction

Any teacher in the Argonia Public Schools has jurisdiction over any student in the system during school hours and activities.

Classrooms (Learning Comes First)

Each student is expected to get his or her work completed and to do nothing in which will prevent another student from doing his or her work. This standard, while simple in statement, actually, eliminates disorder and confusion.

Vehicles & Students

All students who drive vehicles to school must park the vehicle in the school parking lot upon arrival at school. No student shall occupy or drive any motor vehicle during the school day without prior authorization from the principal/or his designated representative. Authorization will be granted by the principal only after personal contact by the parent(s) (Telephone or in-person No Notes) and only for extraordinary circumstances (example-medical appointments). Violation of this section of the policy will result in disciplinary action and may result in detention and/or suspension. Students observed driving recklessly on or near school property will be cautioned and a written notice will be sent to the parent(s). A second violation of reckless driving will result in notification of civil authorities and may result in civil action.

Telephone

The telephone in the office is not for student use unless an important call is necessary. Permission must be obtained before using the telephone. Students will not be excused from class or study to place a call. Parents should not call students when they are in class or study hall except in case of an emergency. Students notify your parents of this policy.

Cell Phones/Electronic Devices

Cell phone use is not allowed during the school day. Cell phones and other electronic devices may only be used before and after school and during the lunch period. The use of cell phones is not allowed in restrooms and locker rooms at any time. Cell phones will remain in locked lockers during the periods of the day they are not allowed to be used. ANY cell phone seen or heard by an employee during the school day WILL be confiscated and turned in to the office. Students may pick up their confiscated cell phones in the office at the end of their school day. Students will receive an office referral each time their cell phone or electronic device is confiscated due to the violation. After the first two cell phone violations and for each subsequent violation students must check their device in to the office before school starts and will be able to retrieve their device at the end of their school day. This practice will continue until parents and the student have had a mandatory conference with administration and faculty concerning these violations. If a student is caught with their cell phone or device when it is to be checked in to the office the student will receive an automatic one day in school suspension.

Cell phone camera flashes have become a safety issue during bus trips, therefore no device using flashes or bright lights may be used on or in the school bus during transportation.

Distractful items

Items in which distract or disturb are not to be brought to school. Such items are water guns, water balloons, radios, ipods, rubber bands, firecracker, video games, etc...Any student caught with these items will have them confiscated and returned only to the student’s parent/guardian. Possession of these items could result in Wednesday detention.

Items deemed as therapeutic or necessary by special education, mental health, or administration may be exempt from being considered distractful items as long as these items are preapproved by the administration and do not become a distraction in class.

Visitors

To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not to bring visitors to school without obtaining permission.

Bad Weather and School Closing Information

In case of school closing due to inclement weather, the following television stations will have official information: Channel 3 (KSNW), Channel 10 (KAKE), Channel 12 (KWCH). The message will also be posted on the school district website and parents and guardians will receive notification via School Messenger.

Paying School Bills and Other Office Business

Any student business such as buying lunch cards, paying bills, organizational business, etc. are to be taken care of at the following times...

Before School... 7:45 AM--8:05 AM

Lunch Period

After School... 3:45 PM--4:00 PM

Note: All student bills and obligations must be paid in full or resolved before the end of the current school year. Athletic/Academic awards and certificates will be held by the office until all bills and obligations are paid in full. Seniors must have all bills and obligations paid in order to attend the senior trip.

Lunch Programs

Lunches are served at Argonia Elementary School. Lunch times can be found on the class schedule in the front of this booklet. Breakfast is served from approximately 7:30 to 7:45 a.m. The lunch room and breakfast room is supervised and inappropriate behavior will result in appropriate disciplinary action. Students who bring their lunch must eat in the cafeteria. No food may be taken from the cafeteria. Each student is responsible for cleaning up their own table area and properly disposing of his/her trash.

Lunch Prices

Grades 6-12....	\$2.90	10 Meals....	\$29.00	20 Meals....	\$58.00
2nd Entrée.....	\$1.00				
(w/meal)					
Adults.....	\$3.70	10 Meals....	\$37.00	20 Meals....	\$74.00

Breakfast Prices

Grades 6-12....	\$1.95	10 Meals....	\$19.50	20 Meals....	\$39.00
Adults.....	\$2.30	10 Meals....	\$23.00	20 Meals....	\$46.00

Individual Milk..... \$0.50 cents each

Notice!!! Students may not charge more than five meals (breakfast and/or lunch).

If payment is not made to the lunch account at the school office, the student may not eat the school lunch unless they bring money for the meal. If certain income guidelines are met, school-age children may qualify for free or reduced-price lunches and breakfast. Contact the high school office for more information. Your inquiry and possible account will be handled in the strictest of confidence.

Students may be permitted to eat lunch at home. See form on page 41.

Counselor

Students who wish to see the counselor should go to high school office. As the counselor also spends a part of the day at the elementary school, it may be necessary to make an appointment. Please leave your name with the school secretary and the counselor will contact you as soon as possible.

Senior Pictures

Each senior will have the opportunity to have their pictures for the yearbook, composite-board, and newspaper by a private photographer. Each senior student should plan to have their pictures taken outside the regularly scheduled school day. It would be advisable to have these pictures taken during the summer before school starts.

Seniors are asked to provide the office with two 3 1/4" X 2 1/4" color glossy photographs by **December 1st**. These two photos are for the yearbook and newspaper. Photographs should be a head and shoulders frontal pose. The attire should conform to the USD 359 dress code. Please, no hats.

Senior pictures will also be taken at school. If students fail to hand in pictures from private photographers the school photographs will be used. The attire should conform to the USD 359 dress code.

The photographs for the Senior Hall Panel will be taken by the contracted school photographer. Individual students may not submit a different photograph for the panel, due to the fact that the panel is done in a computer digital format.

Senior Trip

All seniors must be in good standing with the school district, passing all classes, and online to graduate to be eligible for the senior trip. Seniors must have all bills and obligations paid, 2 weeks prior to the trip, in order to attend the senior trip. The senior trip funds are used and distributed to senior participating in the senior trip. If a senior does not go on the trip for any reason the funds will be distributed to those senior participating only.

Gym

No shoes other than gym shoes (or socks) will be allowed on the gym floor.

Candy, Pop, and other Food Items

Food should meet the Health Snacks requirements and will be allowed in classrooms at the discretion of individual teachers. Candy, pop and other 'junk food' will not be allowed in the classroom.

All trash must be disposed of properly. Bottled water may be allowed in the classroom upon teacher approval. Outside containers of any kind including but not limited to insulated mugs, and cups, will not be allowed in classrooms or lockers.

If there is a problem with abuse of this privilege, the administration of the school reserves the right to cancel it without notice.

Library Use

Students may use the library before and after school, during study periods and during class periods. To come to the Library during study periods and class periods, it is necessary for the classroom teacher to fill out a permit slip and send it with the student. The permit slip is to be signed by the librarian (or teacher in the library) and the student then returns it to the classroom teacher.

All material in the library are for student and teacher use.

Certain library materials are very costly, cannot be replaced, or are used all day in the library and are not to be checked out by students. These materials include books in the Reference section, Biographical Dictionaries, Unabridged Dictionaries, Reader's Guide to Periodical Literature, and others.

Regulations regarding book loans are that the student is to present the book at the circulation desk. There is a 14 day loan period, after which the book may be re-checked for another 7 day period.

At the end of the loan period the book is considered "overdue." Students can be charged for the book replacement if the "overdue" book is not returned within 30 days of the due date.

Current magazines and newspapers are loaned for one class period only.

With special permission from the librarian, a current magazine may be borrowed for over night use. The magazine must be returned by the 1st period of the following day.

Extracurricular Activities and Organizations

Student Council

The student council should be a representative group and the student governing body of the school. A well-organized cooperative group can be a good example of democracy at work. All students should be willing to accept all decisions of the Student Council.

Scheduling of Events

All school events must be arranged first through the sponsor and the Principal. This is a “must” in order to prevent any conflict with the many different school events.

Assemblies and Pep Meetings

The junior and senior high school students will have assemblies and pep meetings at scheduled intervals.

Sportsmanship

Sportsmanship, good or bad, is a direct reflection on the Argonia School. Students are expected to be good sports. “Booing” of officials and opposing players will not be tolerated at any time. Let’s all give our teams greater strength by our enthusiastic cheers, rather than attempt to win by criticizing the opponent or officials. K.S.H.S.A.A. “Rule 52” will be observed.

Attendance Guidelines for Participation in Activities

In order to **attend or** participate in any extra or co-curricular activities on a school day, a student must be present a minimum of one-half of a school day **and be in good standing with the school district**. A half of a day would require students to attend until noon or be here at noon and attend until the end of the school day. If the activity happens to be on a day when a half day is scheduled then the student must attend for the entire half day. Exceptions are funeral, doctor’s appointments, and medical emergencies. Medical emergencies are when a student had been taken to a hospital emergency room.

Eligibility for Extracurricular Activities

All students are subject to the Kansas State High School Activities Association rules requiring students to pass at least five (5) subjects before they may participate in activities sponsored by the KSHSAA. Argonia Jr./Sr. High School complies with these same standards as regards participation in all extra-curricular activities.

Booster Bus

Everyone not out for athletics is encouraged to attend school events. A bus may be provided for transportation to and from each sports activity held away from home. The privilege will be given to those students who sign up in advance in the school office and are in good standing with the school. The bus will load and leave at a specified time from the south door at the building. A rider log will be kept by the bus sponsor and turned in to the office. Students failing to show up for their reserved seat ride could possibly lose riding privileges. Everyone including cheerleaders, participating as such, who ride the booster bus to a ball game must ride the bus back to the Argonia building unless arrangements have been made with administration/coach/sponsor by a parent or guardian. All students must remain at the event site and should not leave for any reason. Anyone caught leaving will lose the privilege of riding or all future buses for the balance of the current school year.

National Honor Society

Argonia High School is a proud member of this national organization and holds a charter in that group. Student membership in this society requires that any student be an exemplary school and community citizen. There are specific requirements for application for consideration in National Honor Society. The Chapter Sponsor (a teacher at Argonia High School) has the information concerning this group.

Prom Attendance

Argonia students must be in good standing and meet all other extra or co-curricular activity requirement to attend prom. Student must be a typical junior or senior or be the date of a junior or senior to attend prom. All out of school dates must be preapproved by the administration two weeks in advance. Out of school dates submitted later than the two week notice will only be approved in unforeseen circumstances and only as time allows. Forms for out of school dates will be provided by Argonia High School to be filled out and signed by the out of school date's school principal. Administration reserves the authority to deny the privilege of attending prom for reasons including but not limited to a student not in good standing, not meeting age requirements, criminal records, etc.

Music, Speech, and Athletic Awards

All students that receive special recognition during the year in music, speech, and athletics will receive awards. The awards will be given during the Activities Awards Program each spring.

Sports and Alcohol, Tobacco, or Drugs

Any team member who has been proven using alcohol, tobacco, or drugs during the season of that particular sport will face the following consequences.

1st Offense: Suspension of one (1) game.

2nd Offense: Suspension for the remainder of that season.

Activity Bus Trips

Students of USD #359 riding activity buses on school sponsored trips are expected to observe rules of bus safety, behavior, and directions of the school sponsors and the bus drivers. Those students unable to follow the rules, regulations, and directions of proper bus conduct will be governed by the following school district policy.

I. The first referral will be turned into the principal's office by the sponsor or bus driver. This will be done by the completion of a transportation discipline referral form listing the specific actions and details of the problem signed by the driver or sponsor. Prior to turning in the referral form to the principal, the sponsor or driver will inform the student of the intent and reason for the referral.

Consequences: The parents will be notified of the problem in writing and informed that their child will not be permitted to ride an activity bus for the next trip the student would ordinarily take. (Students must ride the bus to participate in an activity).

II. The second referral on the discipline referral form will be an automatic removal from the bus activity trips for the remainder of the school year. (Parents will be notified in writing of the problem and informed that their child will not be permitted to ride an activity bus for the remainder of the school year).

(Students will not be permitted to represent the school at out of town activities- but may be permitted to do so at home events.)

Note-The principal has the authority to set aside this policy and deny bus privileges to a student when, in his/her opinion, the student behavior merits special action.

DEFINITION OF ACCEPTABLE BEHAVIOR: Behavior, language, etc. that the student would use in the presence of their parents.

Lettering in Activities

Football: To be eligible for a letter each participant must:

1. Participate in at least one more half than half of all halves playing during regular season play and be in good standing.
2. Or a senior in good standing with four years of participation.
3. Or an injured player, who is nominated by their coach.

Volleyball: To be eligible for a letter each participant must:

1. Participate in at least one more game than the total of a third of all the games.
2. Or a senior in good standing with four years of participation.
3. Or an injured player, who is nominated by their coach.

Basketball: To be eligible for a letter the participant must:

1. Participate in at least one more than half of all halves playing during regular season play and be in good standing.
2. Or a senior in good standing with four years participation.
3. Be injured and nominated by their coach.

Track: To be eligible for a letter the participant must:

1. Earn a total of eleven points over the regular season.
(Freshman & Sophomores meet points count 1/2).
2. Place in a large track meet.
3. Or a senior in good standing with four years of participation.

High School Math Club: To be eligible for a letter the participant must:

1. Medal at a contest or
2. Score at least five points in the entire contest combined or
3. Participate in the entire contest in the given year.

Jr. High School Math Club: To be eligible for a letter the participant must:

1. Same as high school

Band or Vocal: Students may letter in band or vocal by meeting the following criteria:

1. Participation and attendance at all school sponsored band or vocal functions. (unless excused by director) AND qualifying for state music festival with a solo/small ensemble.
2. Or, participation and attendance at all school sponsored band or vocal functions. (unless excused by director) AND participates in at least 2 extra events that are not required for a grade. (ex: solo, small ensemble, KMEA district choir, KMEA state choir)
3. Or a senior in good standing, with four years time to the band or choir.

Scholar's Bowl: To be eligible for a letter, the participant must:

1. Be a member of the selected Academic Bowl team and participate in all scheduled competitions.

Forensics: To be eligible for a letter, the participant must:

1. Earn a total of 35 or 50 points, based on the number of meets in a
2. Obtain a set of specific point-earning guidelines from the faculty sponsor and comply with all requirements to earn said letter.

If there is not a specific junior high lettering policy, the high school policy will be followed. All decisions concerning lettering will be made by the coach or sponsor. The administration reserves the right to make the final decision of lettering.

Song of Argonia

Song of Argonia and our love so true,
comes floating to our ears and thrills us through and through.
While bells of all victories do ring,
we'll answer back by rising to sing.
We'll hail Argonia
the school that we love.
Our alma mater thou art loyal brave and true.
Thy spirit guarding as we journey on.
We'll always wear the red and white for A-H-S
There is a song fills my heart.
It's of the memories here.
The times we laughed, the times we cried,
and always you by my side.

(revised 5/97 by Natalie Asmussen-Class of 1997)

Complaints and Grievances

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

(Board Policy JCE 10/12/15)

ARGONIA JR. & SR. HIGH SCHOOL 2018-2019



A&A Titan Football

Game Time: 7:00 pm

Jr. Varsity Football

* Homecoming/Parents' Night TBD - see website or monthly calendar

DATE	TEAM	AHS	Opp.
31-Aug	Central Christian	Away	
7-Sep	Central Burden @ Arg	Home	
14-Sep	Skyline @ Att	Home	
21-Sep	Caldwell	Away	
28-Sep	Udall @ Arg *	Home	
5-Oct	Oxford	Away	
12-Oct	Medicine Lodge @ Att	Home	
19-Oct	South Central	Away	
2018 Playoffs			
25-Oct	Bracket Playoffs	TBD	
2-Nov	Regional Playoffs		
9-Nov	Sectional Playoffs		
16-Nov	Sub-State Playoffs		
24-Nov	State Championship		



Raiders Volleyball

Bold Teams are the host schools
** Parents' Night

DATE	TEAM	JV	VAR	AHS	Opp.
28-Aug	Attica	6:00	6:00		
	Argonia/Pretty Prairie/ S. Haven				
4-Sep	Argonia	4:00	6:00		
	Cedar Vale-Dexter/Home School				
8-Sep	Norwich Tourney		9am		
11-Sep	Sedan	TBD	TBD		
	Argonia/Central/S. Haven				
15-Sep	Dexter Varsity Tourney		9am		
15-Sep	Pratt Skyline JV Tourney		9am		
18-Sep	Flinthills	4:00	6:00		
	Udall/Argonia				
22-Sep	Central Burden Tourney		8am		
	Argonia/Flinthills/Central Burden				
25-Sep	Argonia	4:00	6:00		
	CV-Dexter/Oxford				
2-Oct	West Elk	5:00	5:00		
	Caldwell/Argonia				
4-Oct	SCBL Tourney Play-in Games		TBD		
6-Oct	SCBL Tourney @ Central Burden		TBD		
9-Oct	Argonia **	4:00	6:00		
	South Haven/Sunrise				
16-Oct	Regionals		TBD		
20-Oct	Sub-State		TBD		
26-27-Oct	State		TBD		

Junior High Titan Football

Game Time: 6:00 p.m.

DATE	TEAM	AHS	Opp.
30-Aug	Skyline @ Att	Home	
6-Sep	Pretty Prairie	Away	
13-Sep	Norwich	Away	
20-Sep	Stafford @ Att.	Home	
27-Sep	Fairfield	Away	
4-Oct	South Barber @ Arg	Home	
11-Oct	Burton	Away	

Indians Volleyball

Argonia volleyball girls will play each week at the same night as Attica VJ Girls

DATE	TEAM	TIME	AHS	Opp.
30-Aug	Skyline @ Att	3:00	Home	
6-Sep	Pretty Prairie	3:00	Away	
13-Sep	Norwich	3:00	Away	
20-Sep	Stafford @ Att	3:00	Home	
27-Sep	Fairfield	3:00	Away	
4-Oct	South Barber @ Arg	3:00	Home	
11-Oct	Burton	3:00	Away	
13-Oct	SCBL Tournament	5:00	TBD	
15-Oct	SCBL Tournament	9:00	TBD	



Raiders Basketball

JV Girls-4:00pm, JV Boys-5:00pm #'s Permitting

Varsity to follow completion of JV

See website for JV time changes

DATE	TEAM	AHS	Opp.
30-Nov	Pretty Prairie	Away	
4-Dec	B.Q. Tourney/Caldwell 3:30	Away	
7-Dec	B.Q. Tourney/Caldwell 3:30	Away	
8-Dec	B.Q. Tourney/Caldwell 6:00	Away	
11-Dec	Cunningham	Home	
14-Dec	South Barber	Home	
18-Dec	Burton	Away	
4-Jan	Pratt Skyline	Away	
8-Jan	Oxford	Home	
11-Jan	Udall	Home	
12-19-Jan	SCBL Tourney @ CCCC	Away	
25-Jan	Flinthills	Away	
29-Jan	Caldwell	Away	
1-Feb	CedarVale/Dexter*	Home	
5-Feb	Central Burden	Away	
8-Feb	West Elk	Home	
12-Feb	South Haven**	Home	
15-Feb	Sedan	Away	
18-23-Feb	Regionals	TBD	
28-Feb-2-Mar	Sub State	TBD	
6-9-Mar	State	TBD	

Indians Basketball

JV Girls- 4pm JV Boys- 5pm

Var Girls-6:00 pm, Var. Boys-7:30 pm

DATE	TEAM	AHS	Opp.
15-Nov	Flinthills	Away	
19-Nov	Oxford	Away	
29-Nov	S. Haven	Away	
6-Dec	Caldwell	Home	
10-Dec	Udall	Away	
13-Dec	Central Burden	Home	
7-Jan	Oxford	Home	
10-Jan	South Haven	Home	
14-Jan	Attica	Home	
17-Jan	Caldwell	Away	
24-Jan	Cedar Vale/Dexter	Away	
28-Jan	Udall	Home	
31-Jan-9-Feb	SCBL Tourney @ Sedan		

Indians Track

DATE	TEAM	TIME
4-April	South Barber	2:30
11-April	South Barber	1:00
18-April	Udall	3:00
25-April	Caldwell	1:00
30-April	Norwich	1:00
2-May	SCBL @ Oxford	TBD



Raiders Track

DATE	TEAM	TIME
29-March	Oxford	3:30
5-Apr	Conway Springs	4:00
9-Apr	South Barber	3:00
16-Apr	Caldwell	3:00
16-Apr	Norwich	3:00
23-Apr	Central Burden	3:00
2-May	Pretty Prairie	3:00
10-May	SCBL @ Udall	TBD
17-May	Regionals	TBD
24-25-May	State @ WSU	TBD

PROOF DATE
AUG 03 2018
Proctor 1 2 3 4 5

Argonia Public Schools

Unified School District 359

A Collaborative Family Creating a Legacy of Pride through Uncompromising Excellence

Mr. Mark E. Russo
High School Principal
(620) 435-6611

202 E. Allen
Argonia, KS 67004
(620) 435-6311 Office
(620) 435-6623 Facsimile

Dr. Julie McPherron
Supt./Elem. Principal
(620) 435-6716

I, _____ the parent/legal guardian of _____ give my consent for my student/child to participate in all school activities that may occur throughout the **2018-2019** school year. I further give my legal consent and authorize any representative of Argonia Public Schools to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other school related activity by any physician or dentist licensed in accordance with the provision of the Kansas Healing Arts Act, K.S.A. 65-2801 and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency service incurred on behalf of my child.

I acknowledge and agree that Argonia Public Schools is not responsible for any medical, hospital expenses and/or charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize treatment. To facilitate contacting me, I agree to provide current work, home, and cell phone numbers to the school.

Parent/Legal Guardian

Date

Parent/Legal Guardian

Date

Board of Education
Joe Allen Brian Fitch Dave Gaddie
Shane Morrison Rick Nafziger Sarah Vineyard
An Equal Employment and Education Opportunity Agency

ARGONIA PUBLIC SCHOOLS

202 E. Allen
Argonia, KS 67004

Dr. Julie McPherron, Supt/Elem. Principal
Gaylene Larson, Secretary

Phone: 620-435-6716
Fax: 620-435-6623



Mark E. Russo, JH/HS Principal
Caylee Koehler, Secretary

Phone: 620-435-6611
Fax: 620-435-6358

Acceptable Use Policy for Internet Access

The Internet is a network of networks. It has evolved into a cooperative arrangement among thousands of university, government, and corporate networks that have agreed to use a common language for communication with one another. Argonia USD #359 is committed to making advanced technology available to our students and staff. We are pleased to announce that we can offer access to the Internet for our students and staff. This opportunity will allow our students to access and use information to expand their knowledge base.

When using this new learning tool users must understand and practice proper ethical use. Please read this document carefully. When signed by you and if appropriate, your guardian/parent, it becomes legally binding.

Conditions and Rules for Use:

- All use of the Internet must be in support of education and research consistent with the educational objectives of USD #359.
- Use for commercial or for profit purposes is prohibited. Use for product advertisement or political lobbying is prohibited.
- Transmission of any material in violation of any United States or State regulation is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Use of the network to access obscene or pornographic material is prohibited.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer computing system and/or damage the software components of a computer or computing system is prohibited.
- Subscriptions to Listservs must be pre-approved by the building Internet Coordinator.
- Internet users must sign-in legibly on the appropriate log each time they use the Internet.

USD #359 Argonia, KS

User Agreement and Guardian Permission Form

User: I understand and will abide by the USD #359 Internet Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked and disciplinary and/or appropriate legal action may be taken.

User/Student (Print): _____

Grade: _____

User/Student (Signature): _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

School: _____

PERMISSION FOR MEDICATION

NAME OF STUDENT _____

SCHOOL _____ GRADE _____

MEDICATION _____

DOSAGE _____

DATE MEDICATION STARTED _____

TIME OF DAY MEDICATION IS TO BE GIVEN _____

ANY OTHER INFORMATION NEEDED BY THE SCHOOL _____

DATE _____

(Signature of Physician /Dentist)

.....

I hereby give my permission for _____ to take the above prescribed Medication at school as ordered by the physician/dentist whose signature appears above on this form. I understand that it is my responsibility to furnish this medication. I further understand that no school employee who administers any drug to my student in accordance with written instructions from the physician or dentist shall be liable for damages as a result of an adverse reaction suffered by the student as a result of administering such drug.

Date _____

(Signature or parent or guardian)

Note: The medication is to be brought to the school in the original container appropriately labeled by the pharmacy, or physician, stating the name of medication, the dosage, and times to be administered.

(This form must be on file for a student in the appropriate school office before any school employee administers any medications.)

Permission for Self-Administration of Medication

Name of Student _____

School _____ Grade _____

Teacher _____

Medication _____ Dosage _____

Date Started _____

Conditions under which the medication is to be given:

Any additional circumstances under which the medication is to be given:

Length of time medication is to be administered:

I hereby give my permission for _____ to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

My child has been instructed on self-administration of the medication and is authorized to do so in school.

Signature of Parent or Guardian

[NOTE: Parental permission must be renewed annually]

_____ Date _____

Signature of Health Care Provider

_____ Date _____

ARGONIA HIGH SCHOOL

504 North Pine
Argonia, KS 67004

Dr. Julie McPherron, Superintendent
Mark E. Russq Principal
Melissa Hurley, Counselor
CayLee Koehler, Secretary



Phone: 620-435-6611

Fax: 620-435-6358

APPLICATION FOR SENIOR WORK STUDY

Student Section:

Student Name: _____

	YES	NO
I am currently passing all classes:	<input type="checkbox"/>	<input type="checkbox"/>
I am currently online to graduate:	<input type="checkbox"/>	<input type="checkbox"/>
I currently am employed and need Senior Work Study to attend my job:	<input type="checkbox"/>	<input type="checkbox"/>
I understand that if anytime I'm no longer employed, not online to graduate, or failing any class my work study will be revoked and I will be required to return to school full time.	<input type="checkbox"/>	<input type="checkbox"/>

Student Signature

Parent/Guardian Section:

I hereby give _____ permission to be excused for senior work study during the 2018-19 school year, so long as he/she is currently passing all classes and online to graduate.

Parent/Guardian Signature

Employer Section:

The above mentioned student is employed by me and/or my company during the following hours and days.

Work Hours: _____

Work Days: _____

I understand that it is my responsibility to inform the school when the student has an unexcused absence from work or is no longer employed by me or my company.

Employers Phone #: _____

Employer Signature



IDL
Student Code of Conduct Policy

As the undersigned student of record in a SCKEN course, I understand and accept the Student Code of Conduct Policy and agree to abide by the policies and procedures established by the governing Board of SCKEN. **I agree that:**

1. Insubordination of any kind (behaviors or happenings that disrupt or interfere with teaching or learning) will not be tolerated in SCKEN classrooms;
 2. Language or gestures generally agreed upon as suggestive, derogatory or abusive in nature will not be tolerated;
 3. I can be recorded (visual or audio) at any time without specific pre-warning;
 4. I will position myself in the classroom to be in camera view at all times;
 5. I will not manipulate equipment in the classroom in the classroom without express direction from supervisors or instructors;
 6. I will conform to any additional rules as specified orally or in writing by the instructor;
 7. **Special Conditions:**
-
-

Further, I understand that if I am found to be in violation of any of the policies listed above, I will be subject to the following disciplinary action:

FIRST OFFENSE: Verbal or written warning from instructor followed by parental notification of the infraction through written letter. The warning will be delivered to the student using procedures that assure student privacy. A copy of the letter will also be sent to the student's principal.

SECOND OFFENSE: The student will be removed from the class until such time that a conference of parents, student instructor and principal offers assurance that the misconduct will not reoccur.

****Severe Misconduct, including damage or defacing SCKEN equipment or facilities, threats, violent behavior or intent or repeated policy violation, including drug, alcohol or narcotic policy violation may result in permanent removal from the class. The student may be subject to loss of full or partial credit for course work.**

This SCKEN enrollment contract does not supersede policies or provisions for student conduct recognized by the student's place of official enrollment.

Student Signature

Date

Parent Signature

Date

ARGONIA HIGH SCHOOL

504 North Pine
Argonia, KS 67004

Dr. Julie McPherron, Superintendent
Mark E. Russo, Principal
Caylee Koehler, Secretary



Phone: 620-435-6611
Fax: 620-435-6623

Lunch-At-Home

Students may be permitted to eat lunch at home with the following restrictions:

1. The school office must have your signature on the “Lunch-At-Home” form (Available in the school office).
2. Individual days on an emergency basis may be permitted providing the child’s parents/guardian personally makes arrangements by phone or in person with the office.
3. Lunch must be at the individual student’s home.
4. NO lunches of food picked up at the restaurants.
5. Food may not be brought back to school to share with students remaining here.
6. Students must sign out and back in upon return in the school office.
7. ANY TARDY to class following the student’s lunch period is automatically unexcused – NO appeal by the student, parent or guardian.
8. No student may transport another non-family member in a vehicle. NO EXCEPTIONS!
9. The students must have a valid Kansas Driver’s license and comply with all traffic regulations while on the city streets and on school grounds.
10. If there is any violation, the student(s) involved will have “lunch-at-home” privileges suspended for a period of time to be determined by the School Principal.

This is a privilege, not a right, and is extended only to those students and families that cooperate with its restrictions.

Should you have any questions regarding these rules or your child’s ability to comply with the rules, please contact the school office.

PLEASE KEEP THIS COPY FOR YOUR RECORDS

Argonia Jr/Sr High

Lunch-At-Home Parent/Guardian Release

_____ has my permission to eat lunch at home.
(name of student)

Both my son/daughter and I have read and understand the requirements and restrictions attached to this form regarding home lunch privilege. In signing below, we agree to abide by the rules set forth by the administration of Argonia Jr/Sr High School.

I further acknowledge that any failure to comply fully with the rules regarding “lunch-at-home” will result in loss of the privilege for a term to be determined by the School Principal. This loss may be temporary or permanent and there is no recourse or appeal.

In addition to providing this signed form, I will personally telephone the High School Office (435-6611) to verbally give my permission and verify that I have signed this form.

(Signature of parent/guardian)

(Date)



RAIDER PRIDE

Prepared** Respectful** Integrity** Dedicated** Example

Prepared

Be punctual with self, materials, and assignments.
Be accountable.
Be trustworthy.

Respectful

Be courteous. Honor others' personal space.
Use appropriate language and tone.
Be attentive.
Have pride of yourself, others, and school property.

Integrity

Be honest.
Be responsible for your own actions.
Be the best YOU you can be.
Strive for excellence.

Dedicated

Participate to your fullest ability.
Show willingness to help others.
Contribute.
Good attendance is necessary.

Example

Be a good role model.
Lead by example.
Get others involved.

The following chart is a list of typical major and minor behavior violations. Minor Problem Behaviors are typically handled by the classroom teachers. Major violations will be handled by the administration in accordance with the handbook. The building administration reserves the right to make judgment on all behaviors and violations will be handled on an individual basis.

Minor Problem Behavior	Definition
Defiance/Disrespect/ non-compliance (M-Disrespect)	Student engages in brief failure to respond to adult requests.
Disruption (M-disruption)	Student engages in brief, but inappropriate disruption.
Dress Code Violation (M-Dress)	Student wears clothing that is near, but not within, the dress code guidelines defined by the school district (See Student Handbook)
Inappropriate Language (M-Inapp Lan)	Student engages in brief instance of inappropriate language which is not addressed to an individual.
Physical Contact/Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact.
Property Misuse (M-Prpty Misuse)	Student engages in minor misuse of property.
Tardy (M-Tardy)	Student arrives at class after the bell.
Technology Violation	Student engages in minor misuse of property.
Other (M-Other)	Student engages in any other minor problem behaviors that do not fall within the above categories.

Major behavior violations will be referred to the building administrator. After a student has accumulated 3 or more minor violations in a specific category, all further violations will be handled as a Major Problem Behavior.

Major Problem Behavior	Definition
Abusive Language, Inappropriate Language Profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.

Bomb Threat False Alarm	Student initiates and/or participates in a threat of possible explosive materials being on/ or near campus.
Defiance/Disrespect Insubordination	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling , or screaming, noise with materials, horseplay, or roughhousing and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines set by the district.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery/Theft	Student is in possession of, has passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission.
Display of Gang Affiliation	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Harassment/Bullying Bullying: multiple incidents of harassment	Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. <i>*Disrespectful messages include negative comments based on race, religion, gender, age,</i>

	<i>and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</i>
Inappropriate Display of Affection	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student/adult (See Student Handbook).
Lying/Cheating/Plagiarism	Student delivers message that is untrue and/or deliberately violates Rules. Submits someone else's work as one's own.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skip Class	Student leaves or misses class without permission.
Truancy	Student receives an unexcused absence for ½ day or more.
Tardy	Student is tardy three times to a class period. (as defined by school policy)
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone or other electronic device. (See handbook)
Truancy	Student receives an 'unexcused absence' for ½ day or more.
Use/ Possession of Alcohol	Student is in possession of or is using alcohol on school property or at any school activity.
Use/ Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, other combustible materials).
Use/ Possession of Drugs	Student is in possession of or is using illegal drugs/substances or

	imitations on school property or at any school activity.
Use/ Possession of Tobacco	Student is in possession of or is using tobacco on school property or at any school activity.
Use/ Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other Behavior	Student engages in major problem behaviors as determined by administration.

GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives

to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of

participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the

items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide

written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee

shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall

consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Argonia BOE Approved: 8/8/16

ESI Acknowledgement Form

Kansas regulations now require that we provide all parents with notice of our written policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available on our website at www.argonia359.org and in our student handbooks. In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

I have been informed of the district’s policy, and I do not want a copy of the policy.

I have been informed of the district’s policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

DATE

PARENT SIGNATURE

Argonia USD 359

Annual Notice of Authorized Student Data Disclosures

Argonia USD 359

Annual Notice of Authorized Student Data Disclosures

In accordance with the Student Data Privacy Act and board policy IDAE, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and

- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsec

As the parent or legal guardian of _____, I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

Parent Signature

Date

Argonia High School
Chromebook Policy, Procedures, and Information
2018-2019

INTRODUCTION:

In the spring of 2018, based on the district's technology committee recommendations, the board of education supported purchasing Chromebooks for all students in grades 6-12. We are excited about the many positive, educational benefits this initiative will provide to our students.

The Argonia Technology Committee developed these policies and procedures relating to student Chromebooks in order to provide students and parents with some parameters, expectations, and thoughts behind the use of Chromebooks in our curriculum. Technology is one more learning tool that allows us to give students a well-rounded learning experience.

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1. RECEIVING YOUR CHROMEBOOK AND CHROMEBOOK CHECK-IN

1.1. Receiving Your Chromebook

Chromebooks will be distributed at the beginning of each school year during “Chromebook Orientation.”

Parents & students must sign and return the Student Pledge documents before the Chromebook can be issued to their child. Students in grades 6-11 will keep the same device over the next 3-4 years. In order for this endeavor to be successful, it will take a joint effort between the students, staff, and parents to ensure the success of this program.

1.2. Chromebook Check-in

Chromebooks will be returned during final week of school so they can be checked for serviceability. If a student transfers out of Argonia High School during the school year, the Chromebook will be returned at the time of checkout.

1.3. Check-in Fines

- 1.3.1. Individual school Chromebooks and accessories must be returned to the Argonia High School library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AHS for any other reason must return their individual school Chromebook on the date of termination.
- 1.3.2. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at AHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report being filed with the Argonia Police Department and/or Sumner County Sheriff.
- 1.3.3. Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District’s Chromebook Protection plan and must return the Chromebook and accessories to the AHS Library in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

2. TAKING CARE OF YOUR Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school.

Chromebooks that are broken or fail to work properly must be taken to the Library for an evaluation of the equipment.

2.1. General Precautions

- 2.1.1. The Chromebook is school property and all users will follow this policy and the AHS acceptable use policy for technology.
- 2.1.2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 2.1.3. Chargers and cables must be used carefully with the Chromebook to prevent damage. Replacement chargers and cables need to be purchased from the school office and are the responsibility of the student.
- 2.1.4. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Argonia School District.
- 2.1.5. Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- 2.1.6. Students are responsible for keeping their Chromebook charged for school each day.
- 2.1.7. Students will have the same Chromebook for the life of the Chromebook (senior Chromebooks will go to next year’s sixth graders).

2.2. Carrying Chromebooks

USD 359 will provide a protective case for each 9-12 Chromebook. A protective case/cover for the Chromebook is required to help protect the Chromebook and provide a suitable means for carrying the device to and from home. Chromebooks should always be within the protective case when taken out of the building.

2.3 Screen Care

- 2.3.1 The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 2.3.2 Do not put unnecessary pressure on the top of the Chromebook.
- 2.3.3 Do not place anything near the Chromebook that could put pressure on the screen.
- 2.3.4 Do not place anything in the carrying case that will press against the cover.
- 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 2.3.6 Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, they will be subject to appropriate disciplinary action.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students whose machine is being repaired. There are a limited number of loaner devices so one may not always be available.

3.3 Charging Your Chromebook

Chromebooks should be adequately charged before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

3.4 Lock Screen and Home Screen

The Lock Screen will be a student photo and Chromebook name. The Chromebook name and photo should not be changed. Students will have the ability to customize their Chromebook home screen using appropriate media. Screen lock passcodes are not to be used at school. The school will not be responsible for apps lost due to forgotten passcodes.

3.5 Programs

Chromebooks will be preloaded with the required textbooks and programs. Any other programs needed by students (for college classes) must be pre-approved by the administration.

- 3.5.1 Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 3.5.2 All notifications must be turned off while at school.
- 3.5.3 **Earbuds/headphones may be used in the classroom based upon individual teacher approval.** During passing periods, students may not use earbuds/headphones. Students will be responsible for obtaining their own earbuds. The earbuds can be purchased very inexpensively at Wal-Mart, Target, etc.

3.6 Printing

Limited printing services will be available with the Chromebook. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the Chromebook at school. There will be one printer in the HS office that students have access to use.

3.7 Home Internet Access/Printing

Students are allowed to set up additional wireless networks on their Chromebooks. This will be necessary to use web based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the Chromebook, an eprint compatible printer and possibly an additional software on your home computer/printer.

3.8 Personal Use

Students may not install personal programs on their Chromebooks.

3.9 Chromebooks and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not Chromebooks are allowed to be on buses or at particular events. Coaches and Sponsors may reserve the right to collect Chromebooks and leave them locked on the bus during ballgames, activities, etc.

4 .MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook//Home Directory

Students should save work completed on the Chromebook in Google Drive. Students should regularly backup data to Google Drive. Limited storage space will be available on the Chromebook. Data will NOT be backed up in the event a Chromebook has to be reimaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. DO NOT keep important files on the device itself.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The programs and operating system originally installed by USD 359 must remain on the Chromebook in usable condition and be easily accessible at all times. The school may add additional programs and upgrades as needed. Periodic checks of Chromebooks will be made to ensure that students have not removed required programs or installed unauthorized programs.

5.2 Additional Software

Required programs will be purchased and installed by USD 359. Additional programs may be added by the school throughout the school year.

5.3 Inspection

Students will be selected at random to provide their Chromebook for inspection. Chromebook use and contents will also be monitored remotely.

5.4 Procedure for reloading software

If technical difficulties occur, the Chromebook may be restored to factory settings and programs would then need to be reinstalled with the latest versions. All data should be maintained on Google Drive or it could be lost. The school does not accept responsibility documents lost as a result of the restore process.

5.5 Software upgrades

Upgrade versions of licensed software/programs are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing. School personnel will notify students on how to update programs, should updates be necessary. Operating system (iOS) should NOT be updated by students until notified by school personnel.

5.6 Technology Support

Technology support for Chromebooks will be available during the normal business day at Argonia Junior/Senior High School between the hours of 7:50 and 3:40. After hours support will not be available.

6. ACCEPTABLE USE

The use of the AHS School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Argonia School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Argonia School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Argonia School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources.

6-8 students will only have access to their Chromebooks during the school day. 9-12 students will have access to their device 24/7. Obviously, you as parents will need to establish ground rules for Chromebook use outside of the school day. Devices will have internet filtering on them outside of the USD 359 Network.

School Responsibilities are to:

- 6.2.1 Provide internet and e-mail access to its students.
- 6.2.2 Provide internet filtering.
- 6.2.3 Provide network data storage. (These will be treated similar to school lockers. The Argonia School District reserves the right to review, monitor, and restrict information stored on or transmitted via Argonia School District owned equipment and to investigate inappropriate use of resources.)
- 6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 6.2.5 Provide user accounts for free information storage in cloud-based (off site/online) applications.
- 6.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3 Students are responsible for:

- 6.3.1 Using Chromebooks in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to Chromebook/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping Argonia School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their Chromebook after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their Chromebook to the Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AHS for any other reason must return their individual school Chromebook on the date of termination.

6.4 Student Activities Strictly Prohibited:

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Using the Chromebook in restricted areas such as restrooms, locker rooms, and dressing rooms.
- 6.4.6 Changing Chromebook settings in an effort to circumvent the filtering system.
- 6.4.7 Downloading personal programs.
- 6.4.8 Spamming or sending inappropriate emails.
- 6.4.9 Gaining access to other student's accounts, files, and/or data.
- 6.4.10 Vandalism to your Chromebook or another student's Chromebook.

6.5 Chromebook Care:

- 6.5.1 Students will be held responsible for maintaining their individual Chromebooks, and keeping them in good working order.
- 6.5.2 Chromebooks must be adequately charged and ready for school each day.
- 6.5.3 Chromebooks that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing Chromebooks that malfunction and/or repairs covered under warranty. **Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the fee of the repair cost being borne by the student. Payment is expected at the time of the repair.**
- 6.5.4 Students will be responsible for the **entire cost** of repairs to Chromebooks that are damaged intentionally, stolen, or lost. **Chromebook replacement cost is \$200.00.**
- 6.5.5 Chromebooks that are stolen must be reported immediately to the Office and the Argonia Police Department and/or Sumner County Sheriff.

6.6 Legal Propriety:

- 6.6.1 Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- 6.6.2 Plagiarism is a violation of the AHS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline:

If a student violates any part of the above policy, board policy, or Argonia Junior/Senior High School handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student(s) will check-in/checkout their Chromebook from the office daily.
- 6.7.2 Loss of Chromebook while being required to complete coursework.
- 6.7.3 Disciplinary/Legal action as deemed appropriate.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification:

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified based on serial number and Argonia School District identification number.

7.2 Storing Your Chromebook:

When students are not using their Chromebooks, they should be stored in their locked locker. Nothing should be placed on top of the Chromebook. 9-12 students are encouraged to take their Chromebook home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage at the Office.

7.3 Chromebooks Left in Unsupervised Areas:

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. **If a Chromebook is found in an unsupervised area, it will be taken to the office. A student will be charged \$5.00 to retrieve their Chromebook that has been turned into the office due to not being supervised.**

8. REPAIRING OR REPLACING YOUR CHROMEBOOK/ COST OF REPAIRS

The Argonia School District recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

8.1 Accidental Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will pay the full textbook fee at enrollment which will include all textbooks (including digital if available) and the use of the Chromebook. Students will be responsible for the cost of repairs in the event the device is accidentally damaged and needs repaired. Depending on your personal homeowner insurance policy, you may be able to add the device to your policy at a minimal cost (For Chromebooks being taken home in grades 9-12).

8.2 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.

8.3 Intentional Damage

Students/Parents will be held responsible for the cost of ALL intentional damage to Chromebooks including, but not limited to: broken screens, cracked casings, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

8.4 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

8.5 Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, it is the responsibility of the student and/or parent to file a police report.

8.6 Chromebook Purchase For Students

At the end of the three year lease the Board of Education will make a decision as it relates to whether or not they will allow students to purchase their Chromebook. Information regarding the availability of Chromebooks to purchase will be shared with students in May.

9. SCHOOL RIGHTS:

9.1 USD 359's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD No. 359. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

9.2 The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 359 technology. This includes but is not limited to email, documents, or other components associated with all USD 359 technology.

9.3 Argonia Schools reserves the right to define inappropriate use of technology.

Student Pledge for Chromebook Use

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook as needed.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by keeping it in a protective case.
9. I will use my Chromebook in ways that are appropriate, meet AHS expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Argonia School District.
12. I will follow the policies outlined in the *Chromebook Handbook* and all district and school technology use policies while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District Chromebook and charger in good working condition.
16. I will not utilize photos, video, and/or audio recordings of any myself or any other person in an inappropriate manner.

Policy Updates:

Chargers and cables must be used carefully with the Chromebook to prevent damage. Replacement chargers need to be purchased from the school office and are the responsibility of the student.

Chromebooks will be pre-loaded with the generally required programs. If students have school appropriate programs they need to have added (for college classes), they must have them approved by the administration.

Student Activities Strictly Prohibited: Downloading personal programs or apps..

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use.

Student Name (Please Print): _____ Grade _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____ Grade _____

Parent/Guardian Signature: _____ Date: _____

Individual school Chromebook and accessories must be returned to the AHS Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AHS for any other reason must return their individual school Chromebook computer on the date of termination.

Argonia USD 359 Telephone Extensions 2018-2019

District Office: 435-6311

McPherron, Julie-2027
Randall, Sue-2028
Extra Phone-2026

Dist/Elem Fax **435-6623**
HS Fax **435-6358**

Elementary School: 435-6716

Davis, Kiley-2007
Dickerson, Keri-2036
Downey, Audra-2037
Elementary Library-2055
Elem. Music Room-2017
Elem. Work Room-2056
Hemberger, Hannah-2021

Larson, Gaylene-2031
Poljansek, Hayley-2006
Russo, Nicole-2002
Short, Christine-2003
Stow, Linda-2020
Zahradnik, Beth-2005

High School: 435-6611

Almanza, Bob-2051
Dickerson, Dennis-2030
Gessleman, Bobby-2009
Greenwood, Cass-2024
Greenwood, Luke-2016
Haxton, Monte-2013
Home Ec Room-2040
Hurley, Melissa-2010
Koehler, CayLee-2032

Lampert, Tyler-2022
Mead, Jon-2004
Miller, Shelby-2011
Neal, Marcus-2019
Paxson, Kayla-2008
Pipkin, Lisa-2018
Russo, Mark-2029
Shirley, Natalie-2014
Tracy, Eddie-2012

Cafeteria: 435-6972

Tami and Donna-2035

Sumner Mental Health Office

Joel Hardy-2015

Bus Barn: 435-6619

Wayne Vineyard-2059

Weight Room: 435-6625

(no extension, dial direct)

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