

2022 - 2023

ARGONIA JR./SR. HIGH SCHOOL



STUDENT HANDBOOK

## Foreword

This booklet has been prepared for the purpose of acquainting all students and parents with the practices of Argonia Junior/Senior High School. Please read it carefully, sign and return the last page, and keep the rest as a reference.

### **High School Sponsorships and Coaching Assignments** **2022 – 2023.**

<b>12<sup>th</sup> Grade:</b>	Mr. Gessleman Ms. Wilson	<b>EduStar:</b>	Mrs. Greenwood Mrs. Downey
<b>11<sup>th</sup> Grade:</b>	Mrs. Shirley Mr. Mead	<b>Track:</b>	Mr. Mead Mr. Dickerson
<b>10<sup>th</sup> Grade:</b>	Mr. Neal	<b>Cheerleading:</b>	Mrs. Shirley Mrs. Cary Morrison
<b>9<sup>th</sup> Grade:</b>	Mr. Dickerson	<b>Football:</b>	Mr. Greenwood Mr. Miller (Attica) Mr. Vineyard Mr. DeViney (Attica)
<b>FCA:</b> (non-paid)	Mr. Neal	<b>Boys</b>	Mr. Almanza
<b>Scholar's</b>		<b>Basketball:</b>	Mr. Vineyard
<b>Bowl:</b>	Mr. Taylor	<b>Girls</b>	Mrs. Dixie Brewster
<b>Student</b>		<b>Basketball:</b>	Mr. Gessleman
<b>Council:</b>	Mr. Mead	<b>Volleyball:</b>	Mrs. Lovelace Mrs. Emily Coleman
<b>Yearbook:</b>	Ms. Wilson	<b>KAY Club:</b>	Mrs. Greenwood
<b>Concessions:</b>	Mr. Mead	<b>Math Club:</b>	Mrs. Greenwood
<b>IDL:</b>	Mr. Almanza		
<b>Forensics:</b>	Mrs. Shirley		

**Junior High Sponsorships & Coaching Assignments**  
**2022 – 2023**

**Cheerleading:** Mrs. Shirley

**Football:** Mr. Vineyard  
Mr. DeViney (Attica)  
Mr. Greenwood  
Mr. Miller (Attica)

**Volleyball:** Mrs. Nicole Barkley

**Scholar's**

**Bowl:** Mr. Taylor

**Track:** Mr. Dickerson  
Mr. Almanza

**Boys**

**Basketball:** Mr. Vineyard

**Girls**

**Basketball:** Mr. Jake Callaway

**Math Club:** 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 and a half (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.

**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 4<sup>th</sup> 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): Pre-Calculus, Comp I & II, 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 3<sup>rd</sup> 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.

## **Eligibility**

**JH:** 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 2:13 to 2:36 PM on Tuesday, Wednesday, and Friday.

**HS:** At the beginning of a school week, any AHS student below a 60% in any of their enrolled courses will be placed on academic probation. This probationary period will last for one week and will require the students to **attend tutoring** to work on their failing grades during Academic Seminar (11:32am – 11:57am). Students will not be permitted to attend club meetings during this time.

**JH/HS** After the one week probationary period if a student is failing more than one 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. If a grade is given for participating, then an alternative assignment will be provided for the student. Exceptions may be made through the high school office. Ineligible students will not be allowed to travel with the team on away activities or wear the team uniform while ineligible.

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 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 high school office will also notify the parents or guardians. This program will start each quarter of the school year at the beginning of the 3<sup>rd</sup> 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.

## **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. If the student does not complete the course, they will not be allowed to enroll in online courses the following semester without BOE approval.
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.

Offsite Visits: Juniors and seniors are allowed TWO DAYS of offsite college visits. Documentation is required to be excused.

### **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.

### **Building Opening and Closing Time**

No students should be in the building before 7:45 a.m. and after 3:45 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 may 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 may be 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, decency, appropriate, and not distracting 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 required to wear shoes. No slippers or house shoes allowed.
2. Casual/dress shorts, athletic shorts /skirts/dresses, and hemmed cut-off jeans will be allowed. 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.
3. Excessively cut or torn clothing will not be allowed.
4. Muscle shirts ("wife-beaters") are not allowed.
5. Revealing or see-through clothing is not permitted.
6. Garments with an alcoholic, tobacco, or sexual symbol or saying will not be permitted.
7. Caps, bandanas, or headwear of any kind will not be permitted inside the building.
8. 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.
9. Wearing of jewelry in one's nose, eyebrows, lips, or any other part excluding the ears is not allowed in excess.
10. 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.
11. Sagging pants are not allowed.
12. Pajamas and Blankets are not allowed.
13. Backpacks/bookbags will be allowed in classrooms. Duffelbags and rolling luggage/bags are NOT allowed.
14. 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 is not all inclusive and dress is subject to approval by the administration.*

## 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 may 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) (Drugs & Alcohol) Suspension from all student activities for a period of not less than one month. (Not in-good-standing)**  
**(Tobacco, E-cigarettes, Vape dispensers) Suspension from all student activities for a period of not less than two weeks. (Not in-good-standing)**

**(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**

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. Teachers may assign daily detentions. 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 three referrals the student may 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.

#### **Detention**

Teachers may assign daily detentions to be served for 3:30pm to 4:00pm. Office detentions are subject to the availability of office staff, when school is in session, from 3:30pm to 4:30 pm (No detention on early release days). Students will be given 24 hours from the placement time to make arrangements for transportation and give notice to coaches or sponsors. Parents will be notified by mail if their child is to serve a detention. If a student skips or misses their 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.

**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.

**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.

**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 24 hours of the absence in order for the absence to be considered excused.**

Students are expected to make up the worked 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 excused 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.

<b>Illness of the student</b>	<b>Medical or dental appointments (requires documentation)</b>
<b>Illness or death in the family</b>	<b>Post-Secondary School Visits for Juniors and Seniors</b>
<b>Attendance at funerals</b>	<b>Military Obligations</b>
<b>Special religious services</b>	<b>Working at home for parents</b>
<b>Exhibitor at fairs</b>	<b>Driving a family member for an appointment</b>
<b>Driver's license exams</b>	<b>Trips approved by administration</b>

### **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 may be made up by serving a 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. Any student that is more than 15 minutes late to class will receive an unexcused absence. Tardies between classes will be assigned by teachers and enforced through the office. Three or more tardies will result in an office 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 will take finals at the end of each semester. 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.

### **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.

### **Cell Phones/Electronic Devices**

Cell phone use is not allowed during class periods. Cell phones and other electronic devices may only be used before and after school, during passing period, and during the lunch period. The use of cell phones is not allowed in restrooms and locker rooms at any time. When students enter the classroom, they will place their cell phones in their designated space in the pocket chart. The phones are to be on silent mode and are to remain in the pocket chart for the entire class period (bell to bell). ANY cell phone seen or heard on a student during the class period 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 a detention each time their cell phone or electronic device is confiscated due to the violation. After the second cell phone 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 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 of 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.

### **Distracting 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 detention. Items deemed as therapeutic or necessary by special education, mental health, or administration may be exempt from being considered distracting 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. Students are not to bring visitors to school.

### **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--8:00 AM**

### **Lunch Period**

#### **After School... 3:30 PM—3:45 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 both school buildings. Lunch times can be found on the class schedule. 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. A warm breakfast is available at the Elementary Cafeteria on Tuesdays and Thursdays. Grab and go breakfast is available at the High School.

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 that drive to school may be permitted to eat lunch off campus. Forms are in the office.

### **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. 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.

## **Extracurricular Activities and Organizations**

### **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.

### **Sports and Alcohol, Tobacco, or Drugs**

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

**1st Offense: HS: FB - 1 game, Track - 1 meet, BB – 2 games, VB – 3 matches.**

**JH: 1 game, meet, or match.**

**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 school district policy.

**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)