

**UNIFIED SCHOOL DISTRICT #220
ASHLAND-ENGLEWOOD PUBLIC SCHOOLS
Student & Parent Handbook**



2022 - 2023

#BetterTogether

**Jr-Sr High School
Grades: 6-12
311 JE Humphreys Street
Ashland, KS 67831
620-635-2814**

**Elementary School
Grades: PreK-5
210 West 7th
Ashland, KS 67831
620-635-2722**

FOREWORD

The information in this handbook has been prepared to acquaint students, parents, and members of the community with the organization, policies, and regulations of Ashland Schools and is designed to serve as a basic guide to planning a student's work as a source of information to parents and students concerning school policies, regulations, scholarships, and extracurricular activities.

The administration realizes that occasionally situations arise which need clarification or interpretation or are not covered in this handbook and welcomes students and parents making an appointment for discussion.

ACCREDITATION

Ashland Schools, USD #220, are accredited by the Kansas State Department of Education. This rating is based on the qualifications of the professional staff, the curriculum, and the physical facilities.

KANSAS EDUCATION SYSTEMS ACCREDITATION (KESA) VISION STATEMENT

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

EXIT OUTCOMES FOR ASHLAND SCHOOL DISTRICT

The will be able to:

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

ASHLAND FIGHT SONG

**Go Ashland, Down the Field
Fight on Forever.**

**Touch, Pass and Make That Goal
We'll Win Fair or Stormy
Weather.**

**This is our Battle Cry:
Fight on Forever.**

**Ashland Bluejays go for a
Touchdown
For our School.**

BOARD OF EDUCATION



Back Row: Ransom Gardiner, Seth Harrington, Brandon Grigsby, and Jeremy Fast
Front Row: Jenny Betschart, Kelly Deewall, and Travis McCarty

DISTRICT LEADERSHIP TEAM



Paula Rice
Superintendent
PreK – 12 Principal



Haley Walker
PreK – 12 Counselor
Test Coordinator



Heidi Hazen
PreK – 12 Assistant Principal
Title Services Coordinator



Jesse Stebens
6-12 Lead Teacher
6-8 Activities/Athletic Director



Max Beaver
6-12 Lead Teacher
9-12 Activities/Athletic Director

FACULTY



Samantha River
Pre-School



Tia Harris
Kindergarten



Becky Luerman
First Grade



Brittany Gardiner
Second Grade



Jamie Harrington
Third/Fourth Grade



Marisa Wilkinson
Fifth Grade



Candace Grady
K-5 Special Education



Jennifer Baker
6-12 Special Education



Ben Fox
6-9 Mathematics
K-12 PE



Kelby Pollock
6-8 ELA
6-12 Electives



Jeff Chambers
6-8 Social Studies
6-12 Electives



Bethany Jenkins
English Language Arts
Jr-Sr High



Giles Fox
9-12 Mathematics



Katrina Krier
9-12 Science
9-12 Electives



Destiny Lalicker
8-12 Social Studies
9-12 Electives



Alan McKenzie
K-12 Music



Jim Culp
Agricultural Science



Caity Thompson
Agricultural Science



Julia Beaver
6-9 Math Intervention

SUPPORT STAFF



Emily Evans
BOE Clerk



Shelby Luerman
Registrar
ITV Monitor
DC3 Coordinator



Gloria Betschart
Jr-Sr High Secretary
Deputy BOE Clerk



Melody Stebens
Grade School Secretary



Monica Mogadham
AES Classroom Aide



Debbie Dome
AES Classroom Aide



Tammy Seacat
AES Classroom Aide



Judy Brown
AES Classroom Aide



Gayle Hardin
K-5 Paraeducator



Kris Wilkinson
6-12 Paraeducator



Rebecca Ward
6-12 Paraeducator



6-12 Paraeducator



Crystalynn Monroe
6-12 Paraeducator



Laura Miller
6-12 Paraeducator



Cara Vanderee
Elementary
Library Aide



Haven Chamber
District Substitute
Jr-Sr Library Aide



Scott Struble
Custodial &
Maintenance



Brian Crouch
Custodial &
Maintenance



Georgia Duvall
Custodial &
Maintenance



Deb Pearce
Transportation Director



Lorri Kay
Transportation
Concessions



John Lee
Transportation



Ben Dome
Transportation



Pam Gardea
Food Service Director



Matias Garza
Food Service



Nora Quintana
Food Service

CONTACT US

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Krier, Katrina	katkrier@usd220.net		

To contact anyone not listed, please email Paula Rice at price@usd220.net.

We are excited to work with you for the success of our students; however, to provide and maintain the best disruption free learning environment possible, please email the staff member or call the school office and leave a message to be returned during plan time or after school hours. All visitors and parents must check in and wait in the main office of each building until the appointment time. For the security of our staff and students, no unplanned visitors will be allowed.

GENERAL INFORMATION

SCHOOL DAY

Monday – Thursday (with some exceptions)

Elementary school:

7:30 am – 7:55 am	Breakfast served
8:00 am	Classes begin (all grades)
11:00 am – 11:30 am	Lunch (K – 5)
12:00 pm	PreK dismissed
4:00 pm	Dismissal

Jr-Sr High:

7:30 am – 7:55 am	Breakfast served
8:00 am – 8:56 am	1 st hour
9:00 am – 9:56 am	2 nd hour
9:59 am – 10:54 am	3 rd hour
10:57 am – 11:52 am	4 th hour
11:52 am – 12:31 pm	Lunch
12:34 pm – 1:04 pm	Seminar
1:07 pm – 2:03 pm	5 th hour
2:06 pm – 3:02 pm	6 th hour
3:05 pm – 4:00 pm	7 th hour

Aug 2022						
S	M	T	W	T	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			

Sep 2022						
S	M	T	W	T	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	

Oct 2022						
S	M	T	W	T	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					

Nov 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	Fall Break			26
27	28	29	30			

Dec 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	Break		24
25	Winter Break					31

Jan 2023						
S	M	T	W	T	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				

Feb 2023						
S	M	T	W	T	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				








Mar 2023						
S	M	T	W	T	F	S
			1	2	3	5
5	6	7	8	9	10	11
12	Spring Break					18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr 2022						
S	M	T	W	T	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						

May 2023						
S	M	T	W	T	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			

Jun 2023						
S	M	T	W	T	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	

Jul 2023						
S	M	T	W	T	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					

-  First Day
-  Early Release - PLC
-  Inservice
-  Friday School
-  Teacher Work Day
-  Parent -Teacher Conferences
-  Break – No School

FEES

	Regular Pay	Reduced	Free
Textbook	K-5.....\$60.00 6-12.....\$85.00	K-5.....\$30.00 6-12.....\$42.50	K-5.....\$20.00 6-12.....\$30.00
Technology Fees & Chromebook Insurance	K-12.....\$25.00	K-12.....\$10.00	waived
Breakfast	K-5: \$1.60 6-12: \$1.70 Adult: \$2.30	K-12: \$0.30	K-12: \$0.00
Lunch	K-5: \$2.80 6-12: \$3.10 Adult: \$3.90	K-12: \$0.40	K-12: \$0.00
Extra Milk/Juice	\$0.50	\$0.50	\$0.50
Extra Entrée	\$1.25	\$1.25	\$1.25
Special Milk/Snack (K – 1 st only)	\$0.50 p/day	\$0.10 p/day	waived
Yearbook	\$50.00	\$50.00	\$50.00

**** All families are encouraged to complete a free/reduced lunch application (even if they don't believe they will qualify) which determines the eligibility for the tiered fees.**

In addition to the regular fees, some classes may require additional fees to help offset the costs. Students taking dual credit classes through Dodge City Community College will be responsible for all tuition and fees not covered by the district (usually one 3-credit hour class per semester). Those fees must be paid in full before enrollment for the next semester or release of transcript can occur. If a book is required in addition to the regular book already being supplied or a required textbook for a concurrent credit class, the student must purchase that book with his/her own funds. An example of this would be taking a class for concurrent high school and college credit for which a college textbook is required to receive college credit. An independent study course may also require a student to purchase materials.

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

SCHOOL SUPPLIES

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

GENERAL ENROLLMENT INFORMATION

All students entering the district for the first time shall present a birth certificate or recognized proof of birth or identity as set out in K.S.A. 72-9934 (exchange students are exempt). An immunization record (health record) will also be required at the time of admission.

Other items necessary for enrollment are:

- Student academic records (Up-to-date transcript)
- Proof of guardianship or conservatorship
- Name and address of last school attended

Ashland High School will hold pre-enrollment for students during the spring of the year before. Students, with guidance from their families and school advisors, will use their Individual Plan of Study (IPS) to choose classes for the following year. We will do our best to honor those requests; however, there is no guarantee that students will be assigned to the classes they selected during pre-enrollment. Student course decision should be made according to course content, IPS, and post-secondary goals and not based on friends in the class or who is teaching it. Students are encouraged to place careful thought into pre-enrollment as course changes after the start of each semester may not be granted.

PRESCHOOL PROGRAM

The purpose of the Preschool Program is to provide students with advanced curriculum that will help to ensure they are ready for kindergarten academically, socially, and emotionally. This program is open to three year-old students with special education needs and all four-year-old students. The preschool program will offer a morning session only with class beginning at 8:00am and dismissing at 12:00pm on school days.

Fees:

\$125.00 per month – Regular Pay

\$60.00 per month – Reduced

\$30.00 per month – Free

**** All families are encouraged to complete a free/reduced lunch application (even if they don't believe they will qualify) which determines the eligibility for the tiered fees.**

KINDERGARTEN ROUND-UP

Kindergarten round-up is held each spring; however, any student meeting the minimum age requirement for kindergarten may enroll at any time. The Kansas State Department of Education requires that an Ages & Stages Questionnaire be completed for all incoming kindergarten students. These surveys will help the school to be better prepared to meet our kindergarteners at their level and help them excel. Parents will receive more information about this prior to enrollment.

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

ACADEMICS

USD220 GRADING SCALES

<p>Kindergarten –Fifth</p> <p>E+ = 100 % E = 93-99 % S+ = 84-92 % S = 70-83% S- = 60-69% N = 0 – 59 %</p> <p>*Standard-Based Grading is currently being implemented in grades K-5.</p>	<p>Sixth - Twelfth</p> <p>A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 0-59% I = Incomplete (no credit)</p> <p>Weighted Scale: General Education Courses - 4.0 Scale Advanced Courses - 4.5 Scale College Level Courses - 5.0 Scale</p>
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ACADEMIC HONORS & RECOGNITION

Jr-Sr High Honor Roll:

GPA (grading period)	Honor
4.0	Principal’s Honor Roll
3.5 – 3.99	Gold Honor Roll
3.0 – 3.49	Blue Honor Roll

CUM LAUDE AWARDS

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

SUMMA CUM LAUDE AWARDS

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

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutatorian will be determined at the spring mid-term of the senior year so that there is adequate time to prepare the corresponding awards. A student must have completed the Kansas Scholars Curriculum to be considered for valedictorian or salutatorian honors. In the event of a tie on either award, the administration and counselor have the discretion to make decisions on these awards which may be based on factors such as attendance, ACT score, disposition, community service, or others. In the event that there are multiple valedictorian awards given, there will be no salutatorian that graduating year.

NATIONAL HONOR SOCIETY

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

Members will remain in good standing unless:

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

PLAGIARISM, CHEATING AND FORGERY

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

D/F LIST

Grades are checked each Monday morning. Students on the D/F list may be excluded from all activities including attendance at games, dances (including Prom), and all other special events that extend beyond the regular classroom activities until their grade in that class is verified to be a C or higher.

HOMEWORK

Homework is work that is assigned to be completed outside of the regular school day to support continued learning and practice towards mastery of new skills. Homework may be assigned at all grade levels. Students are responsible for having homework turned into the teacher at the assigned time. Students are also responsible for talking with teachers about make-up work post absences. Students aware of absences prior to the date of absence (such as activities, athletics, appointments, etc.) are still responsible for completing all assignments by their due date and should get with their teachers well in advance of the absence to secure any work they will miss.

TUTORING/EXTRA HELP

Many teachers are available before school by appointment or after school by appointment for extra help. Some teachers may also offer after-hours/non-school day on-line/virtual tutoring options. Students are responsible for soliciting help from the teacher/class needed as often as needed.

ASHLAND HIGH SCHOOL GRADUATION REQUIREMENTS & PROGRAMS

USD 220 requires 26 credits to graduate with a high school diploma. Our students are encouraged to customize their class choices based on their interests and future goals as they use their Individual Plan of Study (IPS) to guide them to post-secondary success. Students wishing to go to a traditional university or college are encouraged to take the Kansas Scholar's Curriculum and complete the requirements for the Diploma of Excellence. Students wishing to receive the honor of Valedictorian or Salutatorian, must complete the Diploma of Excellence.

STEM		
Math	3 credits (6 semesters)	<p><u>Required:</u></p> <ul style="list-style-type: none"> • Algebra 1 (unless taken 8th gr) • Geometry • Algebra 2 <p><u>Electives:</u></p> <ul style="list-style-type: none"> • Intermediate/College Algebra (if Alg 1 in 8th) • Trigonometry • Calculus • Consumer Math <p>*Kansas Scholar's Curriculum requires 4 full credits (8 semesters) of math</p> <p>*High school credit will be giving to 8th graders completing Algebra 1 with a C or higher.</p>
Science	3 credits (6 semesters)	<p><u>Required:</u></p> <ul style="list-style-type: none"> • Physical Science • Biology • Any 1 credit (2 semesters) of choice from science elective classes <p><u>Electives:</u></p> <ul style="list-style-type: none"> • Chemistry • Physics • Animal Science • Plant/Soil Science • Agriscience • Anatomy & Physiology • Advanced Biology • Advanced Chemistry <p>*Kansas Scholar's Curriculum requires Chemistry and Physics</p>
COMMUNICATIONS		
English Language Arts	4 credits (8 semesters)	<ul style="list-style-type: none"> • English 9 • English 10 • English 11 • Choice: English 12 (1 semester) <i>or</i> Composition I & Composition II (dual credit – ITV)

Communications	0.5 credit (1 semester)	<u>Electives:</u> <ul style="list-style-type: none"> • Speech (dual credit option available via ITV) • Forensics • Debate
SOCIETY & HUMANITIES		
History & Government	3 credits (6 semesters)	<u>Required:</u> <ul style="list-style-type: none"> • World History • American History • Government
Humanities	1 credit (2 semesters)	<u>Electives:</u> <ul style="list-style-type: none"> • Psychology (dual credit) • Sociology • Economics (ITV) • Civics • Current Events • Spanish (ITV) <p>*Kansas Scholar's Curriculum requires 2 credits (4 semesters) of the same foreign language as well as 0.5 credit (1 semester) of Psychology, Sociology, Economics, or Current Events</p>
Fine Arts	1 credit (2 semester)	<u>Electives:</u> <ul style="list-style-type: none"> • Band • Choir • Drama • Forensics • Art (ITV) • Digital Media • 21st Century Journalism (Yearbook)
EMPLOYABILITY & LIFE SKILLS		
Physical Education	0.5 credit (1 semester)	<u>Required:</u> <ul style="list-style-type: none"> • 9th grade Physical Education (1 semester) <u>Electives:</u> <ul style="list-style-type: none"> • Lifetime Fitness • Weights
Health	0.5 credit (1 semester)	<u>Required:</u> <ul style="list-style-type: none"> • 9th grade Health (1 semester) <u>Electives:</u> <ul style="list-style-type: none"> • Nutrition & Wellness
Financial Literacy	0.5 credit (1 semester)	<u>Required:</u> <ul style="list-style-type: none"> • Financial Literacy (1 semester) <u>Electives:</u> <ul style="list-style-type: none"> • Consumer Math (approval only)

<p>Career Technical Education</p>	<p>1.0 credit (2 semesters)</p> <p>To participate in FFA, students must be currently enrolled in any of the agriculture classes</p>	<p><u>Electives:</u> Pick 2 semesters of any of the following classes</p> <p>Agriculture – Power, Technical, and Mechanical</p> <ul style="list-style-type: none"> • Ag Welding (beginner) • Ag Fabrication (advanced) • Ag Mechanics • Ag Structures • Ag Power (pending) • Internship (pending) • Senior Capstone (pending) <p>Agriculture – Comprehensive</p> <ul style="list-style-type: none"> • Agriscience • Animal Science • Plant and Soil Science • Ag Business • Ag Leadership • Internship (pending) • Senior Capstone (pending) <p>Digital Media</p> <ul style="list-style-type: none"> • Computer Applications • Business Essentials (ITV) • Digital Media Design & Production • 21st Century Journalism (yearbook) • Senior Capstone (pending) • Internship (pending) <p>Health Science</p> <ul style="list-style-type: none"> • Intro to Health Care • Medical Terminology (ITV) • Nutrition & Wellness • Anatomy & Physiology (ITV) • Certified Nurse Aide (dual credit – pending) • Internship (pending) • Senior Capstone (pending) <p>General</p> <ul style="list-style-type: none"> • Skills for Career & Life (pending) • Career Exploration • Office, Library, Elementary, or Teacher Aide ** • Dual Credit Independent Study **
<p>Electives</p>	<p>8 credits required</p>	<p>Choose from any course listed as “Elective”</p>

*Not all classes will be available every year due to staffing/available periods. Students will create an Individual Plan of Study their freshman year to help guide and insure they receive the classes they need to complete their goals.

Recommended Courses for Post-Secondary Success

<p>*All students are encouraged to be college and career ready. Students pursuing a university pathway are encouraged to be CTE Pathway completers, and students pursuing a technical or general pathway are also encouraged to challenge themselves academically.</p>			
	College/University (Diploma of Excellence)	Technical/Trade School	General Studies
STEM	Algebra 1 Algebra 2 Geometry Intermediate/College Algebra Trigonometry/Calculus Physical Science Biology Chemistry 4 th Higher Science of Choice	Algebra 1 Algebra 2 Geometry Intermediate/College Algebra <i>or</i> Math for CTE Physical Science Biology Science of Choice	Algebra 1 Algebra 2 Geometry Consumer Math <i>or</i> Math for CTE Physical Science Biology Science of Choice
Communications	English 1 English 2 English 3 Composition 1 & 2 Speech	English 1 English 2 English 3 English 4 Speech	English 1 English 2 English 3 English 4 & 0.5 Choice
Humanities	World History American History Government Fine Arts (1 year) Foreign Language (2 years) Choice of any two: Economics, Psychology, Sociology, or Current Events	World History American History Government Fine Arts (1 year) Spanish (2 years)	World History American History Government Fine Arts (1 year)
Life & Employment	Physical Education Health Financial Literacy Computer Applications 1.5 credits of any elective class	Physical Education Health Financial Literacy Computer Applications CTE Pathway (3 credits) 2.5 credits of any elective class	Physical Education Health Financial Literacy Computer Applications Career Exploration Skills for Career & Life 7 credits of any elective class
Recommended Assessments	PACT (9 th) ACT (10 th) PSAT/NMSQT (11 th) ACT (11 th) ASVAB (11 th)	PACT (9 th) Work Keys (11 th) ACT (11 th) ASVAB (11 th)	
Pathway Completer Requirements	Any student choosing to pursue the honor of being a CTE Pathway completer in any of the approved pathways must complete the required courses, as well as a senior project to be approved by the advisor which may include presentation to a panel of faculty and area experts.		
Civic Contribution Requirements	80 hours volunteer time over the course of four years *Required*	40 hours volunteer time over the course of four years *Special Commendation at Commencement*	

***To be eligible for the Kansas Scholar's Curriculum honors and scholarships, Physics must be taken in the Diploma of Excellence path and may be counted for a 4th science credit.**

COURSES WITH EXTRA REQUIREMENTS

There are some classes which may be taken by choice that require additional/extra activities as part of the grade. Classes such as 21st Century Journalism, Band, and Forensics require students to attend outside of the normal school day. If you have any questions, please contact the school for clarification before enrolling in those classes.

Similarly, juniors and seniors may be eligible to select dual credit courses which provide both high school credit toward graduation and college credit. Such courses require a separate tuition fee. There may be scholarships available; however, the cost of the course is the responsibility of the student and family.

IDL (INTERACTIVE DISTANCE LEARNING) CLASSES

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

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

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

DRIVERS' EDUCATION

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

PARENTAL ACADEMIC SUPPORT

- Check your student's grades on go.edustar frequently
- Check your See-Saw account regularly
- Contact your student's teacher via email or leave a message at the office for the teacher to call you when they are available
- Schedule a parent-teacher conference
- Instead of asking "Did you learn anything today?", as "What did you learn in ____ today. Show me an example."
- Be sure students are getting a good night's sleep, attending every day, and arriving on-time.

STUDENT ATTENDANCE

It is the philosophy of the school that a student must be in attendance in classes if he/she is to achieve maximum results from each class. Makeup work will be assigned by the teacher for time missed in class; however, there is no substitute for time missed in class to achieve maximum results from instruction. The school has a responsibility to report to the parents or check on any questionable absences. We will call to check on a child at times.

Ultimately, it is the student's responsibility for completing any missed work due to an absence. If the student misses a class for any reason, the teacher will record that the student was absent from class. Work missed will be made available to the student for absences. The student will have one day plus the number of days the student had absences from the day he/she returns to school to complete work missed to receive full credit. In the event of a prolonged absence, teachers and student will devise a plan for completing all missed assignments. (Rule of thumb - The number of days missed plus one day is the time allowed to complete makeup work for full credit.)

Students will not be dismissed from classes early to attend non-USD 220 activities.

TARDIES

Missing even the first few minutes of a class can be critical to learning. It is also an important life-skill that students need to be successful in the post-secondary world.

- First hour tardies must be verified by a parent/guardian in order for the tardy to be excused. However, after 10 excused tardies, all first hour tardies will be unexcused for the remainder of the school year.
- Excessive tardiness may be considered in determination of truancy.
- Any student who is late to class during the first ten minutes of class will be considered tardy. Any amount of time after this will result in the student being recorded as absent.
- Students with more than three absences to a class during a semester will be subject to punitive action which may include (but is not limited to):
 - 30 minute lunch detention
 - 30 or 60 minute after school detention which may result in an unexcused absence from athletic/activities practices.
 - 3-hour Friday School
 - Other consequences assigned on an individual basis

COMPULSORY SCHOOL ATTENDANCE-ENFORCEMENT

The Compulsory Attendance Law makes it mandatory that any child under the age of seven (7) years who is enrolled in school or who has reached the age of seven (7) years and is under the age of eighteen (18) years shall attend school continuously each school year. Any child who is inexcusably absent from the school of enrollment on any three (3) consecutive school days or five (5) school days in any semester or seven (7) school days in any school year, whichever of the foregoing occurs first, shall be considered truant and not attending school as required by the Compulsory Attendance Law (K.S.A. 72-1111, et seq., or as it may be amended by the Kansas legislature). A child is inexcusably absent from school if the child is absent or misses more than two (2) hours of instructional time in the school day. In accordance with Kansas law, all school age children who are not attending school will be reported to either the Secretary of Social and Rehabilitation Services or to the Clark County District Attorney, whichever is appropriate for the age of the child.

- A. When a student is absent, parents are requested to call the school between the hours of 7:15 A.M. and 9:30 A.M. to report the nature of a student's absence. If no phone call is received in the office by this time, an attempt will be made to contact a parent or guardian to determine the reason for the absence. If the parent or guardian does not call or send a note within 48 hours of the absence, an unexcused absence/tardy will be recorded.
- a. For pre-planned absences, the student will present a written note from a parent and request assignments at least two days in advance. This prevents last minute confusion or delays from occurring. Students should request assignments in advance through the office and will have one day for each day absent to complete work. Students should be prepared to spend additional class time upon return to catch up on missed instructional time.
 - b. Students with excused absences will be allowed to make up missed assignments and will be given full credit. It is the **responsibility** of the student to make arrangements with the teachers. The student will be granted the number of days missed plus one to complete the assignments. Parents may request work by contacting the office after their student has had two consecutive absences.
 - c. Unexcused Absences & Suspensions: Assignments are due upon return to school, unless other arrangements are approved per the classroom teacher.
 - d. Students may not leave the school campus without first receiving permission of the custodial parent and the permission of the principal or his designated representative. When permission has been granted, the student must obtain an exit pass and check out through the office before leaving school grounds. When students arrive at school in the morning, they are not allowed to leave school grounds. This means that if a student arrives on the bus, he or she cannot go to the convenience store, etc.
 - e. Students not in attendance after three days at the start of each semester shall be considered as dropped. They shall be withdrawn from school and reported as truant. The exception to this is excused absences with appropriate parent contact and/or documentation.

Excused and unexcused absences:

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

Excused Absences:

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

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

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

Excessive Absences:

Students who have accumulated 10 days or 80 hours of student absences (excused or unexcused) in one year will be considered to have excessive absences. When a student acquires **10 days or 80 hours of student absences**, a letter shall be sent to the parent/guardian advising the parent/guardian that a doctor’s note must accompany further student absences or the absences shall be considered an unexcused absence.

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

Final Exams: A final shall be given during the designated exam time (6th -12th). The class teacher will determine final content. All students will be present during assigned exam time.

BEING ABSENT THE DAY OF AN ACTIVITY

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

Excessive absenteeism (excused or unexcused), regardless of attendance on the day of an activity, may impact eligibility for that activity. Consistently being absent subject to the half-day rule on game days may also impact eligibility.

STUDENT BEHAVIOR AND PARENTAL SUPPORT

Ashland Jr-Sr High School “Bluejay Code of Conduct”

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

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

High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one’s work, and achievement within one’s ability shall be expected of all students. (The following types of conduct are never permissible: fighting, disrespect or defiance of school staff, profane language, failure to comply, possession of weapons or other dangerous objects, possession or use of tobacco or alcohol, possession or use of any controlled substance (drug), gambling, truancy, cheating, stealing, harassment of others, or vandalism.) The admittance to and the continued attendance in public school is a privilege dependent upon the compliance with the laws of the State of Kansas and the rules and regulations of USD 220. Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities. When a student chooses not to comply with the law and/or the rules, the privilege of attending school may be revoked. The failure of a student to continue to act responsibly usually constitutes misconduct at which point the student is subject to punitive and/or restorative remediation which may include detention, Friday school, suspension, or expulsion.

CLASSROOM RULES & PROCEDURES

All elementary teachers shall have either their classroom rules and procedures posted in their classroom. All Jr-Sr High teachers shall either post rules and procedures, or distribute them via syllabus to each student each semester. All teachers shall instruct students on rules and procedures. On occasion it may be necessary to refer (send) a student or students to the office when classroom rules and procedures fail or the occasion warrants immediate office referral.

TECHNOLOGY

A Technology agreement shall be signed by all Jr-Sr High School students and parents at the time of receipt of technology for the year. Technology is provided to students for school purposes only. Students violating this in any way are subject to loss of privilege of all devices.

STUDENT CONDUCT AT SCHOOL ACTIVITIES

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

CORRECTIVE MEASURES FOR MISCONDUCT

The below definitions help to explain the most traditional consequences for misconduct. This list is not comprehensive and may include additional measures, punitive or restorative.

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

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

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

OUT-OF-SCHOOL SUSPENSION (OSS) Pursuant to KSA 72-8901: A student may be suspended from school by the principal for a period not to exceed ten (10) days. Reasonable effort will be made to provide verbal notification to parents. Written notification will follow and a copy of such notification will be filed with the superintendent. Procedural due process as required by state statutes shall be followed. While suspended, a student may not return to any school property without administrative permission. A student on OSS is not eligible to practice or participate in any school activity, actively or as a spectator, during the days covered by the suspension. This restriction includes, but is not limited to, athletics, plays, dances, debates, field trips, performances, commencement, etc.

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

1. Willful violation of any published regulations for student conduct.
2. Conduct that disrupts, impedes or interferes with operation of school or that infringes upon or invades the rights of others.
3. Conduct which constitutes the commission of a felony.
4. Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor.
5. Disobedience of any order of a teacher, peace officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school.
6. Possession of a weapon at school, on school property or at a school- sponsored event.

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

Any student serving an ISS or OSS will be ineligible from activities as dictated by KSHSAA and/or district policy. Students serving an OSS will not be allowed on school grounds while serving their OSS. Work missed during an OSS must be completed during the OSS and turned in when the student returns from the OSS. Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property. Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

FRIDAY SCHOOL

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

DRUG FREE/GUN FREE ZONE

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

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

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

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

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;

- any weapon which will, or may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any style of knife or blade
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. (See KSA 72-89a01, BOE Policy)

PENALTIES FOR POSSESSION:

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

BULLYING & HARASSMENT

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

Steps to resolving bullying/harassment:

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

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

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

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

The Bullying Prevention Hotline should not be confused with the Kansas School Safety Hotline. The School Safety Hotline should still be used to report potential violent acts at schools. Students who feel unsafe at school could call either hotline; the professionals at the Bullying Prevention Hotline will

forward any calls where they feel there is the potential for violence, or that a student may harm him or herself or others to the School Safety Hotline.

Bullying Prevention Hotline
1-800-332-6378

Report Bullying
BluejayBullyingReport@usd220.net

Kansas School Safety Hotline
1-877-626-8203

EMERGENCY SAFETY INTERVENTION (ESI) LAWS

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

JASON FLATT YOUTH SUICIDE AWARENESS ACT

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

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

FOOD SERVICE INFORMATION

Breakfast is served daily from 7:30 a.m. – 7:55 a.m.

A “Grab & Go” breakfast opportunity will be available at the Jr-Sr High School between 1st & 2nd hour.

- All students will eat in the cafeteria.
- Students may bring own lunch.
- School sponsored activities may have food brought in with approval.
- Food may be brought in by parent/guardian only. Students must meet parents/guardians delivering food in the office or food can be dropped off in the office and the student will be called.
- Soda/Pop is not allowed in the cafeteria during lunch period.
- Students who bring lunches to school will eat them in the cafeteria.
- Food shall not be taken from the cafeteria into the rest of the building without prior approval.
- Students with negative account balances will not be allowed to charge extra items.

	<u>Breakfast</u>	<u>Lunch</u>
Grades K-5	\$1.60	\$2.80
Grades 6-8	\$1.65	\$2.90
Grades 9-12	\$1.70	\$3.10
Reduced price	\$0.30	\$0.40
Adults	\$2.30	\$3.90
Extra milk or juice with meal	\$.50	\$.50
Extra Entrée	\$1.25	\$1.25

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

Students are required to pay for meal fees in advance. Payment will be accepted at each attendance center office. Each student will have a meal account where advance payments will be posted. When a student’s meal account balance falls below a balance sufficient to pay for two meals, the student and/or parent/guardian will receive payment reminder calls and emails/notice. No student may charge more than 20 meals. The parent/ guardian or employee shall be notified any time the account balance has dropped below zero. Students may bring sack lunches until the lunch bill over the maximum allowable charges has been paid, or they may bring money for single meals each day.

USD 220 participates with the USDA lunch program. You may be eligible for federally assisted meals. **All families are encouraged to complete the Free/Reduced Lunch Application, even if they think they may not qualify.**

In accordance with the Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating

in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

EATING WITH YOUR STUDENT:

Please call by 8:30 a.m. if you would like to eat lunch with your child. This will allow an accurate daily lunch count so that enough food is prepared for your visit.

OFF CAMPUS LUNCH:

- Upper classmen in good standing are awarded the privilege of leaving campus for lunch.
 - Seniors may leave campus at the end of the 1st quarter.
 - Juniors may leave campus at the start of the 2nd semester.
 - Underclassmen may not leave campus.
- Students must sign in and out in the office each time.
- They must arrive back on campus in time for class.
- Any tardy will revoke the student's privilege to leave.
- Students are expected to represent AHS with pride while off campus through mature and responsible behavior, respect for school property, and respect for the personal rights of others and the community.
- No student on the D/F list may leave campus for lunch that week.

TRANSPORTATION

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

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

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

TRANSPORTATION GUIDELINES

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

SCHOOL ACTIVITY TRANSPORTATION

Transportation will be provided by the school to all school-related activities in which the student participates. The student will not be excused to ride any other way unless approval is given by the sponsor, instructor, or principal. All students must ride to activities with the team/group and must be signed out by a parent/guardian prior to being allowed to take alternate transportation home. Students may not drive themselves to events or classes affiliated with USD 220 or events occurring during the regular school day. Parents/Guardians are responsible for transportation to activities in which the student is participating that is not a USD 220 activity.

STUDENT HEALTH

IMMUNIZATIONS

All students will be in compliance with KSDE and KDOH immunization requirements. A grace period is provided to allow families time to complete them. Students not in compliance with these requirements after the grace period may be excluded from attending school.

SICKNESS AND COMMUNICABLE DISEASES

1. A child that is running a fever should not be sent to school. Children who have a fever will be sent home. Children must be fever free for 24 hours without the aid of fever reducers before returning to school.
2. A child that is nauseated (sick -at the stomach) should not be sent to school. A child who vomits at school will be sent home.
3. A child who is suffering from a contagious disease or a severe common cold should not be sent to school.
4. A child with red and watering eyes should consult a physician before coming to school. Should this condition develop at school, the child will be sent home and requested to consult a physician before returning to school.
5. If a child becomes ill while at school, the child will not be sent home until the parent, or the person designated by the parent to care for the child, is contacted.
6. Students with the following communicable diseases may return to school when stated below or upon written permission from the family physician or the school nurse.

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

Pediculosis (headlice): Each student infested with lice shall be excluded from the school until treatment with an anti-parasitic drug is initiated. Students will be checked upon their return to school by an authorized school personnel and may remain provided no live infestation is found.

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

MEDICATIONS AT SCHOOL

USD 220 will (through the school nurse, nurse's aide, or designated employee of the district) will administer medicine only under the following circumstances:

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

a signed permission form requesting the district to administer the medication and releasing the school district and personnel from liability.

These authorizations must include:

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

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

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

The non-prescription medicine must be in the original sealed container and clearly labeled with the name and dosage recommendations. Students may not possess any medication on their person; prescription or over the counter. These medications should be checked in at the main office daily upon arrival to school. Due to dangerous side effects, at no time will any school district employee administer aspirin to a student.

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

FIRST AID

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

- (1) The parents are contacted immediately.
- (2) The student is under the direct care of the school nurse or dedicated school personnel until the parent can be reached.
- (3) In the case of severe illness or injury, 911 will be called first and parents/emergency contact notified as soon as possible.
- (4) Under no circumstances are students to spend time in the restroom "ill". Instead, they are to report to the office.

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

PERTINENT INFORMATION

ARRIVALS AND DEPARTURES:

Walking - to and from school

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

Motor Vehicle Transportation

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

Early Departures

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

BEVERAGE AND SNACK MACHINE

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

BICYCLES/SCOOTERS/SKATES/SKATEBOARDS

Students may ride their bikes to school. Bikes are to be stored in the bike racks in front of the school and securely chained for security purposes. USD 220 is not responsible for damaged or stolen property. Students are required to push their bikes when on sidewalks or loading zones and are encouraged to use safe riding practices. Skateboards, skates, shoes with wheels, and motorized scooters are not allowed.

BIRTHDAY TREATS (AES)

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

BOOK BAGS

Students are required to store book bags and purses in lockers. Gym bags or activity/athletic bags with uniforms and equipment should be stored in lockers or a location designated by the coach before school and will not be accessible during the school day.

CELL PHONE/ELECTRONIC DEVICES

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

Jr-Sr High School: Students are allowed to use cell phones and other personal electronic equipment before school, during passing periods, and during lunch. Use of phones and electronic devices is not permitted in restrooms/locker rooms. There may be times when students may use tablets, cell phones, and other electronic devices in the classrooms for specific educational purposes; however, upon entering the classroom, cell phones will be turned off and placed in a location designated by the teacher until it is needed for that educational purpose. Phones not being used for the intended educational purpose under the direction of the teacher, being used in an unpermitted area/time, or being used for inappropriate purposes will fall subject to disciplinary action including (but not limited to):

- removal of device back to designated location with a warning
- removal of the phone to the principal – detention issued & student may pick up after school
- removal of the phone to the principal – parent/guardian may pick up after school
- removal of the phone to the principal - parent/guardian may pick up after school and Friday School
- devices will be required to be checked in at the office upon arrival to school and picked up after school daily.

Students sent to the office or waiting in the office will surrender their phone until such time as they are dismissed.

While cell phones are allowed during passing period, breakfast, and lunch, students using their phones for any reason in the restroom or students arriving late to or disrupting class as a result of using their phone are also subject to having the phone privilege revoked.

Gaming and social media use on any device while on school grounds, unless under the direct approval and supervision of a staff member, is strictly prohibited. Cell phones and personal electronic devices will not be allowed on the USD 220 internet.

Parents/guardians wishing to contact their student during the school day please call the school office.

CARS AND PARKING LOT

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

USD 220 fully supports safe driving and transportation laws. Students in violation of the driving permit or license they have and/or students driving unsafely on school property will be reported to law enforcement.

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

CHANNELS OF COMMUNICATION

- Students and parents should consult first with a teacher with whom they may have a problem before going to the principal. In most cases the teacher is in a better position to make adjustments than the principal. If a parent feels that a satisfactory adjustment has not been made by a teacher, the parent should consult the building principal or lead teacher.
- Board members occasionally receive complaints directly from parents or citizens of the community. In handling complaints, the board will not, as individuals or as a board, consider any complaints from staff members, parents, or patrons until they first have been referred to the building principal and the superintendent. For more detail on the district's complaint policies, please see policies JCE and KN. The board clerk may be contacted for copies thereof.

CLASSROOM PARTIES

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

COLLECTION POLICIES

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

COLLEGE VISITS

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

COMPUTER USE

Students must be aware that computers and Chromebooks are sophisticated and expensive pieces of equipment that must be treated with respect. They are NOT toys. If a student knowingly damages hardware or software, he/she may be prohibited from using any computer or Chromebook for the rest of the year. The student can be expected to serve detention time and will pay for any services that are

deemed necessary because of his/her actions. This rule also applies to Internet violations. All Chromebook have the student's name labeled on the outside cover. This label is to remain attached and unaltered. This is the ONLY thing allowed to be placed on the machine. Stickers, decals, and other decorative items are not permitted.

School computers should be used for academic purposes only. Students will not play computer games on school computers and electronic devices. Instant messaging and social networking (Facebook, Twitter, Instagram, etc.) is also prohibited on district devices. The only time email may be used during the school day is if it is part of a classroom assignment. Students will be required to sign a school internet policy if they wish to be on the internet while at school. Student use of the internet will be required for computer classes as well as other classes. Student use of district computers, electronic devices, and internet is subject to monitoring at any time for any reason, and students have no expectation of privacy in use thereof.

Students are expected to have their Chromebooks charged and ready for class each day, and should have their Chromebook and charger with them for all classes unless otherwise instructed by the teacher.

DANCE GUIDELINES

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

JUNIOR-SENIOR PROM

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

DRESS CODE

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

- Student who wear clothing that is inappropriate or that exposes chest, shoulders, bare midsection or buttocks such as: bare midriffs, bare backs, spaghetti strap tops with bra straps showing, fishnet shirts, sheer tops with bra straps showing, halters, tube tops, or tops without shoulder straps will be required to change.
- Pants, jeans, sweats, overalls and shorts are to be worn at waist level. Shorts must be an appropriate length.
- No excessively loose clothing that exposes undergarments will be allowed.
- Spandex shorts are not allowed unless worn under other shorts.
- Clothing with inappropriate, abusive, crude, profane, obscene, suggestive, and/or distasteful language and/or artwork will not be allowed. Examples: clothing with alcohol, drugs, tobacco, weapons, explosives, gore, sexual innuendoes, etc.
- Clothing must be worn in the manner for which it was designed. Clothing designed as under garments must not be worn as outer garments.
- Footwear must be worn at all times during school. Shoes with wheels are not allowed. Bedroom slippers are not permitted.
- Students are not allowed to wear hats, caps, or other headgear while in the building prior to or during the regular school day.
- No colored or dark glasses should be worn except under a doctor's prescription or direction.
- The wearing of heavy coats in the classroom is not permitted unless allowed by the classroom teacher. Coats may be subject to search at any time at the discretion of the administration.
- Chains longer than six (6) inches, or jewelry that could cause injury (i.e. spikes, sharp edges) will not be allowed.
- Gang writing and/or symbolism are not allowed on school papers, notebooks or any material at school or school activities. This includes marking(s) on the body. Gang related colors, language, gestures, or designs are not allowed in the school or at school activities.
- Students are not permitted to remove their shirts to participate in physical education classes.
- Pierced body parts or jewelry that may pose a safety hazard to a student will not be permitted. There shall be no expectation of medical attention in regard to the cleaning and maintenance of piercings by school personnel.

FIELD TRIP POLICY

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

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

All field trips should be no more than 350 miles round trip. All field trips should not exceed 18 hours in a calendar day. Any trips that will exceed these limitations must have administrative approval. Overnight or out-of-state trips that are not sponsored by the KSHSAA must have prior board approval.

GIFTS

The desire to express appreciation and affection through generosity is understandable, however, district policy does not view with favor, the exchange of gifts at school between students and teachers. Such practices can lead to embarrassment, frustrations, and may have damaging effects on group morale.

GUIDANCE AND COUNSELING SERVICES

The services of a qualified counselor are available to all students. This service is for students and parents alike. In the event that a counselor is not available, the building principal shall act in that capacity and/or make the appropriate referrals. Students having academic problems or vocational questions, college or other post-secondary questions, and those students who need any other kind of help should contact either the counselor or building principal.

INCLEMENT WEATHER

If weather conditions dictate the cancellation of school, the superintendent will make the decision as soon as possible. Notification will be posted on the districts social media platforms, website home page, and messages will be sent out via text through the school's student information system. Additionally, the following media outlets are contacts: KBSC, KUPK, KSN, KAKE, KWCH, Rocking Radio, Big Dog Radio, KJIL, K101.

LOCKERS

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

There is no expectation of privacy when it comes to school lockers. They belong to the school and may be searched randomly or on suspicion. Drug dogs may be randomly used to sniff lockers or any other school property (including the parking lot). Under no circumstances should a student get into another student's locker.

LOCKER ROOM SUPERVISION

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

LOST & FOUND

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

PARENT-TEACHER CONFERENCES

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

PARENT INVOLVEMENT OPPORTUNITIES

ELEMENTARY PARENT-TEACHER ORGANIZATION:

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

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

PETS

Due to allergies and classroom conditions living creatures; including reptiles, spiders, fish, fowl or other pets are not to be brought to school without prior approval from building administration and only then under the conditions set by the teacher.

PETITIONS, POSTERS, AND SIGNS

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

PHONE CALLS

Students will not be called from their classes for phone calls except in case of emergencies. Messages will be taken, and the student notified at the end of the class period. Student phone calls before and after school should be made on the phone in the office or as directed by office personnel. However, students are permitted to use their cell phones in the hallways and at lunch. Students may also use their cell phones to make or receive calls to parents while in the main office. Parents needing to reach their student for any reason during the school day need to contact the building office. We will get a message to your student and have them return your call as soon as possible.

PUBLIC DISPLAYS OF AFFECTION

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

REQUEST FOR STUDENT RECORDS

A child moving to a new school will have records forwarded upon request of records from the receiving school. All records requests, including transcript requests, must be signed by a parent/guardian unless the student is over the age of 18.

SAFETY DRILLS

Crisis preparedness drills are an important part of student safety. Various drills will be conducted throughout the school year including three (3) crisis drills, two (2) tornado drills, and four (4) fire drills.

SCHOOL USE REGULATION

The building will be open from 7:30 a.m. to 4:30 p.m. Any use of the building before or after the above-mentioned times must be supervised by a teacher or coach. The academic area will be closed at 5:00 p.m. and students are expected to stay in their designated area.

Students may not be permitted to enter the hallways/classroom areas after this time for forgotten materials or homework.

VISITORS

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

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

ATHLETICS - ACTIVITIES

USD 220 is pleased to offer a wide variety of extracurricular competitive or collaborative activities to enrich and expand our students learning including many clubs, activities, and athletics. We believe that all students, regardless of circumstances or ability, deserve the chance to better themselves physically and mentally through challenging and fun activities. These activities are a privilege and may be revoked.

High School

Band
Basketball
Cheerleading
Cross Country
FFA
Football
Forensics
Golf
National Honor Society
Scholars' Bowl
Tennis
Track and Field
Vocal Music/Choir
Volleyball

Junior High

Band
Basketball
Cheerleading
Cross Country
Football
Scholars' Bowl
Track and Field
Vocal Music/Choir
Volleyball

THE IMPORTANCE OF ACTIVITIES

POSITION STATEMENT BY KSHSAA:

“A strong activities program can and should complement a school’s academic program. Activities are an integral part of the total curriculum of Kansas schools. A well-balanced activities program provides the opportunity for physical, social, and emotional development complementing intellectual growth. Participation in school activities encompasses all students without regard to sex, race, or creed and teaches that it is a privilege and an honor to represent one’s school. Interscholastic activities constitute a part of the right kind of “growing up” experiences for students. Participants learn to accept successes and failures, gain poise and confidence, achieve tolerance and understanding of others and gain the self-satisfaction of achieving goals. Under a well-administered school program, students and spectators become better citizens through participation and observation of activities conducted under established rules.”

ASHLAND JUNIOR/SENIOR HIGH SCHOOL EXTRACURRICULAR ACTIVITIES GOALS

The goals for the overall extracurricular activities program at USD 220 are to:

- A. Increase the educational opportunities for students and to better prepare them for life
- B. Develop physical conditioning and discipline of mind and body
- C. Teach students to work together as a team for a common goal
- D. Develop an understanding in participants for health and safety while participating in activities
- E. Provide enjoyment for students
- F. Teach responsibility and dedication
- G. Promote equity and a sense of order and discipline among students
- H. Promote standards of conduct for participants

- I. Promote citizenship
- J. Promote sportsmanship; self-control; and respect for authority, teammates, opponents, referees, and themselves

PHILOSOPHY AND PURPOSE OF EXTRACURRICULAR ACTIVITIES

Philosophy of Ashland Junior/Senior High School Activities

It is the intent of AJSHS to provide a positive, educational, and enjoyable experience which will enhance both the activities and the academic programs of USD 220.

General Purposes of USD 220 Activities

- A. Participants will be taught good training habits.
- B. Fundamentals of the specific activity will be emphasized.
- C. Being an active part of a team or organization will be emphasized.
- D. Personal responsibility and good work habits will be developed.
- E. Participants should learn to follow the rules of the specific activity and to respect the officials/judges.
- F. Good sportsmanship and teamwork will be stressed.
- G. Participants will accept the need to give class work priority over activity and athletic requirements.

Specific Non-Varsity Athletic/Activity Purposes

- A. The amount of playing time per participant will be determined by the coach/sponsor. It should be understood that all participants are not assured of equal competition/participation simply by being a member of the squad/organization/ensemble.
- B. All participants may not be selected for competition for various reasons. It may be necessary to assign different individuals to specific contests for various reasons.
- C. Participants must accept that it may be necessary to “cut” for different reasons.

Specific Varsity Athletic/Activity Purposes

- A. The dominant philosophy shall be that of playing within the rules to win. The coaches/sponsors will use their best judgment to use participants which allow the team the greatest opportunity for success. Rules of behavior as well as rules that apply to the game will be followed.
- B. Coaches/sponsors will strive to develop skills and physical conditioning in the case of athletes to take the student to his/her fullest potential.
- C. Participants must accept that it might be necessary to “cut” for different reasons.

OTHER ITEMS CONCERNING USD 220 ACTIVITIES

Each head coach will conduct a pre-season or early season meeting which includes the coaches, players, and parents. The meetings will be used to explain to parents and students the object and purposes of our interscholastic activity program, as well as to explain the code of conduct which will be expected and enforced by the coach and by our district. Attendance at these meetings is mandatory, as these meetings answer many questions. Prior to being eligible for practice, students wishing to participate in a school sponsored interscholastic activity must turn in a properly completed and signed Kansas State High School Activities Association (KSHSAA) physical examination form (PPE), a KSHSAA Concussion form, a transportation release from liability form, and the USD 220 Drug and Alcohol Agreement. These

are to be kept on file in the office, and copies of them are to be distributed to each head coach at the beginning of each season.

Parents and students must understand that they are expected to abide by the contents of this document in order for students to participate in extracurricular activities. In addition to those principles stated elsewhere in this document, the following expectations apply:

1. Parents and students will support meetings and practice sessions outside normal school hours.
2. Students will be responsible for assigned homework and classroom work interrupted by activities.
3. Students and parents will be responsible for the care and return of all school property and uniforms.
4. Students are responsible for wearing appropriate clothing for travel and home activities-the decision on such to be that of the coach/sponsor.
5. Students are responsible for high standards of behavior as representatives of their school and community.
6. In the event that a student's behavior significantly interferes with the activity, the parent is responsible for taking custody of his/her child.
7. In the event that the student's behavior is a violation of the law, the sponsor will involve the law enforcement authorities in the community in which the incident occurred.

The items in this policy are designed to set forth procedures to help enforce existing USD 220 BOE policies and Student Handbook provisions, and, when necessary, to expand and supplement them. BOE and Student Handbook policies which have been approved by the BOE will take precedence when in conflict with these policies.

The standards established by the organizations' national, state, and local charters which are approved by the BOE will be supported by the Board of Education as an extension of its policies and the school's behavior codes. School activities are an extension of the school district's educational programs, policies, and rules. An effort will be made to keep open lines of communication between other agencies which may assist with the orderly operation of the school and those who may provide support services for students. Examples of these are the local law enforcement and the Department for Children and Families (DCF).

NATIONAL HONOR SOCIETY

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

Members will remain in good standing unless:

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

PRESEASON REQUIREMENTS

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

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

ELIGIBILITY POLICY (KSHSAA sponsored and all USD 220 extracurricular activities)

1. Grades will be each Monday morning and coaches will be notified. Students and parents are also encouraged to monitor grades, behavior and attendance on the online student management system.
2. Students will be allowed one week of probation when they have an F.
3. If grades have not been raised to a D the following week, the student will be ineligible to participate.
4. Ineligibility means that a student may practice, but cannot participate in any extracurricular activities or travel with the team to away games until he/she has regained eligibility.
5. Coaches and sponsors will be responsible for informing the student participant of their eligibility status. This should be done as early as possible, and the student should have a thorough understanding of how his/her participation will be affected.
6. If a student is deemed "not in good standing" for any reason including grades, behavior, or attendance, the student will be ineligible to participate.

ATHLETIC INSURANCE

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

AHS CLUBS & ORGANIZATIONS

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

CODE OF CONDUCT

In order to elevate standards of sportsmanship and to encourage the growth of good citizenship, not only for students, but also the adults who come into contact with the school activities, the guidelines contained in KSHSAA Rule 52 shall be used at USD 220 as a guide for appropriate behavior. Following is the text of Rule 52.

Rule 52 - CITIZENSHIP/SPORTSMANSHIP

INTRODUCTION—The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist—they must be integrated and support each other in “different” arenas. The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY—Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society.
Sportsmanship is good citizenship in action!

ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL!

Section 1: General Regulations (apply to grades 7-12)

Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- A. Be courteous to all. (participants, coaches, officials, staff and fans)
- B. Know the rules, abide by and respect the officials decisions.
- C. Win with character and lose with dignity.
- D. Display appreciation for good performance regardless of the team.
- E. Exercise self-control and reflect positively upon yourself, team and school.
- F Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Art. 2: Enforcement Procedure:

- A. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.
- B. The Executive Board of the Kansas State High School Activities Association shall be responsible for the interpretation of these regulations, including “desirable and

unacceptable behavior” and shall publish them in the association’s *Citizenship /Sportsmanship Manual*.

Penalty for Unsportsmanlike Conduct

A conference with an administrator will take place. The penalty may be anything up to and including forfeiture of the privilege to participate in or attend activities sponsored by the school.

Student Conduct at School Activities

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

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

Other Actions That Bring Discredit

Athletes and activity participants represent themselves, their team or activity, and the school. During school-sponsored activities, certain kinds of behavior bring discredit to themselves, a team, the activity, the school, or the community. Examples of such behavior/actions that bring discredit could include criminal involvement, vandalism, theft, fighting, misbehavior, and insubordination.

Penalty

In the event of a situation that brings about such discredit, there will be a conference with an administrator and the sponsor in regard to the proper action according to the team rules and expectations, organization charters or constitutions, school policy, and BOE policy. The penalty can include dismissal from the squad.

If a student is charged with a crime (other than a minor traffic infraction) or charged as a juvenile offender, the student will not be allowed to participate until such charges are resolved. Following resolution of charges, a meeting will be held between the student, parent, and administrator to determine further action.

MISSING PRACTICES/COMPETITIONS GUIDELINES

Absences from practice or contests/games are determined in a similar manner as excused/unexcused absences from school. These guidelines are as follows.

Types of Absences

Excused Absences

The definition of “excused absence” includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

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

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

Illness: The parent or guardian must telephone the school by 9:00 a.m. to report the nature and expected duration of the absence. If the parent or guardian does not call, the school reserves the right to list the absence unexcused. If a telephone is not accessible, the student must bring a note from the parent or guardian. Telephone calls must be made or notes presented within 24 hours or the absence will be unexcused. Students absent more than three consecutive days due to illness may be asked to present a written statement from a doctor to be re-admitted to school.

Pre-Arranged Absences

Pre-arranged absences agreed to by the coach/sponsor and/or administrator

Unexcused Absences

- A. All absences that do not fall into the categories of the above excused absences.
- B. Out-of-School Suspension (OSS) Any out-of-school suspensions regardless of the duration of the suspension will be treated as a single offense for the unexcused absence requirement.

*Time lost from practice due to detentions must be made up at the discretion of the coach/sponsor. *

Penalties for Unexcused Absences:

Penalties for unexcused absences are the domain of the coach/sponsor. They will be handled individually by the coach/sponsor according to the team rules. Penalties may range from extra conditioning to suspension from competition or even dismissal from the team with loss of honors, recognitions, and awards.

The coach/sponsor will expect excused absences from activities to be made up when necessary to enable the participant adequate preparation for future competition.

Attendance Requirements for Participation/Practice

Students must be in attendance at school all day in order to be able to participate in practice or compete that day. For excused absences listed above “**exceptions**” may be granted if the student was in school for at least half a day, with prior administrative approval, or in the event of unforeseen circumstances with administrative approval.

Unique Guidelines Which Might Be Established for Each Activity

Printed materials dealing with rules, penalties, or expectations which may be unique to each sport or activity will be reviewed by the administrator prior to each school year and be made available to all interested parties.

USD 220 OVERNIGHT TRIP POLICY - OVERNIGHT STAYS

All Kansas State High School Activity Association (KSHSAA) trips that require students to stay overnight will be subject to this regulation. Any other requests for overnight stays must be approved by the Board of Education.

Students will be under the supervision of appropriate school personnel at all times when under the jurisdiction of the school.

Guidelines

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

1. The bus must leave before 6:00 a.m. in order to arrive at the site of the activity with enough time to warm-up, take care of training necessities, etc.
 2. The activity is in a location that is greater than a four-hour bus ride and/or 200 miles in one direction.
- **Coaches may request permission for an overnight stay if it does not meet the above criteria. The superintendent will make the final decision on any request.

Responsibilities of Students

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

General Guidelines

1. Consequences for student infractions may require parents to pick up the student at the activity. The head sponsor will contact the building administrator or superintendent prior to contacting parent(s).
2. Parents and/or students will be held responsible for any vandalism or theft that their son or daughter has caused or participated in. Students will be subject to law enforcement and school policy consequences.
3. Video games, movies, phone calls, and other room charges will not be allowed. Any student that makes charges to a room will be responsible for the charges, and consequences will be enforced for violating this guideline. Administration and coach/sponsor will determine an appropriate consequence.
4. If a student infraction involves drugs or alcohol, local law enforcement will be contacted.
5. The head sponsor will contact the building administrator or superintendent prior to contacting parents(s) and then law enforcement.

6. Luggage checks will occur at any time sponsor(s) believe reasonable suspicion exists that school policy or regulations have been violated. Luggage checks will be witnessed by the student and another adult.
7. An open door rule will be in effect anytime mixed company is in the room. The doors shall remain open at all times. Students should go back to their assigned rooms at 10:30 p.m., with lights out at 11:00 p.m. Sponsors may require students to be in their rooms and have lights out at earlier times.
8. Random room checks will be performed at the discretion of the head sponsor.
9. Room phones will be disconnected at 10:30 p.m. All calls will be directed to the head sponsor's room. The head sponsor will then relay any messages to the students.
10. If a student brings a cell phone with them, they will turn the phone in to a sponsor overnight. All phone calls will be directed to the head sponsor's room. The head sponsor will then relay any messages to the students. --USD 220 Student Handbook—

USD 220 EXTRACURRICULAR ACTIVITIES DRUG AND ALCOHOL AGREEMENT

Participation in extracurricular activities is a privilege, not a right. We expect our students to abide by certain standards largely due to their visibility to our school and community. As a result, all students who participate in an extracurricular activity will be governed by rules of conduct. Athletes are also involved in a physical activity that necessitates that they be more aware of staying physically and emotionally fit. The following are the required and recommended areas that should be covered by the athletic coaches and sponsors.

During the school year, any student who participates in extracurricular activities should not possess or use any of the following substances, on or off school grounds.

- 1. Alcoholic Beverages**
- 2. Drugs – illegal or unauthorized chemicals. Prescription medicines are exempt when used as specified by a physician.**
- 3. Tobacco in any form.**
- 4. Using and/or possession of any electronic device to ingest chemicals (i.e. vaping, e-cig, etc.)**

Any violation of the above reported by fellow coaches, faculty, staff, administration, and/or law enforcement, away from school grounds will result in disciplinary action being taken. The following consequences will be assigned if any violation is verified.

USE OF ALCOHOL, TOBACCO, ILLEGAL DRUGS AND UNAUTHORIZED CHEMICALS

USD 220 Board Policy Drug-Free School JDDA-2

First offense. A first violator shall be subject to the following sanctions:

- a. A punishment up to and including long term suspension.
- b. Suspension from all student activities for a period not less than one month.

Second offense. A second time violator shall be subject to the following sanctions:

- a. A punishment up to and including long term suspension.
- b. Suspension from all student activities for a period of not less than one semester or four months.
- c. A student placed on long term suspension if the student agrees to complete a drug and alcohol rehabilitation program.

Third and subsequent offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- a. A punishment up to and including expulsion from the school for the remainder of the semester and or the school year.
- b. Suspension from participation in the attendance at all school activities for the year.
- c. A student who is expelled from school under the terms of this policy may be readmitted during the term of expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

*Administration reserves the right to change, modify, and/or add to the above referenced sanctions.

*Parents may request a meeting with the Superintendent to review administrative action and sanctions.

USD 220 HEAT PLAN

The USD 220 Heat Plan is a three-part plan. Each part is important to ensure that the athletes in the Ashland school district are protected from the problems that can arise as coaches and athletes begin workouts during the hot summer months of August and September. The three parts are Education, Acclimation, and Hydration of Athletes for heat related problems.

Heat not only affects the performance of athletes but can also affect their health.

Part I: Education

Educating athletes to the need of how to best take care of themselves during hot weather workouts is only one part of the education needed to properly care for athletes. Coaches should educate themselves to stay abreast of all the latest information available concerning heat related problems among athletes.

Coaches should also help educate parents and others about their roles in helping to prevent heat-related problems in athletes.

Heat Indexes

All coaches should use the Heat Index Calculator provided by the KSHSAA. This is an accurate tool that will give coaches specific information about weather and humidity conditions. Go to www.kshsaa.org and click on the Heat Index Calculator.

While the index can aide coaches in identifying unfavorable conditions, coaches should remember that the heat index was developed for industry and does not take into consideration the football uniform. The uniform can worsen the effects of unfavorable heat conditions and should be taken into consideration when determining the duration and intensity of practice, as well as the frequency of water breaks.

Ten tips coaches should consider:

- Allow students to take helmets and jerseys off whenever possible.
- Easy access to water and electrolyte replacement drinks is recommended throughout physical activity in the heat.
- Gradually increase intensity and duration of workouts.
- Gradually add equipment.
- Use shade during breaks when available.
- Quick access to cold towels and or cooling tubs is recommended.
- Pre and post-practice weigh ins may provide useful information on water loss and scheduling drink breaks.
- Avoid “prove yourself” drills in the heat.
- Closely monitor “at risk” or poorly conditioned players.
- Coaches need to make sure that each athlete is drinking plenty of water at each break.

Coaches should observe athletes frequently and carefully before, during, and after practice. Coaches should be aware of the signs of the following heat related problems.

Symptoms of Heat Illness:

IN OTHERS

- Irritability
- Confusion
- Belligerence
- Hyperventilation
- Refusal to Drink
- Staggering

IN YOURSELF

- Headache
- Dizziness
- Unusual Fatigue
- Heat Flush
- Paradoxical Chills
- Tingling Fingers

Heat Exhaustion:

WARNING SIGNS

- Headache
- Nausea
- Vomiting
- Weakness
- Dizziness
- Rapid Pulse
- Profuse Sweating

TREATMENT

- Rest in cool shaded area
- Drink fluids
- Loosen or Remove Clothing or Equipment
- Send athlete and a coach to the pool

Heat Stroke:

WARNING SIGNS

- High Temperature
- Nausea
- Drowsiness
- Confusion/Disorientation
- Irrational Behavior
- Collapse - Coma

TREATMENT

- Call 911 immediately

RECOMMENDED MODIFICATIONS TO ATHLETIC PARTICIPATION BASED ON THE HEAT INDEX

HEAT INDEX	HEAT STRESS RISK WITH PHYSICAL ACTIVITY AND/OR PROLONGED EXPOSURE
90° - 104°	Heat cramps or heat exhaustion possible <i>Modify practice; take water breaks every 15 to 20 minutes.</i>
105° - 124°	Heat cramps or heat exhaustion likely, Heatstroke possible <i>Modify practice, NO HELMET OR SHOULDER PADS, t-shirt and shorts only; frequent (every 15 minutes) water and rest breaks.</i>
>125°	Heat stroke highly likely <u>Recommended NO PRACTICE</u>

These are general guidelines for assessing the potential severity of heat stress. Individual reactions to heat will vary. It should be remembered that heat illness can occur at lower temperatures.

Part II: Acclimation

All Athletes should undergo a period of acclimation to help reduce the negative effects of heat during hot weather workouts.

Football workouts should begin with several days of workouts in shorts, T-shirts, and helmets. Helmets should be removed frequently during the first workouts of the season and on any day that heat conditions are severe.

During the early part of the season, athletes should weigh themselves before and after practice to determine the amount of weight loss during practice. **Remember...** **Weight loss during practice IS water loss – weight loss over a period of time is fat loss.** Athletes should replace the amount of fluid lost in practice before the next practice.

Benefits of Heat Acclimation:

- Better drinking habits
- More body water
- More blood
- Lower heart rate
- More blood to skin
- Sweat sooner
- Sweat more
- Sweat more widely
- Sweat less salty
- Better heart output
- Stay cooler

Part III: Hydration

Proper hydration is essential in protecting athletes and maximizing their performance during hot weather. Dehydrated players heat up faster and lose the benefits of acclimation.

Coaches should make fluids available at all times during practice and should monitor athletes to make sure they are consuming enough fluids. Some athletes may lose more than three quarts of sweat per hour during the hot and humid weather.

The more an athlete sweats, the more susceptible they are to dehydration. Sweat loss leads to dehydration, fatigue, cramps, heat intolerance, and slow recovery. Athletes need to consume more than the eight cups of water per day normally recommended for proper hydration. Some will need several quarts to replace fluids lost during workouts.

Don't rely on thirst

Thirst kicks in too late and shuts off too early. Thirst usually occurs when athletes have already begun to dehydrate.

Athletes should drink 20oz. of fluids within an hour or two before practice or games. Drink regularly during practice and games to minimize weight loss.

Salt is not an enemy – athletes should use salt on food during meals.

Dehydration:

WARNING SIGNS

Thirst
Irritability
Fatigue
Loss of Performance
Muscle Cramps
Nausea
Vomiting

TREATMENT

Stop activity
Rest in cool shaded area
Drink fluids

Guidelines for proper hydration

- 2-3 hours before practice or games, drink 17-20oz. of fluid and another 7-10oz. 10-20 minutes prior to the start of an event.
- After exercising, drink at least 20oz. per pound of weight loss within two hours of finishing, training, or competition
- Athletes should monitor their frequency of urination as well as the color of their urine. A well hydrated athlete will have a clear urine, whereas urine from an athlete not well hydrated will have a yellow to orange color

USD 220 Two-Sport Policy (High School Option Only)

A student wishing to participate in two sports during the same season must meet the following requirements:

1. **PARTICIPATION IN TWO SPORTS:** A student may participate in no more than two sports per season.
2. **COACHES' APPROVAL:** A student must receive approval from the head coach of both sports. Without the approval of both coaches, a student must choose one of the sports.
3. **PRIMARY SPORT:** If both teams are Ashland High School teams, the athlete will designate a primary sport. If one team is a cooperative agreement team from another school, the Ashland High School sport will be the primary sport. When the two schedules conflict, competition in the primary sport will take precedence over competition in the secondary sport. When practice schedules conflict, practice for team sport will take precedence. Competition of either sport will take precedence over practice of the other. Exceptions must be agreed upon by the two head coaches. If the coaches and player cannot come to an agreement, then the student must choose one sport over the other.
4. **COMBINED NUMBER OF SCHOOL-DAY COMPETITIONS:** A student can miss all or part of a school day only eight times during a season excluding state playoffs (Regional, Sub-State, State, etc.) unless misses are due to medical necessity, as documented by doctor's note(s).
5. **TRANSPORTATION:**
 - a. **Ashland High's Team:** If USD 220 enters into a cooperative agreement with another district out of necessity (our need – in order to field one of our regular sports [football, volleyball, basketball, track, girls' tennis, boys' golf], then regular transportation will be provided.
 - b. **Other School's Team:** If USD 220 is in a cooperative agreement with another district at their request or at the request of parents or students, USD 220 will not provide transportation to practices or to competitions. Ashland students participating on the cooperative team will not be allowed to drive themselves to practice or competitions. A release must be signed by the parents and the parents will assume the responsibility of driving the athletes to and from practices and competitions.

6. **QUALIFYING FOR TWO SIMULTANEOUS COMPETITIONS:** In regard to State tournaments, if a student qualifies in both track and baseball, the student may compete in both events, provided the student's parents make the necessary transportation arrangements and the secondary sport's schedule does not interfere with the primary sport. USD 220 will not provide transportation between State events for a sport for which USD 220 is in a cooperative agreement with another school at their request or at the request of the student or parents.
7. **ACADEMIC REQUIREMENTS:** Student must maintain a GPA of 3.0 with no Ds. Any GPA below 3.0 or grade below C will exclude the student from participation in the secondary sport for the remainder of the season.

USD 220 Transportation of Students to Athletic Summer Activities Policy

Coaches employed by the district may use school owned transportation to transport students to athletic summer team camps with approval.

Protocol

1. Use of school vehicles is based on availability
2. All requests must be submitted no later than one-week prior to the activity
3. Requests must be approved by the Athletic Director and Superintendent
4. All fees must be paid prior to departure

KSHSAA Transportation Guidelines (revised 2015)

School districts may permit school owned transportation to be used to transport students to athletic summer camps, clinics, workouts, or scrimmages with other schools. KSHSAA catastrophic insurance does not cover these summer activities. Individual school districts will decide whether to permit school owned transportation to be used for activities.

USD 220 Sport/Activity Purchasing and Fundraising Policy

ARTICLE VI

SECTION II

SPECIFIC PURCHASING PROCEDURES

The business procedures governing the procurement, storage, issuance, and delivery of all materials, supplies, and equipment required in the operation of the district schools is an administrative responsibility of the district superintendent's office. Purchases negotiated with suppliers by school personnel other than those authorized by the superintendent of schools or using purchase orders not assigned purchase order number will not be honored for payment.

Sport/Activity Purchasing and Fundraising Procedures:

All sport/ activity clubs must have their own Activity Fund which is maintained by the superintendent's office. The purpose of this account is to provide each club with the means to keep its funds separate and to follow established accounting procedures for purchasing items and collecting funds. It is the responsibility of the district to purchase equipment and uniforms to adequately accommodate each sport/activity. However, these groups often desire additional items such as team shirts, team shoes, or other equipment. These additional items may be acquired in two ways.

- A. First, team members may be asked to pre-pay for any additional items. Students/coaches must bring all payments to the high school office so these funds can be deposited into the Activity Fund. The order will not be placed until all members have pre-paid for the item. A properly completed purchase order must be filled out BEFORE an order can be placed. The coach will then provide the high school office with a list of what each student has ordered including size, color, etc. Students will then pick-up the items from the office.
- B. Second, the group may choose to purchase these items with funds from the Activity Fund. Coaches/Sponsors must make sure that the Fund has an adequate balance before placing an order. A properly completed purchase order must be filled out BEFORE an order can be placed. The coach will then provide the high school office with a list of what each student has ordered including size, color, etc. Students will then pick-up the items from the office.
- C. Collection of Funds: All funds that are collected by outside fundraising means such as concession stands, car washes, odd jobs, raffles, donations, etc. must be deposited into the Activity Fund. Coaches/Sponsors are not allowed to establish any other fund outside the school's purview. Coaches/sponsors should take measures to timely deposit all funds with the superintendent's office as soon as possible after the event.
- D. All fundraisers MUST be approved by the athletic director BEFORE they are allowed to move forward.
Funds requested from the Sheriff's office for student activity purposes must be requested by the athletic director. Coaches wishing to request the aforementioned funds will submit a detailed request to the athletic director. If the request is approved, the athletic director will contact the sheriff's office.

LETTERING REQUIREMENTS

A coach or sponsor may letter an individual who otherwise may not have lettered at the discretion of the coach or sponsor. In order to letter in one of the following sports or activities, the participant must finish the season in good standing.

HIGH SCHOOL

- Band: -Play in pep band at all functions AND play in all contests and concerts.
- Basketball: -Play in one half of the varsity quarters. Any Senior who completes all four years will receive a letter.
- Cheerleading: -Attend and cheer at all contests.
- Cross Country: -Participating in the majority of the races and going to the Regional meet.
- Football: -Play in one-half the varsity quarters. Any Senior who completes all four years will receive a letter.
- Forensics: -Attend at least five meets including the League meet. Qualify for finals at an invitational with at least 12 competitors in the event OR qualify for a State meet.
- Golf: -Place in a varsity meet OR make the Regionals team.
- Scholar's Bowl: -Attend 90% of the practices OR place in a varsity meet.
- Tennis: -Attend all practices AND attend all meets and tournaments AND win a majority of sets at meets AND win a majority of sets at Regionals.
- Track: -Score a point in a meet with five or more schools participating OR place in the top three if less than five schools participate.
- Vocal Music: -Participate in all scheduled events, contests, and concerts.
- Volleyball: -Play in one-half the varsity games AND make the Sub-State team AND attend 90% of the practices.

JUNIOR HIGH

- Band: -Play in pep band at all functions AND play in all contests and concerts.
- Basketball: -Play in one-half of the varsity quarters. Attend 90% of the practices OR make the League tournament team.
- Cheerleading: -Attend and cheer at all contests.
- Cross Country: -Participating in the majority of races.
- Football: -Play in half the varsity quarters (Example: 8 games = 16 quarters).
- Scholar's Bowl -Place in a varsity meet.
- Track: -Score a point in a meet with five or more schools participating OR place in the top three in a meet with less than five schools participating.
- Vocal Music: -Participate in all scheduled events, concerts, and contests.
- Volleyball: -Play in half the varsity games and attend 90% of the practices.

Cheerleading Tryouts.

The high school and junior high squads will be open to all interested students. However, it may be necessary to form a Varsity squad and a Junior Varsity squad if there are more than six students trying out. Tryouts will be held, and the top six will form the Varsity squad. All others will be considered Junior Varsity cheerleaders. The Varsity squad will travel and cheer at both home and away events. The Junior Varsity will not travel but will cheer at all home events.

***USD 220 Student-Parent Handbook
Acknowledgement
2022 - 2023***

Student Name:

Grade:

I acknowledge that I have received a copy of the USD 220 Student-Parent Handbook which is also available on-line at www.usd220.net.

As parent/guardian of a student in USD 220 Ashland-Englewood schools, I understand that supporting the high academic and behavioral expectations contained within this handbook are critical to my student's success.

Parent/Guardian Signature

Date

As a student in USD 220 Ashland-Englewood schools, I understand that I am responsible at all times for my behavior and attitude. I have been presented a copy of the handbook and understand that I have access to academic, emotional, social, and other assistance.

Student Signature

Date

***ASHLAND SCHOOL DISTRICT #220
Transportation Release of Liability
Extracurricular Activities (KSHSAA)***

I have been informed, and I realize that the Catastrophic Accident Medical Coverage provided by the Kansas State High School Activities Association does not cover my child when they are being transported in vehicles that are not provided by the school district.

When I make arrangements for transportation other than the school's, I acknowledge that I am responsible for their well-being from that point forward.

Student Name

Grade

Parent/Guardian Signature

Date