

# ARKADELPHIA HIGH SCHOOL STUDENT PROCEDURES

2023-2024



DEAR PARENTS/GUARDIANS,

Thank you for taking the valuable but necessary time to read through the AHS Parent/Student Procedure Book. We find that this step helps us establish the partnership that is imperative to promote your student's success this year.

AHS Parent/Guardian and Student:

**“By signing this document I acknowledge that I have received or downloaded a copy of the AHS Parent/Student Procedure Book and will read its contents with my student, and I agree to act according to the standards, procedures, and policies it contains.”**

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*Parent/Guardian Signature*

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*Date*

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*Print Student Name*

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*Date*

## FAMILIES,

We are so happy to start a new school year with you and your scholars. Be sure to take the time to review the Student Procedure Book and return the signature page to the school. The District Handbook and the AHS Student Procedure Book are available at <https://www.arkadelphiaschools.org/o/AHS>. In this procedure manual, you will find the procedures of our school. This document is beneficial because it informs you and your student of the expectations prior to starting school. If you need any assistance academically or behaviorally, please do not hesitate to call any of your scholar's teachers. It is our goal to work together to ensure every student's success.

Your Partner in Education,

Team AHS

## DEAR AHS SCHOLAR,

Welcome to Arkadelphia High School! This school belongs to you, and your success here will be determined by you. This procedure manual has been developed to inform you of the procedures of AHS. It is the expectation you follow these rules and procedures to make your school experience productive and enjoyable. Our faculty and staff know you will take full advantage of the opportunity to learn and experience all that AHS has to offer.

Go Badgers!

Team AHS

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# ARKADELPHIA HIGH SCHOOL

**Our Mission:** The Mission of Arkadelphia High School is to provide our students with the guidance necessary to become successful and contributing adults equipped for the challenges facing our changing global society.

**Our Vision:** Our vision, as a learning community, is to equip all students to become successful and contributing adults.

**Our Motto:** Commitment to Excellence

All students at Arkadelphia High School have worth and the potential to succeed. Arkadelphia High School rewards and encourages students to apply themselves academically and become superior students. The academic incentive program is administered through the cooperative effort of the staff of Arkadelphia High School, Booster clubs, the Badger Scholar Program, and parental involvement. Student incentives for academic excellence include Badger Scholar, differentiated diplomas, special academic enrichment programs, assemblies for special groups, and gifted and talented opportunities. These programs recognize the superior academic performance of students and reinforce the concept that Arkadelphia High School places a high value on successful academic performance.

## Arkadelphia High School Alma Mater

Our High School Alma Mater  
We Sing to Thee Today  
To Offer Thee our Homage  
Our Love and Loyalty  
Our Love for Thee is not Concerned  
With Building, Brick or Stone  
But for Thy Spirit and Ideals  
We Give Thee Praise Alone  
In Years to Come in Memory  
Of Happy Hours Spent Here  
We'll Oft Recall Our Student Days  
Our Alma Mater Dear

**ARKADELPHIA PUBLIC SCHOOLS  
2023 - 2024  
SCHOOL CALENDAR**

<b>August 14</b>	<b>First Day for Students</b>
<b>September 4</b>	<b>Labor Day Holiday – No School</b>
<b>October 13</b>	<b>End of 1<sup>st</sup> Grading Period</b>
<b>October 17</b>	<b>Parent/Teacher Conferences (4:00-6:00 pm)</b>
<b>October 19</b>	<b>Parent/Teacher Conferences (4:00-6:00 pm)</b>
<b>October 20</b>	<b>Professional Development/No School</b>
<b>November 20-24</b>	<b>Thanksgiving Holidays – No School</b>
<b>December 21</b>	<b>End of 2<sup>nd</sup> Grading Period</b>
<b>December 22-January 2</b>	<b>Christmas Break</b>
<b>January 3</b>	<b>Teacher Work Day–No School</b>
<b>January 4</b>	<b>Students Return</b>
<b>January 15</b>	<b>Martin Luther King, Jr. Holiday – No School</b>
<b>February 13</b>	<b>Parent/Teacher Conferences (4:00-6:00 pm)</b>
<b>February 15</b>	<b>Parent/Teacher Conferences (4:00-6:00 pm)</b>
<b>February 16</b>	<b>Professional Development–No School</b>
<b>February 19</b>	<b>Presidents’ Day–No School</b>
<b>March 14</b>	<b>End of 3<sup>rd</sup> Grading Period</b>
<b>March 15</b>	<b>Work Day–No School</b>
<b>March 18-22</b>	<b>Spring Break</b>
<b>April 8</b>	<b>Professional Development/No School</b>
<b>May 18</b>	<b>Graduation</b>
<b>May 23</b>	<b>Last Day of School</b>

## Daily Routine

Classes begin at 8:00; however, students may enter the building as early as 7:30. All students are expected to enter the main building upon arriving at school. Breakfast is available during this time. Students must either go to the cafeteria or the band hall (band students only).

There are three-minute breaks between classes. This time is used for restroom breaks and travel time between classes. All students should be in class each period prior to the tardy bell.

Lunch will be served in two different shifts determined by the 5th period teacher. All food purchased in the cafeteria is to be eaten in the cafeteria. Students are expected to help in maintaining a clean and attractive school by picking up used lunch paper and trash in the cafeteria.

***ALL electronic devices (cell phones, wireless earbuds, headphones) are to be stored in Backpacks.***

## Transportation: Bus Students

**In the mornings**, students riding the bus are dropped off near the main entrance. Students should report to the cafeteria and may eat breakfast or wait for the first bell. Students must remain in the cafeteria. Band students must report to the band room.

**In the afternoons**, bus students are dismissed from class and must report to the bus drive (rear of the building).

## Transportation: Cars, Walkers, and Bicyclists

**In the mornings**, students in vehicles are dropped off in front of the building.

**In the afternoons:**

- A. Students are picked up in front of the building.
- B. All students who walk, ride bicycles or drive should leave campus immediately.

## Leaving Campus During School Day

Arkadelphia High School operates a closed campus. Students must secure permission from an administrator before leaving campus during the school day and must have an official note (from a doctor, counselor or instructor) to return to school the same day.

### AHS Bell Schedule

<b>Regular Day</b>	<b>Afternoon Assembly</b>
<b>7:30</b> Teachers Check In	<b>7:30</b> Teachers Check In
<b>7:55</b> First Bell	<b>7:55</b> First Bell
<b>8:00 - 8:49</b> 1st Period	<b>8:00 - 8:45</b> 1st Period
<b>8:52 - 9:41</b> 2nd Period	<b>8:50 - 9:30</b> 2nd Period
<b>9:44 - 10:33</b> 3rd Period	<b>9:35 - 10:15</b> 3rd Period
<b>10:36-11:09</b> 4th Period/Enrichment	<b>10:20-11:05</b> 4th Period/Enrichment
<b>11:09-11:39</b> A Lunch	<b>11:05-11:35</b> A Lunch
<b>11:12-12:01</b> Fifth Period B	<b>11:10 - 11:50</b> 5th Period B
<b>12:01 - 12:31</b> B Lunch	<b>11:50 -12:20</b> B Lunch
<b>11:42 - 12:31</b> 5th Period A	<b>11:40 - 12:20</b> 5th Period A
<b>12:34 - 1:23</b> 6th Period	<b>12:25 - 1:05</b> 6th Period
<b>1:26 - 2:15</b> 7th Period	<b>1:10 - 1:50</b> 7th Period
<b>2:18 - 3:05</b> 8th Period	<b>1:55 - 2:35</b> 8th Period
	<b>2:40 - 3:05</b> Activity



## Signing Students in and Out

Parents wishing to sign out their student early for various reasons will need to come into the main office and sign the sign-out form. Students may not check out with anyone other than their parent/guardian unless with written consent from the parent/guardian.

## Admits for Absence

Students absent from school should bring an excuse to the office upon arrival at school the following day.

- Students who arrive less than ten minutes late to first period should report to class and the teacher will record the tardy.
- Students who arrive ten minutes or more after first period begins should report to the office for an admit and will be counted absent.
- Although discouraged, students may be dismissed during the school day provided they present a written note and/or verbal permission from a parent/guardian to leave.
- **Students must sign out through the office by obtaining permission to leave from a secretary or principal. Students leaving campus without permission or signing out will be considered truant.**

Reference **Policy 4.7 - Absences**

## Cafeteria

The cafeteria is operated under Chartwells. All food services meet the requirements of the State Department of Education and the Health Department. We encourage everyone to complete the application for Free/Reduced meals as the state waiver for free meals for all has expired and there WILL be a charge for meals unless qualifications are met for eligibility for free/reduced meals.

	<b>STUDENT</b>	<b>ADULT</b>
Breakfast	<b>\$1.90</b>	\$2.75
Lunch	<b>\$2.70</b>	\$4.00

## Electronic Devices

***ALL electronic devices (cell phones, wireless earbuds, headphones, smart***

***watches) are to be stored in student backpacks. Please note that cell phones, wireless earbuds and headphones, and smart watches are not allowed to be seen or heard. These devices must be turned off / silenced and placed in backpack upon entering the building and may not be removed from the backpack until the final bell of the day. Any visible electronic devices will be confiscated.***

## **Student Dress Code**

The Arkadelphia Public Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning.

Clothing which will **NOT** be approved to wear:

1. Halter tops, tank tops, spaghetti strap tops. All shirts, tops, and dresses must have sleeves and cover cleavage
2. Short shirts/crop tops. The midriff must remain covered when arms are extended out to the sides. Shorts, skirts, or splits that are shorter than the ends of the fingers when the hands are extended against the leg
3. **Hoods (Hoodies)**, bandanas, hats, and other head coverings. (The only exceptions to this rule will be school sponsored spirit days)
4. Torn or cut-off jeans, trousers or slacks; holes in jeans above the fingertip level. See-through blouses, shirts, etc.
5. Under shorts, **including "biker shorts,"** of any kind worn as an outer garment; Fashions, which emphasize the showing of undergarments such as boxers, shorts showing from sagging pants
6. Sagging pants and overalls not fastened. Pants must be worn above the cleavage of the buttocks and overalls must be fastened
7. Clothing which promotes the use of drugs, alcohol, tobacco, and immoral behavior or which is demeaning to other students is considered inappropriate for school wear
8. Non-prescription sunglasses
9. Pajamas, **pajama pants, robes, blanket,** or soft-soled house shoes
10. **Leggings, spandex, jeggings, tights, yoga pants, or any other similar tight-fitting bottoms MUST be covered with a dress, skirt, shorts, or shirt to the fingertip length**
11. Spirit groups will be allowed to wear their uniforms during performances at games, pep rallies and other spirit events. The spirit groups will be required to conform to dress code at all other times during the school day. Final decision of any wearing apparel will be at the discretion of the principal. Students violating the dress code will be sent home for appropriate school attire

12. Students must adhere to the above dress code guidelines for all School sponsored events during the day including but not limited to: Homecoming Pep Rally, King of Hearts, Awards Assemblies, and All Public Appearances representing the school (A different set of guidelines for the Homecoming Coronation will be used).

**FINAL DECISION OF ANY INAPPROPRIATE APPAREL WILL BE AT THE DISCRETION OF SCHOOL ADMINISTRATORS.**

### **Health Service and School Nurse**

The school district employs three nurses for student needs. The school nurses service all schools in the district and are not located at one particular campus for a full school day. The nurses respond as quickly as possible when called by a school secretary or administrator. Basic first-aid treatment is provided for students who are injured during school hours.

### **Allergies**

If your child has any food allergies that will require dietary restrictions, a note from your child's doctor is required to accommodate these restrictions. A new letter from the health care provider is required each year. If your child is allergic to any first-aid medicines, or any medicine in general, the school nurse must be informed in writing by the parent and/or physician.

### **Illness While at School**

When a school district employee suspects a child has become ill while at school, a school employee will take the child's temperature. If the temperature registers above 100 degrees, the parent will be contacted by the principal, secretary, or school nurse. All students sent to the office for illness will have their name, date, the reason for referral, and action taken recorded on a daily log.

Other types of illness symptoms will be treated with the teacher using his/her first aid kit or by sending the student to the nurse/main office. The principal, secretary, or school nurse will then determine if the child is too ill to remain at school. Parents will be notified by the school office and expected to pick up their children when one or more of the conditions listed below are noted:

- Temperature 101 orally
- Vomiting or diarrhea
- Rash

- Suspected communicable illness
- Injury or illness requiring a doctor's evaluation
- Live head lice or scabies
- Conjunctivitis (Possible pink eye infection)
- Flu-like symptoms
- 

**Please notify the school should your child develop any of the above conditions at home.**

- Sick children should remain at home until they have been FREE OF FEVER FOR 24 HOURS. Children who have vomited within 24 hours should not be sent to school. A student who has had a contagious disease and who has been treated should be completely free of symptoms BEFORE returning to school or provide documentation from the physician that states when the student is allowed to return to school.
- A student with head lice **MUST** remain at home until proof of treatment can be presented to the school and/or a statement from a certified health official has been obtained.
- The school should be notified of a student's diagnosis of communicable diseases including flu, strep, stomach virus, etc.

### **Guidance Counseling Program**

The school district has a full-time guidance-counseling program (K-12) to aid the students, parents, and faculty. The guidance office works closely with students in assisting them with their educational, vocational, health, social, and personal needs.

### **National Honor Society Selection**

Seniors who have achieved a 3.40+ GPA by the beginning of the spring semester are eligible for National Honor Society. In February, teachers receive a list of those students and are asked to consider four areas: leadership, service, scholarship and character. If a teacher who has taught a student for at least one semester or who worked closely with that student in an organization or activity would deny membership of said student, the teacher must explain his or her reason. The sponsor notifies those selected for NHS of their candidacy and of the date of induction.

## **Badger Scholar Requirements**

To become a Badger Scholar, a student must maintain a 3.5 GPA each nine weeks of each year. During the first two weeks of each school year, the student must sign an intent form stating that he or she will attempt to maintain a 3.5 GPA each nine weeks of that year to be considered as a Badger Scholar. If the student maintains a GPA of 3.5 for a school year, he or she will be recognized at a banquet and receive the following awards of achievement: first year – certificate & pin; second year – t-shirt; third year – plaque; and fourth year – Badger Scholar blanket.

## **Boys and Girls State Selection**

In February of each year, the parents of juniors who have achieved a 3.00+ cumulative GPA will receive a letter stating that their sons or daughters are eligible to apply to be a delegate to Boys state or Girls State. Interested students will return the letter, signed by the parent, and attach a paragraph stating their interest in the program. Students who are not interested must return the letter with parents' signatures indicating the parents accept their students' withdrawal from consideration. The teachers receive a rating sheet that requires them to rate each student from 0 to 5 points in four areas: loyalty/patriotism; integrity/responsibility; interest; and service/leadership. Teachers are asked to rate only the students they have taught at least one full semester or with whom they have worked in extracurricular activities. The ratings are tabulated and the names of the students are submitted by that ranking to the American Legion/American Legion Auxiliary to fill the delegate slots as assigned by the organization (usually six to eight boys and ten to twelve girls). Fees for the program are provided by local businesses and civic organizations.

## **College Entrance Tests**

Colleges and universities throughout the United States accept two universal entrance tests, commonly referred to as ACT and SAT. The ACT test is administered in Arkadelphia five times during the year. Colleges and universities use these scores for admission consideration, course placement, and scholarship eligibility. Most of the colleges and universities in this region require the ACT; however, students should work with the counselors in determining the tests required for schools in which they are interested. Entrance tests measure academic knowledge rather than assess ability. Because test scores reflect level of knowledge, scores normally rise as learning progresses. Students are not limited in the number of times they take these entrance tests and, in fact, are encouraged to begin test-taking early in their high school careers. Arkadelphia High School offers guidance in helping students raise test scores by

offering academic courses that have a positive impact on test scores. The key elements for raising scores are test familiarity (which includes taking entrance tests more than one time) and core courses that teach the content areas measured by the tests. The PSAT/NMSQT is the instrument used in the selection of National Merit Finalists. Students are encouraged to take the PSAT/NMSQT during their sophomore and junior years. However, students are only eligible to enter the National Merit Scholarship competition during their junior year. This test is administered at Arkadelphia High School during the school day in October.

### **Concurrent Enrollment**

Any student enrolled in grades 9-12 is eligible to enroll in a publicly supported community college, technical 10 college, or four-year college or university in accordance with the rules and regulations adopted by the college or university. Any student who successfully completes a course offered by an institution of higher learning shall be entitled to receive both high school and college grades and credit toward graduation. Credit earned by CLEP examination will not be counted as high school credit. Three semester hours of college credit taken by a student in grades 9-12 shall be the equivalent of one unit of high school credit. All costs of higher education courses taken for concurrent college credit are the student's responsibility. For purposes of graduation, three hours of college credit will equal one unit at the high school level. Reference Board Policy 5.22 – Concurrent Credit

### **SCHOOL PERFORMANCE REPORTING**

Parents will have access to their child's academic progress at any time through the Echo Learning Management System and from the classroom teacher mid-term of each grading period if the student's average is below a 70%. These reports are in addition to the nine weeks report card.

School-wide parent/teacher conferences are held twice a year, once during the fall and again in the spring. Conferences can also be arranged at other times. Parents are asked to call the office to arrange a conference time with the teacher. Please do not drop in to see the teacher for a conference when classes are in session as this deprives the rest of the class instructional time. If at any time parents have any questions or problems, we encourage them to contact the office. There will be someone in the office from 7:30 a.m. to 4:00 p.m. each school day.

## **Transcript Requests**

Course and grade records for AHS students, alumni, and former students are maintained in the school office. Transcripts are available through the registrar. One transcript is provided at no cost. Office copies cost \$1.00 each. If the transcript is mailed, the cost is \$2.00 each. Transcripts cannot be faxed due to confidentiality. Transcripts can also be ordered online on the Arkadelphia Public Schools' website.

## **AHS Graduation Policy**

Arkadelphia School District offers two diplomas (regular and advanced). Generally, one semester of attendance (last semester) is required to receive an Arkadelphia High School diploma. Exceptions may be made only by the Board of Education upon the recommendation of the principal and the superintendent after an evaluation of the transcript and the reason for the transfer. Students must complete all requirements for graduation or an individual education plan in order to participate in the graduation ceremony.

### **Procedures for Computing Grade Point Averages**

The grade point is computed to four places to the right of the decimal using the following quality points: A=4, B=3, C=2, D=1, F=0. An additional quality point for Advanced Placement courses will be added for each grade received in an AP course only for those students who take the AP exam. All courses will be used in computing the GPA and no courses will be given extra quality points with the exception of Advanced Placement courses.

Grade point averages will be computed at the completion of the senior year – eight (8) semesters. The final ranking, based on GPA, will be recorded on the transcript. Printing of the commencement programs and other announcements prior to completion of the school year sometimes necessitates the release of a tentative list of honorees and other graduates. Such a list is not final and is subject to change based on the grades earned the last semester.

### **Weighted Credit for AP Courses**

Weighted credit shall be allowed for Advanced Placement courses if:

1. The student takes the entire Advanced Placement course and;
2. The student completes the applicable test offered by the College Board for Advanced Placement courses at the end of the Advanced Placement course and;
3. The teacher of the Advanced Placement course meets Arkansas teacher licensure requirements.
4. The teacher must have appropriate training and students must take the **appropriate** test to receive weighted credit.

### **Board Policy 5.21 – Advanced Placement, IB, and Honors Courses**

It is the philosophy of the Arkadelphia Public Schools that all students should be placed in instructional programs in which they can achieve academically as well as develop emotionally, socially, and physically. It is expected that most students will progress annually from grade to grade. As soon as the possibility of non-promotion becomes a consideration of the school staff, parents/guardians will be consulted.

### **Citizenship Test**

Arkansas Act 478 of 2017 requires students seeking a high school diploma or high school equivalency diploma to pass the Arkansas Civics Exam with a score of 60% or better. This requirement began with the 2019 graduating class. This assessment will be given through the Social Studies department at Arkadelphia High School.

### **Scholarship Opportunities for Arkadelphia High School Students**

Many scholarships are available to seniors. Although a few scholarships are awarded on the basis of faculty nominations and college recruitment, the majority of scholarships are awarded to students who have completed application procedures. Students who fail to apply for scholarships rarely receive scholarships, even though they may qualify by GPA, class rank, or by SAT or ACT scores. Students interested in scholarships should work closely with the AHS counselors who can provide qualifications, application forms, deadline information, and other forms of assistance. The Arkadelphia High School counselor's office has produced a pamphlet entitled "Dollars for Scholars" to assist in identifying scholarships and requirements. One will be mailed to all senior parents as a guide for scholarship applications.

### **Arkadelphia Promise Scholarship**

Through a community effort, with the leadership of Southern Bancorp and the Ross Foundation, all students enrolled in the Arkadelphia Public School District before November 16, 2010, qualify for financial aid in the amount needed to ensure the ability



to go to a post-secondary learning institution. Details and requirements are on the AHS website, the Arkadelphia Promise website and in the High School Counselors' office.

### **Where and How to Apply for the Arkansas Challenge Scholarship**

The Arkansas Challenge Scholarship has changed formats, and now falls under the funding of the Arkansas Lottery. A student must have a 19 on the ACT to qualify. All applications are online. Information about application will be delivered each fall semester to seniors.

## **Leaving Campus During School Day**

Arkadelphia High School operates a closed campus. Students must secure permission from an administrator before leaving campus during the school day and must have an official note (from a doctor, counselor or instructor) to return to school the same day.

## **Off Campus Behavior**

Many AHS activities occur off the main campus; however, all behavioral expectations and rules apply at allevent locations.

## **Public Display of Affection**

Students must limit public displays of affection on school property to holding hands. Other forms of affection such as kissing, hugging, and touching are not permitted.

## **Prom**

The prom is for juniors and seniors who are permitted to bring an out-of-school guest provided the guest is at least a junior and has been approved by the AHS administration. To apply for approval, the AHS student and guest must meet with an administrator at a time and date designated by the AHS administration. Since prom is a formal occasion, the dress code for prom is a minimum of semi-formal.

## **School Dances, School Events and Expectations**

AHS students may participate in school-sponsored dances unless in ISS or OSS. These social activities are for AHS students only, with the exception of prom. All students

attending dances are expected to follow handbook guidelines, including the dress code. Vulgar and/or sexually suggestive dancing will not be tolerated. Violation of this request results in the offending student(s) leaving the dance or event, parental contact, and the loss of the privilege to attend the next dance or event.

## **ATHLETIC EVENTS**

### **Philosophy**

The Board of Education sanctions extracurricular activities and believes that they are an important element of the total school curriculum, yet should be considered secondary to academics. These activities should be based on well-defined purposes and designed primarily to serve the needs of students, with participation and membership governed by democratic principles. Student activities are a practical extension of the school curriculum providing students with avenues for relevant expression and experience. However, these activities should not be considered a "right" by students, but a "privilege."

## **AHS EXTRA-CURRICULAR ACTIVITIES**

- A. Extracurricular activities are any school-sponsored team, group, or organizational activity, which are not part of the course content of a course of study (athletics, cheerleaders, band, choir, student council, clubs, etc.)
- B. To participate in extracurricular activities against other schools, a student must meet all eligibility requirements set by the Arkansas Activities Association (AAA), Arkansas Department of Education and the Arkadelphia School District
- C. A student may satisfy the requirement by successfully completing courses failed or courses needed, or an equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education for granting credit for graduation requirements.
- D. If possible, activity events involving two or more schools should be scheduled on weekend dates and holidays or after 3:30 p.m. on school days. (AAA regulation)
- E. Any event scheduled on school days prior to 3:30 p.m., shall require AAA sanction and shall be kept to a minimum. (AAA regulation)
- F. Eligibility requirements for similar boys and girls activities must be consistent i.e.: basketball and track.
- G. Except as noted in "F" above, sponsors, coaches, directors, etc. may establish higher eligibility requirements for their organization, provided approval is obtained from the principal and the superintendent in advance.
- H. The requirements of policy IDEA do not pertain to such activities as intramural sports or activities week.

## **Non-Instructional Activities**

- A. A non-instructional activity is any school-sponsored activity, which is not part of a course of study (pep rallies, assemblies, field trips, etc.)
- B. All non-instructional activities shall be kept to a minimum at the discretion of the principal.
- C. Daily interruptions of academic classes caused by announcements, visitors to the school, and other disruptions of the regular day shall be limited.
- D. The number of absences for school-related events that require time away from school shall also be limited.

Students participating should do so with the understanding that all other classwork, assignments, and tests are still their responsibility.

### **Board Policy 4.20a**

## **Security Scans**

The Board is committed to providing safe and orderly schools for the students and employees of the district. Although students, employees, and patrons have the right to be protected from unreasonable search, seizure, and interrogation by either state, federal, or school officials, school administrators have the responsibility to make a determination of the point at which the individual's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly, and efficient school. Search, seizure, and/or interrogation by an administrator or his designee may occur when reasonable suspicion exists. Metal detectors may be used for both general and random scanning in all schools. General scans will be defined as the use of metal detectors to search all students who are present at school on the day of the search. Random or partial scans will involve a search done with an identifiable group of students. For example: a busload of students, a class of students, or all students who eat lunch during a given lunch period. If weapons or illegal substances are found during the process of scanning, district policy, local, state and federal laws will be followed. The Board instructs the superintendent to develop and implement regulations regarding the use of metal detectors in schools.

## **Student Lockers**

Each student will be assigned a locker upon request. The locker should be used for books. No money or valuables should be left in lockers. Students experiencing any problems with lockers should notify the office. Periodic random locker searches may be conducted during the school year. Every locker in a specified area will be searched. Any illegal items found in a locker will be considered the possession of the student assigned to the locker. The intent of this section is to forewarn students not to bring illegal items onto the campus on their persons. Periodic searches for drugs or weapons will be made

during the year. Students should not have any expectation of privacy concerning their locker at school.

## **Student Officer Elections**

Student council representatives are selected each semester. To become a representative, a student must collect 20 cards and properly submit them to the student council sponsor. All other positions are filled by student elections. Class officers are elected in May for the upcoming school year. Class positions are president, vice president, secretary, treasurer, and reporter. To run for an office the student must pick up a petition and return it in the completed form by the deadline as well as give a speech to the student body. Student Council officers are elected in the spring. The positions are president, vice-president, secretary, treasurer, reporter, first representative, and second representative. To run for office, a student must be eligible as determined by grade point (3.0 GPA) and student council experience. Candidates must pick up and file nominating petitions with the student council sponsor and speak before the student body. Freshmen, sophomore, and junior students elect Student Council officers. All speeches must be written and approved before presenting to the student body.

## **Student Vehicles**

Designated parking areas have been provided for the use of faculty and students while on campus. Students must park in the zones designated for student parking. Students must not use faculty, reserved, visitor, or handicapped spaces (unless they have a physically handicapping condition). In order to drive or park student cars or motorbikes on school property during the school day, students must **have a valid driver's license and proof of insurance readily accessible, either in the vehicle or in their possession. Parking spots may be reserved by purchasing a "Badger Paw" from an AHS cheerleader or their sponsor. All other student parking is first come, first serve.** ~~secure a student parking spot which is documented in the office.~~