Augusta Middle School
Student Handbook
2026-2027



Building Administration
Jessica Carey, Principal
Dustin Vaughn, Assistant Principal

Alisha Lundberg, Counselor
Brandon Terry, Director of Athletics

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WELCOME

Welcome to the 2026-2027 school year at Augusta Middle School. We are happy that you are here and are looking forward to a great school year! The AMS student handbook is designed to help you become familiar with your school. Please share this handbook with your parents so that they may also become familiar with our procedures and expectations at AMS.

We challenge you to be the very best. As a student, your success will depend on how much effort you put into each day. Together, we can make AMS the best school for all students.

AMS Staff

USD #402 MISSION STATEMENT

"Student Success is #1!"

AMS VISION STATEMENT

"AMS leads each student on the path to educational excellence and lifelong success."

TRAITS OF A BLUEJAY

KIND
HARD WORKER
HELPER
POSITIVE LEADER

Board of Education

Carey Lee	Angie Johnston
Doug Law	Darrel Kohls
Brent Basquez	Amy Wells
Jim Brown	

Administrative Staff

Leslianne Craft	Superintendent
Janet Doud	Assistant Superintendent
Jessica Carey	Building Principal
Dustin Vaughn	Assistant Principal
Brandon Terry	Director of Athletics

Office Staff

Con Otto	Administrative Assistant
Stephanie Paul	Administrative Assistant
Kelsey Alderman	Administrative Assistant
Amanda Faulconer	Nurse

KANSAS EDUCATION SYSTEMS ACCREDITATION (KESA)

USD 402 is accredited through the Kansas Education Systems Accreditation (KESA) process. Each year, through a collaborative process, the staff will review local and state data to guide and help facilitate the district's improvement initiatives.

DISTRICT POLICIES

Unified School District 402 Board of Education Policy Books, Building Handbooks, and Administrative Handbooks are available for review on our district website, www.usd402.com. For information, please contact Mrs. Carey, at 775-6383.

ACADEMIC INFORMATION

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating is defined as copying another student's work and claiming it is your own. Plagiarism is defined as using another person's original ideas or writing without giving credit to the true author. Both are prohibited practices at Augusta Middle School. *Materials taken from electronic sources are covered by this policy*. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as, other disciplinary measures up to and including suspension or expulsion.

GRADING SYSTEM

The evaluation of student achievement is based on the following marking systems:

A	90%-100%	Superior	(4 grade pts.)
B	80%-89%	Above Average	(3 grade pts.)
C	70%-79%	Average	(2 grade pts.)
D	60%-69%	Below Average	(1 grade pt.)
F	0%-59%	Unsatisfactory	(0 grade pts.)
I	Incomplete		

HONOR ROLL

The honor roll will be compiled and published at the conclusion of each semester citing students for academic achievement. Position on the honor roll will be determined by grade point average. Grade point averages are figured by adding all grade points (see grading system) and dividing by the number of grades received.

Distribution is as follows:

Principal's Honor Roll	4.0
High Honor Roll	3.5-3.9
Honor Roll	3.0-3.4

An incomplete is given only in those cases whereby illness, emergency, or through prearrangement, the student has not been able to complete his assignments. Normally, students will be expected to make up all incomplete grades within two weeks after the end of the grading period in which they were awarded. Issuing an incomplete must be approved by the building administration.

ACADEMIC SUCCESS

Too often students fail to place the proper amount of importance on academic endeavors until it is too late. Assignments contribute toward building self-discipline, responsibility and life-long learning. They are a reflection of the classroom work which:

A. Enhances the academic growth of the student;
B. Prepares the student for subject lessons;
C. Reinforces concepts and objectives taught in the classroom;
D. Develops independent study skills to foster initiative and self-direction.

Academic Success is designed to put the emphasis on academic achievement in the forefront of each student's middle school experience. Each Wednesday, teachers will assign Academic Success to any student with missing/late work with an assignment notification card. Parents are notified via phone call on Friday. Students will have until Tuesday of the following week to complete and turn their assignment(s) to their teacher(s). For those students who choose not to complete their assigned work, they will attend Academic Success on either Tuesday or Wednesday after school. If a student does not attend their assigned time for Academic Success, they may be assigned 1 hour of after school detention.

NON-PARTICIPATION DUE TO INJURY OR ILLNESS

Upon the written request of a physician and with appropriate written direction from the principal; teachers shall make modifications in a child's educational program as necessary to comply with the terms of the medical order. As necessary and appropriate, the principal shall include special education professionals and other appropriate consultants. The principal will inform the teacher of the physician's release for the child to return to the regular instructional program.

PROGRESS REPORTS/REPORT CARDS

Progress reports are issued at the end of each term. Report cards will be issued at the end of each semester. Other reports/communication may occur any time a teacher deems necessary. Parents are encouraged to visit with teachers about their student's academic performance and view their child's progress on PowerSchool through the district's website, (www.usd402.com).

WITHDRAWAL FROM SCHOOL

Any student withdrawing from Augusta Middle School must have a checkout form signed by all of his/her teachers, the librarian, the counselor, the lunchroom supervisor, and Counselor or Principal. All obligations must be met and all bills should be paid before a student completes an exit. Check out forms may be picked up from the office.

STUDENT POLICIES

ATTENDANCE POLICY

Each student enrolled at Augusta Middle School is expected to be in attendance at school daily. Excuses are needed each time the student is absent from school. The responsibility for attending classes lies with the student and parent. Only through regular class attendance and commitment to personal and educational growth can students achieve optimum benefits. There is a high correlation between attendance and academic success. The lessons gained through required attendance will carry over to the student's work habits and personal self-worth. Our attendance policy is not intended to penalize students who have an occasional illness or who miss infrequently for approved reasons. It does, however, emphasize that **students are responsible for their attendance.** (BOE policy JB)

ATTENDANCE PROCEDURES

When a student is absent, it is the responsibility of the parent/guardian to notify the school (775-6383) between the hours of 7:45 a.m. and 10:00 a.m. to report the nature of the absence. Parents who do not contact the school by phone need to send a written excuse with the student upon his/her return to school. Documentation of medical or legal appointments should be presented as the absences occur. Any student's absence not accompanied by a phone call from the custodial parent or guardian on the day of the absence or by a note written by the custodial parent or guardian on the day the student returns to school, will render the absence classification as " unexcused " until the parent has made contact. Pending absences, if not resolved, may be marked unexcused.

LEAVING SCHOOL DURING THE DAY

Students cannot leave the school campus without first receiving permission of the custodial parent and the permission of the principal or designee. This policy includes closed lunch procedures. When permission is granted, the student must **"sign out" through the office.**

EXCUSED/UNEXCUSED ABSENCES

The principal or designated representative shall be responsible for determining if an absence is excused or unexcused. It is important for all students and parents to know that an absence that is excused at home does not mean it will be excused at school. If unexcused, the student will be required to make up the time in detention, normally hour for hour. The following criteria will be considered in determining an excused or unexcused absence:

I. Excused Absences
   A. Personal illness

B. Death in the family
C. Professional (Medical /Legal appointments)
D. Pre-arranged absence approved by the administration
E. Severe weather conditions

II. Non-Absences
A. School activities
B. School sponsored educational field trips
C. In-school suspension

III. Unexcused Absences
A. All absences that do not fall in the categories of excused absences (i.e. oversleeping)
B. Leaving school when school is in session without obtaining permission and/or signing out in the office

IV. Administrative Disciplinary Action
A. Out-of-school suspension

MAKE UP POLICY

Students will be allowed to make up missed assignments if the absence is excused. It is the responsibility of the student to make arrangements with their teachers. Students, who miss school due to vacations or family business known in advance, should get their assignments prior to the absence. The student will be granted a minimum of **two school days** for each day missed to complete their assignments. However, it may be impossible to earn daily participation grades during an absence. The district reserves the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences or absences due to suspension and expulsion. After consultation with the appropriate teachers, the building principal will make such a determination subject to possible review by the superintendent. (BOE policies IHEA, JBD, JDD)

EXCESSIVE ABSENCES

Any student who is absent from school more than **ten (10) days** in any semester will be considered excessively absent. Attendance is taken each class period. For the purpose of counting, any absence up to four (4) class periods will count as half a day. Any absence over four (4) class periods will count as a full day. Parents will be notified by letter when their student has missed five (5) days and again at ten (10) days during a semester. When a student's absences are determined to be excessive, a conference will be held to determine the nature of the excessive absences. Any student, who is excessively absent as defined in this policy, will have all subsequent absences deemed unexcused. It may become necessary for parents or guardians to provide the school with medical or professional records to verify the absences in order to be excused. In cases where a student's failure at school is directly related to excessive absences, an individual plan may need to be established in order to improve academic performance.

TARDIES TO SCHOOL

Students who arrive late to school (after 8:00 a.m.) must report to the office for an admit pass to class. Students who are late 20 minutes or less will be considered tardy, whereas over 20 minutes late is an absence. A student will not be penalized for his/her first, three tardies. The student will receive a one-hour detention for each tardy beyond three. Tardies are not considered excused or unexcused; however, tardies may be waived by the administration in certain medical situations, inclement weather, or other extenuating circumstances. After first hour, tardies to class will be handled individually by each classroom teacher according to their classroom policies.

TARDIES TO CLASS

Students will be considered tardy if they are not in class according to classroom procedure. If a student is detained in class, the detaining teacher is obligated to give that student a pass for admittance to the next class. A student more than **twenty (20) minutes** late to a class will be considered absent. Each teacher shall develop classroom rules to deal

with students who are tardy to class after first hour (i.e.: conduct card point taken). Excessive tardies may be referred to the office.

TRUANCY

The Compulsory Attendance Law makes it mandatory that any child who has reached the age of seven (7) years and is under the age of eighteen (18) years be enrolled in school. Any child not satisfying the requirements of the Compulsory Attendance Law (K.S.A. 72-1113) by being **inexcusably absent from school three consecutive days or five or more days in any semester or 7 days in a school year is considered to be truant**. Habitually truant students can expect the county attorney's office to be notified and subsequent court action if the truancy problem is not resolved.

ACTIVITY PARTICIPATION

Students must be in attendance a minimum of four (4) class periods on any day they wish to participate in an extracurricular activity. The administration may waive this requirement if special circumstances are involved.

STUDENT CONDUCT

RESPONSIBLE BEHAVIOR

The admittance to and the continued attendance in public school is a privilege dependent upon compliance with the laws of the State of Kansas and the rules and regulations of USD 402. Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities. It follows that when a student does not comply with the law and the rules, the privilege of attending school may be revoked. The failure of a student to continue to be responsible usually constitutes misconduct, and such a student is liable to probation, detention, suspension, or expulsion. All students are expected to comply with the regulations for student conduct or behavior. (BOE policy JCDA) The expectations of the students are:

- Students shall respect constituted 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 consideration for 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.
- Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success.

The following examples of undesirable conduct may lead to disciplinary action and could cause a student to be suspended or expelled:

A. Student Behavior: **(Relationship to other students)**

- Fighting on or near the school grounds
- Endangering others
- Fighting at school activities, both home and away
- Hazing, bullying, or harassment of other students
- Intimidation or threats (harassment) to another student
- Public displays of affection

B. Student Behavior: **(Relationship to teachers and employees)**

- Willful disobedience/failure to comply with a reasonable request (i.e.: refusing to serve a detention)
- Open defiance (disrespect) of a teacher or school employee
- Intimidation or threats to a teacher or school employee

C. Student Behavior: **(Relationship to school/ society)**

- Cheating/plagiarism
- Dress code violations
- Destruction, defacing, or vandalism of school buildings or property
- Unruly behavior in class, in the buildings, or on school grounds
- Theft of property belonging to school, students, teachers, or school employees
- Possession of stolen property
- Use of obscene or foul language—spoken or written
- The printing, distribution or possession of obscene or pornographic literature, drawings, paper, etc.

D. Student Behavior: **(Attendance)**

- Excessive absences or tardies as outlined in the attendance policy
- Leaving the school grounds during school hours without signing out in the office

E. Student Behavior: **(Tobacco products)**

- Students at Augusta Middle School are prohibited from carrying and/or using tobacco products on school grounds, in the immediate vicinity, or in school buildings (BOE policy JDDA)

F. Student Behavior: **(Alcohol/Drugs/Drug paraphernalia)**

- Possession, use, or distribution of alcoholic beverages on school property, near school grounds, or at school activities both at home and away (BOE policy JDDA)
- Possession, use, or distribution of illegal drugs/controlled substances or drug related paraphernalia on school property or at school activities both at home and away. This policy shall include substance being used as, or represented as, an illegal drug/controlled substance (BOE policy JDDA)
- Possession (unless authorized by the school nurse or BOE policies JGFGBA on Student Self-Administration of Medications or JGFGB on the Supervision of Medications) use, or distribution of prescription or over-the-counter drugs (non-Rx) on school district property, in a school vehicle, or at any school-sponsored activity or event
- Coming to school having consumed alcohol, or being under the influence of drugs or alcohol

IF AT ANY TIME A STUDENT IS FOUND TO BE IN POSSESSION, DISTRIBUTING, SELLING, OR GIVING AWAY ANY TYPE OF CONTROLLED SUBSTANCE, DEFINED BY LAW AS BEING A DRUG OR ANY SIMULATION THEREOF, HE/SHE WILL BE SUSPENDED FROM SCHOOL IMMEDIATELY. IN ADDITION, AN EXPULSION RECOMMENDATION WILL BE PRESENTED TO THE USD #402 HEARING COMMITTEE. THIS POLICY IS IN EFFECT ON ALL SCHOOL DISTRICT PROPERTY AND AT ANY DISTRICT SPONSORED ACTIVITIES. POLICE WILL ALSO BE NOTIFIED.

G. Student Behavior: **(Weapons)**

POSSESSION OF A FIREARM OR WEAPON, AS DEFINED IN STATE AND/OR FEDERAL LAW, WILL RESULT IN A MANDATORY CALENDAR YEAR (186 SCHOOL DAYS) EXPULSION FROM SCHOOL, EXCEPT THE SUPERINTENDENT MAY RECOMMEND THIS EXPULSION REQUIREMENT BE MODIFIED ON A CASE-BY-CASE BASIS.

Weapons that, if possessed at school, on school property, or at a school activity/function, would result in a mandatory expulsion, include, but are not limited to the following:

- Firearms
- Bomb
- Knife that opens by spring force or centrifugal force, commonly referred to as a switchblade
- Metal Knuckles
- Stun Gun
- Bludgeon
- Sand Club
- Throwing Star

Weapons resembling firearms including BB, pellet, paint-ball or air-soft guns are not allowed at school, on school grounds or at school activities/function, except when a student is participating in activities conducted by an organization that provides youth development by engaging individuals under the age of 18 in activities designed to promote and encourage self-confidence, teamwork and a sense of community or is in transit to or from such activities. Students found in violation of this policy will be subject to discipline up to and including expulsion.

Emergency Safety Interventions

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

CONSEQUENCES OF STUDENT MISCONDUCT

CONDUCT CARD

Augusta Middle School uses a "conduct card" discipline system. The conduct card is designed for two primary purposes: 1. to hold students immediately accountable for following general policies and procedures in the agenda book (other than major infractions), and 2. to recognize those students who do follow the policies and procedures consistently. The conduct pages are located within this agenda. The student conduct card is based on a 9-week period. A conduct point may be given for any violation that is noted on the conduct card. For students who retain their blue cards and are in good standing, activities will be held to recognize positive student behavior. All students **(Tier 1 and Tier 2)** will return to a Blue Card at the beginning of each 9-week period.

Tier 1

The consequence when 5 marks have been given for each card:

Blue Card……1 hour detention

Yellow Card……Two 1 hour detentions

Red Card…….1 Day of In-School Suspension. If a student acquires 5 marks on his/her Red Card, the student automatically proceeds to Tier 2.

Tier 2

On Tier 2, a Student Success Plan for the remainder of the quarter will be developed collaboratively by the Team. Failure to comply with the conditions of the Student Success Plan will result in strict disciplinary action.

- The Team is defined as administrator, counselor, and teachers.

Teachers will notify a parent/guardian whenever the third mark is taken from a card. Parents are encouraged to contact the school regarding their child's conduct card performance. Occasionally, students may become such a disruption to class, teacher, or other students that corrective measures need to be taken. As with the various degrees

of misconduct, there are varying degrees of consequences. Students must learn to take responsibility for their actions.

Whatever consequences are deemed appropriate by the school administration and in the student's best interest, a parent/guardian is expected to give their support and cooperation.

TEACHER DETENTION

Teachers may opt to give students a teacher detention (15, 30, 45 min.) instead of referring students to the office or giving a conduct card mark. Students will be referred to the office when their blue, yellow, & red conduct card has received five marks for minor violations, or for other violations of conduct as outlined under "Student Conduct Expectations".

OFFICE DETENTION

Students will be referred to the office when the teacher has expended all avenues of teacher-student discipline. Office detentions are assigned in one-hour increments for various acts of misconduct and disruptive behaviors. Detention notices are sent home with the student. Failure to serve the detention may result in increased detention time or suspension from school. Students are expected to report to the detention room immediately after school.

IN-SCHOOL-SUSPENSION (ISS)

In-School-Suspension is another disciplinary intervention in place of out-of-school suspension. It is a consequence that allows the student to remain on campus during the school day in a constructive and academic setting. Students who are assigned ISS will spend the school day or specified periods in the designated area. Students are expected to exhibit appropriate behavior and be engaged in academic tasks. Students who cannot meet the expectations set in ISS may face additional disciplinary action including suspension from school. Students who serve a day in ISS may not participate in any other school functions that day.

SUSPENSION AND EXPULSION

The Board has policies for suspending by short term suspension or long term suspension, and for expulsion for willful violation of public regulations or policies for student conduct adopted or approved by the Board for conduct which substantially disrupts, impedes, or interferes with the operation of the school or for others, for conduct which results in conviction of the student for a criminal offense or for conduct which constitutes disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with operation of the public school or constitute substantial and material impingement upon or invasion of the rights of others. The policies provide for procedural due process and for hearings. (BOE policy JDD)

SAFE SCHOOL ACT

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator’s preliminary investigation reveals information which indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to file a report. Immediate follow up by law enforcement is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To

the extent possible, reasonable requests of parents, guardians, or representatives shall be observed. Notification or attempted notification of parents, guardians, or representatives shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

BULLYING

The Board of Education prohibits acts of bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Bullying is defined as intentional, and largely unprovoked efforts to harm another, repeated negative actions by one or more against another, or an imbalance of physical or psychological power. These negative actions can be verbal and direct or indirect in nature including electronically transmitted acts-i.e. internet, cell phone, or wireless handheld device. (Also see BOE policy JDDC)

BULLYING/HAZING/HARASSMENT/INTIMIDATION/MENACING

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying, or menacing by students, staff, or third parties is strictly prohibited and shall not be tolerated in the District. Students whose behavior is found to be in violation of this policy will be subject to discipline, unto and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals may also be referred to law enforcement officials. (Also see BOE policy GAAC & JGEC)

STUDENT SERVICES

COUNSELORS

The counseling department exists for the purpose of serving both the students and faculty of Augusta Middle School. Guidance is a responsibility shared by the administration, classroom teachers, and the counselors. Counseling services are planned to help the student in the development of leadership skills, social adjustment and academic advancement. Counseling services are available regarding educational, vocational, personal concerns, and problems. Counselors will offer services to provide a proactive approach to addressing current adolescent issues. These services may include, but are not limited to, bullying, effective study skills, peer mediation, and character education. Counselors will identify and notify through a systematic process those students believed to benefit from such proactive programs.

LIBRARY

The AMS library, located on the first floor, is equipped with a good selection of books, magazines, and other resources. The Internet is accessible to students after an "Acceptable Use Policy" form is filled out by the student and signed by a parent. Students are asked to return their library books after a two week check out. Students are able to check out a total of three library items at one time. However, if a student has more than $20.00 in charges, the student will only be able to check out one book at a time until the charge has been paid to $20.00 or less. District policy states the current replacement cost of books that are lost or damaged beyond reasonable repair will be charged and payment is expected during the same calendar year. Replacement fees reflect cost from a book vendor. If the book is no longer available for purchase, the replacement fee will reflect the average price of books as noted in the School Library Journal. The library is open before and after school for student use.

NURSE

The school nurse provides services for all students of Augusta Middle School. The nurse is here to give advice to students on health problems, perform health-related screenings, and is available as needed in special situations. Students requiring elevator access due to injury or surgery should notify the school nurse. A doctor's note may be required stating the need for elevator use and the duration.

LATEX SAFETY POLICY

The Augusta Unified School District recognizes its responsibility for the health, welfare and safety of students and staff. Latex products have been shown to cause increased sensitivity and allergic reactions to people exposed to it. Therefore, the Augusta Unified School District reduces the use of latex materials shown to cause sensitivity and/or an allergic reaction.

NOTICE OF NONDISCRIMINATION

Augusta, USD 402, does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age in its programs and activities. Persons having inquiries regarding the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the Compliance Coordinator at 2345 Greyhound Drive, Augusta, KS, 67010, 316-775-5484.

Any incident of discriminatory conduct or behavior shall be promptly reported to the school's officials. Any student, who engages in discriminatory conduct/behavior, may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in said behavior shall be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

INTERSCHOLASTIC ACTIVITIES

Student activities are important in the overall development of a well-rounded education. Students are encouraged to become involved in activities outside of the academic classroom.

ATHLETICS

Augusta Middle School is a member of the Patriot League. There are 12 members of the Patriot League divided into two divisions:

North:
Augusta
Circle
El Dorado
Haysville
Haysville West
Prairie Hills
McPherson

South:
Ark City
Clearwater
Mulvane
Rose Hill
Wellington
Winfield

The league sponsors athletic championships in football, volleyball, cross country, basketball, wrestling, and track. Golf is also offered to Augusta Middle School students as a non-league sport. The inter-scholastic program is open to all seventh and eighth grade students who meet the district and state eligibility requirements. Students who wish to participate must have a current physical examination form on file in the office before they may participate in a practice or contest. Augusta Middle School cheerleaders are also governed by the provisions of the policy.

NON-SPORT AND PERFORMING GROUPS

The Patriot League also sponsors interscholastic activities in vocal music, instrumental music, math relays, Scholar's Bowl, Spelling Bee and Science Olympiad.

ELIGIBILITY REQUIREMENTS

In order for a student to be involved in interscholastic activities, the student shall have passed at least five new subjects of unit weight the previous semester of attendance and be enrolled in and attending a minimum of five new subjects during the present semester. This is in accordance with the K.S.H.S.A.A. of which we are a member. Students must attain at least a 1.70 grade point average with no more than one failed course in the most recent grading period in order to participate during the following grading period. He/she must be a bona fide student in good standing in school. He/she must attend practice regularly. Absence from practice must be excused ahead of time by the coach or sponsor. If a student is under an administrative suspension, he/she will not be allowed to practice or participate in activities during the suspension period. He/she must not use or have possession of alcohol, tobacco products, or any banned substance.

GENERAL INFORMATION

AGENDA BOOKS

Every student is required to carry an agenda book with them at school. The agenda book serves several purposes: to record class assignments, for communication between teachers and parents, and to be used as a hall pass. Lost or destroyed agenda books must be replaced for a $6.00 fee. If a student fails to have an agenda book with them, loss of conduct card point(s) or a teacher or office detention may be assigned.

APPEARANCE/DRESS

The primary purpose of the school program is education. Students in their manner of dress and grooming must be considerate of their fellow students so as not to distract them or cause disruption. The administration shall be responsible for determining the appropriateness of a student's attire relative to this policy. (BOE policy JCDB)

Students should dress appropriately and groom themselves for school attendance in a way which reflects personal pride. This might be described as neat, clean, attractive, tasteful, moderate, modest dress. Extremes in dress and personal appearance which tend to cause distraction or pose health problems cannot be tolerated at school. Students should take into consideration classes where additional safety measures are required for dress, such as science labs, physical education and art classes. The following is a list of specifics which can be helpful when faced with questions of inappropriate school dress:

1. It is recommended that all students wear shoes that adhere to the feet for safety and hygiene reasons.
2. Skirt hemlines must be proper fitting, of an appropriate length, and leave no doubt as to the decency of the outfit.
3. Spaghetti, halter, strapless, tank tops, midriff (any exposure at any time), or low/revealing necklines will not be permitted. Undergarments should not be exposed.
4. Clothing promoting or advertising drugs, alcohol, and/or tobacco is unacceptable as is clothing with offensive slogans, pictures or explicit/implied meanings.
5. Jeans should be regular fit. They may not drag on the floor or sag.
6. Shorts must be proper fitting, of an appropriate length, and leave no doubt as to the decency of the outfit.
7. Hair design and color, as with attire and appearance, should not be excessive or disruptive.

8. Hats, caps, coverings/bandanas, headbands, chains, and sunglasses are unacceptable at school.
9. Facial piercings can create health and safety issues, as well as, distraction or disruption to the school environment. In order to prevent such issues, facial piercings may not be allowed.

No set of guidelines can take into account every possibility. The cooperation of parents and students is requested. The administration shall be responsible for determining the appropriateness of a student's attire relative to this policy and may adopt additional guidelines, as they deem appropriate. These rules of dress also apply before and after school on school grounds.

BICYCLES/SKATEBOARDS/SCOOTERS/ROLLER BLADES

Students are to walk bicycles on school grounds. Bike racks are provided and should be used. The student's responsibility is to lock the bike. Skateboards, roller blades, and scooters are not allowed on school grounds**. The school is not responsible for lost, stolen, or damaged items.**

BUS TRANSPORTATION

Qualifying students will be provided bus transportation by USD #402 without charge. Riding a bus is a privilege, and students who cannot behave themselves and abide by the bus regulations will lose that privilege. Students who use school-provided transportation shall be under the jurisdiction of the driver while in the vehicle. Students shall be subject to USD #402 student behavior code and transportation regulations. Route information may be obtained by calling Transportation at 775-1171.

CELEBRATION ACTIVITIES

Throughout the school year, various activities such as the Blue Card Party or the end of year activity may be planned by the school to reward, recognize, or celebrate (especially academic achievement and positive behavior). Students who successfully meet the specific criteria for the activity must be in good standing with the school as determined by the administration.

CHILD ABUSE

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the local Kansas Department for Children and Family Services Office or to the local law enforcement agency if the Kansas Department for Children and Family Services Office is not open. School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected. Kansas Department for Children and Family Services Access to Students on School Premises: The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by Kansas Department for Children and Family Services representatives on school premises. Cooperation Between School and Agencies Elementary and Secondary schools, Kansas Department for Children and Family Services and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow law enforcement officers on school premises for the purposes of investigating a report of suspected child abuse or neglect shall not be in uniform. (BOE policy GAAD)

COMPUTER POLICY

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. (BOE policy IIBG) Students are responsible for the care of their district-issued Chromebooks. Damage due to neglect or misuse may result in repair or replacement charges.

CONDUCT AT ASSEMBLIES/ACTIVITIES

All students are to be courteous and respectful towards the people presenting the program. Students are expected to walk in a respectful manner to and from their classroom and remain with their classmates. Extra-curricular activities such as dances, performances, and athletic contests are an extension of the school day. Students are expected **to act** and **dress** accordingly. The district's discipline policies are in effect. Students who leave an activity will not be allowed to return. Under no circumstances is a school activity to take place without proper sponsorship.

DELIVERIES TO SCHOOL

Flowers, balloons, bouquets, food, gifts, (etc.) for a student are to be delivered to the office. To limit distractions, the student will be notified and will be able to pick up the delivery at the end of the school day.

ELECTRONIC DEVICES

Students are extended the privilege of possessing personal electronic devices on school grounds; however, in accordance with Kansas State Law (HB2299), they may not be used inside the school building during the school day. These devices must be in the off position and stored in one's locker, not in clothing pockets, during the school day. Personal electronic devices can be turned back on at the end of the school bell and used to communicate directly with parents/guardians who are assisting in transportation.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students needing to make an emergency call home during the day should go to the office to make that call. Students and parents should understand that there is "no right or expectation of privacy" if a communication device is confiscated by school officials.

The use of personal electronic devices in locker rooms and restrooms is explicitly prohibited and may result in automatic suspension from school.

Augusta Middle School and Augusta USD 402 assume no liability or financial responsibility for theft, loss, costs, and expenses arising out of any liability or claim of liability for damage to any personal electronic device.

For purposes of this policy, "personal electronic device" includes, but is not limited to, cell phones, earbuds/headphones, smartwatches (including Apple Watches), computers, tablets, and/or other web-enabled devices of any type. Students may not use these on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

FEES

Fees are for book rental, lunch tickets, athletic towel fees, arts and projects, and for any damages to books or school property. Book rental is to be paid when the student enrolls. Students moving during the school year will be given a refund prorated on the amount of time enrolled. (BOE policy JS)

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at regular intervals throughout the school year. There may be a need to announce further instructions so it is essential to remain quiet. Check the posted instructions in each classroom indicating where to leave the building in case of fire. Walk quickly and quietly to the designated area.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have their agenda books signed by an authorized staff member.

ILLNESS/INJURY

Students who become ill or are injured during the school day should report to the office. Office personnel will determine if the student should remain at school or be sent home. See policy concerning checking-out of the building.

IMMUNIZATIONS

The Kansas law (KAR. 28-1-120) defines which immunizations are required for any individual who attends a school. A link can be found on the district webpage. Proof of receiving the required vaccine(s) must be provided to the school prior to the student attending the first day of school. Students that are new to the district will be giving thirty (30) days to bring immunizations up to date. Students failing to meet these requirements will be excluded from school unless a documented medical exception from a physician is provided.

INSURANCE

The responsibility for insurance for all students shall be the obligation of the parent or guardian. The school district will make available school-time and full-time insurance to all students who desire the coverage. This plan pays in addition to other family insurance but has certain limitations and exclusions. Further information and applications may be picked up in the office during enrollment at the beginning of the school year.

INAPPROPRIATE ITEMS

Problems arise each year because students bring articles which may be hazardous to the safety of others or interfere in some way with school procedures. Only those items needed for classroom use should be brought to school. Items not needed in class may be taken away and given to the administration. They may be returned to the parent if requested. The school is not responsible for such lost or stolen personal items.

LAW ENFORCEMENT

A reasonable cooperative effort will be maintained between the school administration and law enforcement agencies. The SRO (School Resource Officer) or other law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during school sponsored activities. The building principal has the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not alleged conduct is a violation of criminal law.

LOCKERS/LOCKS/DESKS

Use only the **locker assigned to you**, and keep it **locked** at all times. Do not share your locker or lock combination with others or tamper with the combinations/dials. It is the responsibility of the student to maintain the locker in the condition that it is issued. **The school will not be responsible for items lost or stolen from lockers.** School desks and lockers are the property of USD 402. Students do not have an expectation of privacy for the contents in their locker. Administration may inspect/search lockers at regular intervals or when deemed necessary without notice to the student.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Please check regularly and claim what belongs to you. Articles not claimed at the end of each school year are donated to a charitable organization.

LUNCH/BREAKFAST/FOOD

Augusta Middle School has a closed lunch hour, which requires all students to remain in school during lunch. Students eat during their designated lunch period. **No food shall be brought in from outside food service establishments**. All students are to remain in the cafeteria area until the lunchroom supervisor releases them to their teacher. Please keep noise to a minimum as other classes are in session. Students are expected to clean up after themselves. Students must obtain permission from the lunchroom supervisor in charge of the cafeteria in order to leave for any reason. Students who bring sack lunches and those who do not eat must follow the same rules as those who participate in the regular hot lunch program. Any food or drinks brought from home that are not consumed during the lunch period must be placed in the student's lunch bag or in a paper/plastic bag. Breakfast will be available in the cafeteria each morning prior to school. Free and reduced price lunches are provided for students who qualify under district, state and federal guidelines governing the program. The necessary forms, rules, and regulations as well as notification of qualification will be provided through the district office. Food program is provided by OPPA. Students are not allowed to have any food or drinks, with the exception of a **bottle of water**, in the hallways or classrooms. All school breakfast and lunch items must remain in the cafeteria. Items that do not follow this policy will be confiscated and held in the office until 3:00 p.m., at which time students may pick them up.

MEDICATION

It is the policy of USD 402 that school nurses may provide students with over the counter medications which are listed on the student medication information sheet. Parents must provide written consent for these medications to be administered. It is the policy of USD 402 that other school personnel should not provide students with any medications. The students are not to carry medication with them. Medications must be administered through the office. Exceptions may be made in certain circumstances (i.e.: inhalers), but must be cleared through the school nurse. The school district will cooperate with parents in the supervision of necessary medication under the following conditions:

- A medication form with a physician's signature has been submitted to the office.
- All medication is provided in the original pharmacy container. Parents should make arrangements for short-term medications (such as antibiotics) to be given at home. (BOE policy JGFGB)

PROPERTY, CARE OF

Any student who willfully or maliciously damages school property will be charged for repairs and replacement and disciplined appropriately. Students and staff are asked to do their part in taking care of equipment, furniture, and other school property so that future students will be able to have a quality education.

POSTERS AND SIGNS

All posters displayed at Augusta Middle School must be approved by an administrator.

SEARCHES

In order to protect the health, safety, and welfare of students under school jurisdiction, building principals are authorized to search students and lockers (while on school property or at any school activity regardless of location) when a "reasonable suspicion" of improper activity exists or randomly, as part of a general inspection. Such searches may be made without notice to the student (BOE policy JCAB)

SEVERE WEATHER - SCHOOL CLOSINGS

When conditions exist that would cause Augusta Middle School to close, surrounding radio and television stations will be notified by 6:00 a.m. Students are encouraged to tune into radio or television stations should questionable weather conditions exist. ***Parent Square*** (message assistant phone recording) may also be used to contact students.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate. In the event a student's name is recorded for acts of disrespect or misconduct, that student may receive a detention, unless more severe consequences are deemed necessary by the administration.

TELEPHONE

The office telephone should be used for emergencies or other urgent matters only. Students will not be called out of class except in case of an emergency.

VISITORS TO OUR SCHOOL

Parents/guardians wishing to visit school during school hours must check in through the main office. Augusta Middle School students may not have student visitors at lunch, attend classes, or school dances.

CRITICAL READING PROCESS

1. ACTIVATE PLANNING AND PRE-READING

Teacher establishes purpose for reading and selects the texts, or portions of texts, to read.

Students will prepare for reading and engagement:

- **First Read** to understand the gist
- Learn or review **Vocabulary**
- **Skim** text and headers
- Examine **Visuals**
- **Predict** main idea
- **30-Second Expert** pair and share

2. ENGAGE INTERACTING WITH THE TEXT

Second Read to get organized

Marking the Text

- **Number** the paragraphs
- **Underline** the author's claims
- **Circle** key terms (names, dates, vocab)
- **Star** important info
- **? Question Mark** confusing parts

Writing in the Margins

- **Add** visuals
- **Summarize** information
- **Connect** content
- **Clarify** complex parts
- **Ask** questions
- **Respond** to information

Purposeful Rereading to increase understanding and engagement

3. EXTEND USE TEXT TO COMPLETE ACADEMIC TASKS

APPLY	*ANALYZE*	*EVALUATE*	*SYNTHESIZE*
Connect text to self, other texts, the world	Examine meaning and significance	Critique author's claim and evidence	Write a gist summary (20 words or less)
Answer questions	Create questions, with paragraph #	Reread to process information	Write an Extended Definition Paragraph

BUILDING VOCABULARY ALONG THE WAY
Understand and connect key academic and content-related vocabulary to deepen comprehension of texts.

THIS HAPPENS THROUGHOUT THE PROCESS: ACTIVATE, ENGAGE, EXTEND

AVID at Augusta Middle School

AVID Focused Note Taking Process

Taking notes isn't just about writing things down—it's about making learning stick. The AVID 5-Step Focused Note-Taking Process is a structured approach that helps students move beyond passive note-taking and engage more deeply with what they're learning. By guiding students through a cycle of taking, processing, and using their notes, this method builds stronger understanding, supports critical thinking, and prepares students to take ownership of their learning. Whether in the classroom or while studying independently, the 5-step process turns notes into a powerful learning tool.

Taking Notes 	**Create the notes.** Select a note-taking format, set up he note page, record the Essential Question, and take notes based on an information source (lecture, book, website, article, video, etc) selecting, paraphrasing, and arranging informationg in a way that meets your note-taking objective.
Processing Notes 	**Think about the notes.** Revise notes--by underlinking, highlighting, circling, chunking, questioning, adding, deleting-- to identify, select, sort, organzie, and classify main ideas and details. Evaluate the relative importance of information and ideas in the notes.
Connect Thinking 	**Think beyond the notes.** Analyze the notes using inquiry to make connections and deepen content knowledge by asking questions and adding your own thinking to create greeted understanding, identify gaps or points of confusion, and connect your new learning to what you already know.
Summarizing and Reflecting on Learning 	**Think about the notes as a whole.** Pull together the most important aspects of your notes and your thinking about them to craft a summary that captures the meaning and importance of the content and reflects on how the learning helps you meet the note-taking objective.
Applying Learning 	**Use the notes.** Save and revisit your notes as a resource or learning tool to help you apply or demonstrate what you have learned.

CORNELL NOTES

	Topic/Objective:	**Name:** **Class Period:** **Date:**
Essential Question:		

Step 2: Cues
(Reduce)

When: During class but after the lecture, activity or discussion

What: Reduce learning to the essential facts & ideas

How (make lists):
- Facts
- Key ideas
- Important words
- Pivotal phrases
- Questions

Why: Students cannot recall everything and need to filter out the most important ideas, concepts and questions.

2 ½”

Step 1: Notes
(Record)

When: During class lecture, discussion or activity

What: Record as many facts and ideas from the lesson as possible

How:
- Bullets, phrases and pictures
- Avoid sentences and paragraphs
- develop abbreviations and symbols
- leave space between points to add information later

Why: Students need to record the learning in a method that is meaningful to them before they can do anything with it.

6”

Step 3: Summary
(Reflect & Review)

When: At the end of class, after class for homework or as a warmup at the start of the next class
What: Synthesis that reviews and summarizes the main ideas from the lesson
How (in complete sentences, answer questions such as the following):
- “Why is this information important?”
- “What conclusions can I make from this information?”
- “How can this information be applied?”

Why: Summarizing and reviewing information after it is learned is one of the best research based strategies for ensuring long term retention of any content or skill.

2”

Focused Note Revision Checklist

Use the symbols below to revise your notes.

Symbol	Revision
1, 2, 3…. **A, B, C…**	1. Number the notes each time a new concept or main idea
	2. Circle vocabulary/key terms in pencil
<u>Main Idea</u>	3. Highlight or underline main ideas in pencil
^	4. Fill in gaps of missing information and/or reword/paraphrase in red
~~Unimportant~~	5. Delete/cross out unimportant information by drawing a line through it with a red pen
?	6. Identify points of confusion to clarify by asking a partner or teacher
*****	7. Identify information to be used on a test, essay, for tutorial, etc.
Visual/Symbol	8. Create a visual/symbol to represent important information to be remembered

Tips for Studying with Notes

Make Use of the Format

- Spread out or hold notes so that right side of page is covered; review ideas and answer study questions from the left-hand column; use right-hand section as an answer key.
- Engage in an oral quiz with others using study questions from the left-hand column.
- Cover the right-hand column with blank paper; write out answers to the left-hand study questions and explanations of main ideas.

Write

- Write summaries of the most important material in the summary/reflection section.
- Write a quiz for others using the notes; exchange and correct.
- Write anticipated test questions beyond those already in the left-hand column and write answers to the questions.

Review

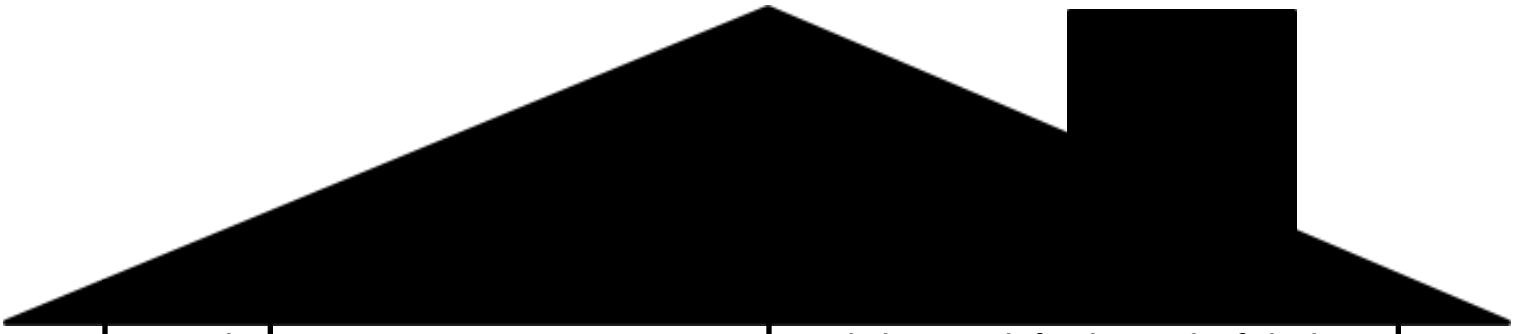
- Look over notes frequently to keep information and questions still unanswered fresh in mind.
- Recite information from notes.

Study With a Group

- Exchange notes with others to flesh out information and understanding.
- Use notes in study groups to provide a common ground of material for reference and review. Rewrite notes if necessary.

Costa's Levels of Thinking

To better understand the content being presented in their core subject areas, it is essential for students to learn to think critically and to ask higher levels of questions. By asking higher levels of questions, students deepen their knowledge and create connections to the material being presented. Students need to be familiar with Costa's (and/or Bloom's) Levels of Thinking to assist them in formulating higher levels of questions.



Level	Description	Vocabulary Words for the Levels of Thinking
Level 3	**Applying** (Off the Page) Applying and evaluating actions, solutions and connections made in order to predict. Applying the information to new situations and making judgments	**Evaluate** **Generalize** **Imagine** **Judge** **Predict** **Speculate** **If/Then** **Hypothesize** **Forecast**
Level 2	**Processing** (Between the Lines) Thinking about the information. Making sense out of information; processing the information gathered by making connections and creating relationships.	**Compare** **Contrast** **Classify** **Sort** **Distinguish** **Explain** **Infer** **Analyze** **(Why?)**
Level 1	**Gathering** (On the Page) Identifying and recalling Information. Information is either known or can be found in a book.	**Complete** **Define** **Describe** **Identify** **List** **Observe** **Recite** **Select**

Academic Language Scripts

Use the following academic language scripts during tutorial to support the academic conversation and your focused note-taking. Try using them in your content classes with your teachers and classmates to assist with better communication.

Asking for Clarification	• Could you repeat that? • Could you give me an example of that? • I have a question about that. • Could you please explain what _____ means? • Would you mind repeating that? • I'm not sure I understood that. Could you please give us another example? • Would you mind going over the instructions for us again? • So, do you mean...?
Requesting Assistance	• Could you please help me understand...? • I'm having trouble with this. Would you mind helping me...? • Could you please show me how to do this/write this/draw this/pronounce this/solve this?
Interrupting	• Excuse me, but I don't understand the part about... • Sorry for interrupting, but I missed what you said about... • May I interrupt for a moment? • May I add something here?
Expressing an Opinion	• I think/believe/predict/imagine that... • In my opinion... • It seems to me that... • Not everyone will agree with me, but...
Responding	• I agree with what _____ said because... • You're right about that. • That's an interesting idea. • I thought about that also. • I hadn't thought of that before.

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The Big Binder

One of the most important tools for academic success is the ability to keep materials and assignments organized. Augusta Middle School supports students in organizing their materials and resources through a one-binder system, rather than several binders, so students have at hand the materials necessary to study for quizzes and tests and to finish homework assignments each night at home.

Why do I need a Big Binder?

- Organization is an important skill for success in school.
- Ensures you are prepared for your classes.
- It helps you maintain your notes and school work in one place.

What goes in the Big Binder?

1. A pencil pouch with supplies
    a. 2 pens
    b. 2 pencils
    c. post-it notes
    d. 1 highlighter
2. Your Student Agenda
3. One tabbed section per class

What should be in each section?

1. Assignment log
2. Notes
3. Handouts
4. Worksheets
5. Filler paper (20-25 pgs)

**Your teachers will help you set up their class section.

To Stay Organized use the ECHO Method

E	**Enter it!**	Enter assignments in your agenda. Include all the details and the due date. Write none if there is nothing due that day. Take your time and do it right!
C	**Check it off**	Check it off in your agenda when you finish it. Put it in the correct section of your binder
H	**Highlight it**	Highlight the assignment in your agenda when it has been checked off and turned in.
O	**Oh Yeah!**	Oh Yeah, celebrate your success!

Keeping your Big Binder organized will help you avoid procrastination!

CHAMPS

Schools are not only charged with the responsibility of providing instruction in the area of academics, but are also expected to prepare students to be successful in society and to be productive citizens. It is our duty to challenge students with high standards and expectations. At Augusta Middle School we have implemented CHAMPS, a positive behavior approach, which provides students with behavior expectations for a variety of activities throughout the school building. CHAMPS works in conjunction with our Four Traits of a Bluejay, emphasizing the benefits of good citizenship through being kind, hard workers, helpers and positive leaders.

What is CHAMPS?

The **CHAMPS** acronym stands for:

C	**Conversation**	Can students talk to each other during this activity?
H	**Help**	How do students get the teacher's attention and their questions answered?
A	**Activity:**	What is the task/objective? What is the end product?
M	**Movement:**	Can students move about during this activity?
P	**Participation**	How do students show they are fully participating? What does work behavior look/sound like?
S	**Success**	When students meet CHAMPS expectations, they will be successful!

Unacceptable behaviors will continue to be acknowledged, monitored and corrected by the staff. Although a variety of strategies are used, our teachers and staff will initiate interventions in order to achieve appropriate behavior. The positive behavior support through CHAMPS is intended to reduce challenging behaviors and teach more appropriate self-disciplined behaviors, resulting in responsible student citizenship.

AMS STUDENT CONDUCT CARD: Student _____

MARKS MAY BE ISSUED FOR THE FOLLOWING INFRACTIONS:

1. Tardy to class
2. Disruptive behavior
3. Inappropriate comment/gesture
4. Computer violation
5. Cell Phone infraction
6. Teasing/Harassment
7. Hallway infraction
8. Lunchtime infraction
9. Other minor infraction

1st Quarter BLUE

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

1st Quarter YELLOW

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

1st Quarter RED

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

2nd Quarter BLUE

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

2nd Quarter YELLOW

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

2nd Quarter RED

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

AMS STUDENT CONDUCT CARD: Student _____

MARKS MAY BE ISSUED FOR THE FOLLOWING INFRACTIONS:

1. Tardy to class
2. Disruptive behavior
3. Inappropriate comment/gesture
4. Computer violation
5. Cell Phone infraction
6. Teasing/Harassment
7. Hallway infraction
8. Lunchtime infraction
9. Other minor infraction

3rd Quarter BLUE

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

3rd Quarter YELLOW

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

3rd Quarter RED

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

4th Quarter BLUE

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

4th Quarter YELLOW

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared

4th Quarter RED

1	2	3	4	5
Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____	Date_____/_____ Staff _____ Reason# _____

Not prepared