



Lincoln Junior High School  
Student Handbook  
2020-2021

*Owning Today, Preparing for Tomorrow*

**H**ONESTY

**E**MPATHY

**A**CCOUNTABILITY

**R**ESPECT

**T**ENACITY

# Lincoln Junior High School 2020-2021 Student Handbook

## **Introduction:**

The policies and procedures outlined in this handbook are a result of a concerted effort on the part of the junior high school faculty, administration and the board of education. This information has been carefully prepared and is provided to aid in your adjustment to our school and to assist you in becoming an integral part of it.

The ultimate purpose of education is to provide the best opportunity possible for each student to become an effective and contributing member of society. Through the acceptance of responsibilities related to good citizenship, you will have a greater opportunity for being successful in the world of tomorrow. It is sincerely hoped that you will participate in the various activities offered at Lincoln, and thus take advantage of the opportunities within the school that will prepare you for a more satisfying life. Remember that your success at Lincoln Junior High School, as in life, will be directly proportional to your efforts and the choices you make.

*Owning today, preparing for tomorrow*

### **Lincoln Junior High School Mission Statement**

**Lincoln Jr. / Sr. High School staff are committed to create a safe and positive learning environment, partnering with the community to invest in student and staff growth by promoting accountability and critical thinking skills to prepare our students for future success.**

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**Lincoln Junior High School**  
*2020-2021 Faculty and Staff*

Deb Beckmeyer	Gifted Coordinator
Jenelle Borst	HS Mathematics
Julia Budreau	Paraprofessional
Mandi Crist	Secretary
Steve Crist	HS Science
Linda Ellis	Paraprofessional
Ron Elniff	School Psychologist
Nikki Flinn	A.D./Business / Paw Prints
Cyndi Geisen	Counselor
Megan Handley	Assistant Cook
Kae Hayworth	Art
Hillary Holeman	Spanish
Emily Koster	Assistant Cook
James Lange	Industrial Arts
Blake Lee	JH Science
Don Long	JH Social Studies
Gina Nelson	Paraprofessional
Dustin Patee	P.E./Health/Weights
Joe Pescador	Custodian
Dennis Pittenger	Maintenance
Shari Pittenger	Physical Education
Tyler Rathbun	Vocal/Band
Beranda Robison	JH ELA/Math/MTSS
Aliesha Rogers	Head Cook

Elizabeth Sheldon

Jeremy Slattery

Cindy Staten

Cecilia Tagtmeyer

Eric Tate

Jo Wallace

Christi Walter

Miranda Watson

Brenda White

Ashley Wolting

Cody Wolting

Nurse

Custodian

Special Education

Library Aide

HS English

Paraprofessional

Principal

JH English

IT Coordinator

Yearbook /Digital Media

JH Mathematics

HS Social Studies

## ***Section 1 – Overview***

### **Student Responsibilities to the School**

It is human nature for all of us to be resentful of criticism and strict limitations in behavior. It is important to remember that there is a purpose for the rules and regulations established by any institution, even if they are difficult to understand. Lincoln Junior High School provides its students with many opportunities for privileges. With every privilege comes responsibility.

Rules are established to insure that everyone has equal rights and opportunities to benefit from the organization. Always keep in mind that the educational opportunities provided by schools in America involve a tremendous financial investment. The taxpayers of our community – share and share alike, shoulder the burden of this investment – regardless of whether they have families or children in school. As a citizen of the community, you have the responsibility to protect and preserve that investment.

A major component of this responsibility is to help protect the safety and welfare of all in attendance. Your conduct while attending school reflects your own character and background. Rules governing your actions in the hallways and classrooms are made in the interest of safety and the preservation of the dignity of the entire student body and staff. The level at which you display respect for your school, fellow students, faculty and staff will directly affect your level of satisfaction during the junior high school years.

It is also imperative to remember your duty to yourself and your parents. This educational opportunity comes to you only once. The junior high school experience can be one of the most rewarding of your lifetime. The degree to which you take advantage of this experience is up to you.

### **Statement of Non-Discrimination**

In compliance with Federal, State and Local rules, laws, regulations and policies, Lincoln Junior High School and its employees shall not discriminate on the basis of race, color, national origin, sex, disability, age or religion in any of the educational programs or activities that it operates. It is the intent of the Lincoln Junior High School faculty, staff, and administration to comply with both the letter and spirit of the law to insure that discrimination does not exist in the school policies, regulations, or operations. Specific complaints of alleged discrimination should be referred to:

Mrs. Christi Walter, Principal  
Lincoln Junior High School  
701 East North Street  
Lincoln, KS 67455  
(785) 524-4193

## **Bullying**

The Board of Education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on school property, in a school vehicle or at a school sponsored activity or event. The administration and the Board have approved a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event. The plan includes provisions for the training and education of staff members and students and includes appropriate community involvement as approved by the Board. If appropriate, students who violate the bullying policy shall be reported to local law enforcement.

Bullying is defined as any intentional written, verbal, physical, relational, or cyber act that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment placing a student or staff member in a reasonable fear of harm.

Bullying behaviors include, but are not limited to:

- Physically hurting
- Threatening to hurt someone
- Destruction of personal property
- Spreading rumors/personal defamation
- Hazing
- Rude hand gestures
- Inappropriate/suggestive sexual comments
- Racial slurs
- Taunting, name calling, belittling
- Posting humiliating/embarrassing photographs in the internet

The school district's discipline procedure will be followed for students who have been found to exhibit bullying behavior.

Any person who believes he/she has been subjected to bullying or who has witnessed a bullying act should discuss the alleged bullying act **immediately** with the building principal.

## **Electronic Equipment**

Lincoln USD 298 is providing students, staff and community members with access to the latest technology tools available. The goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. The district's technology educational purpose is to assist in preparing students for the 21<sup>st</sup> century.

Access to the network / internet is a privilege and must be treated as such by all users.

Acceptable Use policy is in force at all times, including extra-curricular activities and athletics.

Advances in technology related to electronics and communication devices have provided our society with many wonderful tools for communication, research and entertainment. However,

along with the availability of these devices comes an added responsibility. As with all other tools at our disposal, the appropriate use of these devices must be learned and observed. The use of cell phones, iPods, iPads, laptops and other forms of digital media should never interfere with or disrupt the business place or be used in a manner that is disrespectful of others.

Electronic equipment includes camera use. Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive or considered inappropriate, as determined by the school staff. Cameras shall not be used in the classroom without permission unless the photographs or videos taken are for an official or authorized school publication, broadcast or other school use.

Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No cameras shall be used in any restroom, dressing area, or locker room, during school or extra-curricular activities and athletic events. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and / or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures, video, or audio recordings.

This same basic concept applies in an educational setting. The possession or use of electronic devices shall not interfere with or disrupt the educational process, extra-curricular activities and athletic events.

After the first bell in the morning, students will need to put their technology device in their school locker. Personal technology devices may be used during each respective student’s lunchtime as determined by administration. Violators of this policy shall be subject to the following consequences:

- 1<sup>st</sup> Offense – Device will be confiscated for the remainder of the day and taken to the Principal’s office. Owner must ask for its return at the end of the day.
- 2<sup>nd</sup> Offense – Device will be confiscated and only returned at the end of the day and for one week the student must bring it to the office first thing in the morning. Failure to bring to the office will result in an ISS.
- 3<sup>rd</sup> and subsequent offenses – May result in detention, in-school suspension, out of school suspension or other consequences deemed appropriate by the administration.

The possession or use of USD 298 or personal technology devices shall not interfere with or disrupt the educational process throughout the individual teacher classroom rules. Students needs to realize access to technology is a privilege. Losing privileges will affect the completion

of assignments in ALL classes. In addition to losing technology privileges, some situations may also have consequences pertaining to the Lincoln Junior High School Discipline policy.

Acceptable Use policy is in force at all times for both USD 298 or personal devices, including extra-curricular activities and athletics. Violators of this policy shall be subject to the following consequences:

1<sup>st</sup> Offense – Removal of technology privileges for one week.

2<sup>nd</sup> Offense – Removal of technology privileges for one month.

3<sup>rd</sup> Offense – Permanent removal of all technology. No refund if using USD 298 technology.

All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on USD 298 Lincoln computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING(S), READING, COPYING OR CAPTURING AND DISCLOSURE. Report any unauthorized use to an administrator.

### **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Lincoln Junior High School ("School") receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of

their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lincoln Junior High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**

## Fees

Students must pay fees on enrollment day. These amounts are set annually in the office of the Superintendent of Schools with the approval of the School Board. These fees are subject to change due to adjustments made by the BOE during the course of the summer or school year. Additional fees will be charged for the following classes:

Textbook / Technology Fees \$50.00

Sports Fee (per sport) \$5.00

Art Fees \$10.00

(Additional fees will be charged based on projects during the semester/year)

**all** enrollment fees must be paid in full before any student can *take home* a school issued laptop

Band Fee

(Big instruments will be on a rotation schedule. All band students will be responsible to buy their own percussion accessories, reeds and / or oil. For instrument rental, see Mandi Crist. All students are encouraged to buy their own instruments, if possible.)

Yearbook \$40.00

Yearbook with Name \$45.00

## Fire Drills

A fire drill is signaled by a chirping siren and strobe lights on the fire alarm. Everyone will proceed through the proper designated fire exit and assemble well away from the building as directed by the classroom teacher. Exit the building in an orderly manner. Do not run or crowd, go quietly and take nothing with you. An intermittent class buzzer will signal the return to class. Fire exit maps are posted in each room of the building.

**Mobility impaired students:** an adult supervisor will be responsible for the evacuation of any student with mobility impairments. They will exit through the main lobby door and wait at the curb until the all clear signal is given.

## **Guidelines for Student Dress and Appearance**

All students are required to maintain a neat, clean and modest appearance at all times while attending school or school sponsored activities. Students shall not dress in a manner that is provocative, lewd, obscene, distracting, indecent, or disruptive to the educational environment.

The following guidelines will be applied when determining the appropriateness of dress in an educational environment:

1. No hats, caps, or any other form of headgear covering the head shall be worn in buildings.
2. Students shall maintain a “modest appearance” in their dress. Shirts and blouses shall cover the upper part of the body. Any garment showing significant cleavage, midriffs, or bare backs are prohibited. Fishnet shirts, tank tops, or clothing designed to be worn as an undergarment is not allowed.
3. Shorts, dresses, or skirts must extend to or below the student’s fingertips as walking a normal gait and shall be hemmed with no slits in the side. Under garments must not be visible. Any pants worn showing skin (slits, tears, or open holes) must cover the same area as shorts/skirts.
4. Clothing that advertises or promotes the use of alcoholic beverages, tobacco products, or other any other controlled substance is prohibited.
5. Clothing with logos, graphics, or slogans of a sexual, profane, or suggestive nature is not allowed.
6. As a matter of safety and good health, footwear (shoes, boots, sandals) is required at all times.
7. Any form of adornment that pose a potential safety hazard are prohibited.
8. Sunglasses may not be worn in the building. If brought into the building, they must be stored in the student’s locker until the end of the day.
9. Coaches and other activity sponsors may establish stricter guidelines for students while participating in extracurricular activities. They reserve the right to exclude students not adhering to those guidelines.

It must be noted that this is merely a list of basic guidelines for determining the appropriateness of dress. This list should not be considered all-inclusive. If there are doubts, or an article of clothing is questionable, do not wear it to school.

Students violating the dress code will be required to correct their appearance before continuing to attend classes. As a matter of procedure, violations of the dress code will not be considered a disciplinary matter unless violations become excessive or are willful in nature.

## **Lost and Found**

All articles found by students, custodians, or teachers shall be promptly turned into the office. Lost items should be reported to the office immediately. Please check in the office periodically if items have been lost.

## **Medication**

We ask that you administer any medications that your student may need before or after school. We understand that there may be times when your child needs medication during school hours. If this is the case, you will need to complete the appropriate forms (provided in the office) and follow the appropriate procedure regarding medication in schools. Students will not be allowed to carry or keep with them any medication, include over the counter medication while at school. Exceptions may be made for emergency medications (i.e. inhalers or epinephrine auto-injectors). If parents have given written permission, we may administer certain over the counter medications for minor aches and pains. All medication will be kept in a locked cabinet in the office and will be administered by trained staff.

**Health Room** – There is a health room at LHS that is supervised Monday, Wednesday and Friday afternoons by a registered nurse. If your child is not feeling well, they will be assessed in the health room and we will determine if your child is well enough to remain at school or if they should go home. It is important to make sure the office has current contact information on file in case we need to reach you during school hours for illness.

**Immunizations** – Each child entering LHS is required to be up to date on their immunizations. The requirements are set by the state and you can contact your local health department, physician, or school nurse for those requirements. Lincoln High School expects that these requirements will be met by the student's first day of class. We may exclude your student if immunization requirements have not been met.

**Health Screenings** – Students will have their hearing and vision screened in the fall. Please keep in mind that these are just screenings and should not replace regularly scheduled exams by a doctor. If your child does not pass their hearing or vision screening, you will receive a referral in the mail. You will need to take this referral to the appropriate doctor and have it completed and returned to the school.

## **Movies / Television in the Classroom**

Movie / television guidelines are as follows:

- To provide materials that will enrich and support the curriculum, taking into consideration that varied interests, abilities, and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- To provide material on opposing side of issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle about personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users.

Keeping these statements in mind, a class should not watch movies just to be watching them. There should be some sort of justifiable education value to the movie. There should be no objectionable material in the movie that will reflect negatively upon the school (profanity, nudity, other). The classroom teacher must screen the material before they show it to students.

## **Physical Displays of Affection**

It has been said that there is a time and a place for everything. The educational setting is neither the time nor the place for physical displays of affection. Public displays of affection are often a source of embarrassment, and are distracting and disruptive. In the interest of consistency, displays of affection will be subject to disciplinary action.

## **PowerSchool**

Lincoln Junior High School students and parents can access their grades via the Internet by using the PowerSchool program. You will be given your login and password at the beginning of the school year. Please do not lose this information. In addition, it is important that you keep this login and password confidential, as it is only as secure as you allow it to be. Please check this regularly for grades and announcements.

## **Reporting to Law Enforcement**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon; or
- In possession of a controlled substance or illegal drugs; or
- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others,

the principal or superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal or superintendent shall notify law enforcement of the suspension or expulsion within 10 days. The notice shall contain the student's name, address, date of birth, driver's license number if available, a description of the conduct resulting in the suspension or expulsion, and the date the suspension or expulsion was imposed.

## **Sexual Harassment**

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone or to do something sexual other than kissing;
- calling someone gay or lesbian;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

## **School Food Service Program**

**Cafeteria** - USD 298, in cooperation with the State of Kansas and the Federal Government, makes available Class "A" lunches on a daily basis. The dining area will be under adult supervision. Students utilizing the cafeteria are expected to maintain normal classroom behavior. Students can and will be denied cafeteria privileges in cases of extreme or persistent misbehavior or horseplay. **No pop or other carbonated beverages are to be brought into the cafeteria and no foods will be carried out.**

**Delinquent accounts** - Student accounts that have a zero or negative balance will be considered delinquent. The parents or guardians of these students will be notified when balances are down to seven days of meals remaining in their lunch accounts. Students with a zero or negative balance in their meal account will not be allowed to participate in the meal program. Students losing the privilege of participating in the meal program will have the option to eat a peanut butter and jelly sandwich or they can bring their lunch and/or breakfast to school and eat in the cafeteria. Families eligible for free or reduced price meals must complete the required application form and be approved. Eligibility for free or reduced price meals is dependent upon having a current approved application on file. (Eligibility for free or reduced price meals does not cover extra milk fees or ala carte items.)

**School Breakfast program** – Lincoln Junior High School also provides a formal breakfast program. Breakfast will be served beginning at 7:30 a.m. and ending at 8:00 a.m. The doors will close at 8:00 a.m. and breakfast will no longer be served. Those students wishing to eat breakfast that do not ride the bus are expected to do so before school begins. Eating breakfast will not be a valid excuse for tardiness to class. If students riding the bus are late, they will be allowed a reasonable amount of time to eat breakfast before reporting to class. These students will be under the immediate supervision of a staff member while eating.

**Closed lunch period** – Lincoln Junior High School follows a structured closed lunch period in which students are allowed approximately 30 minutes to eat and relax during a mid-day break. Students are expected to conduct themselves in a manner consistent with an educational setting. In addition, the following guidelines will be observed:

1. Students will remain in the cafeteria.
2. Students are not allowed to go to the parking lot.
3. No visitors will be allowed in the building or school grounds without prior arrangements being made through the office.
4. Students bringing their own lunch shall eat in the cafeteria.

## **Student Accident Insurance**

Student Assurance Services, Inc. which provides student accident insurance, can be purchased by parents / guardians at enrollment at the beginning of the school year.

## **Student / Athletic Lockers**

Each student will be assigned a student locker at the beginning of the school year. Please do not exchange lockers or move to another one. **Do not leave money or personal valuables in your student and / or athletic locker unless you provide your own personal lock or check out a lock from Lincoln High School for security. If you do otherwise, the school will not assume any responsibility for any articles lost or stolen from your student and / or athletic locker.**

Although student and / or athletic lockers are considered private, inspections can be done with the consent and supervision of the administration.

## **The School Day and Office Hours**

The formal school day for students begins at 8:05 AM with a bell and closes at 3:35 PM. Upon entering the building, students are to remain in the commons until the 8:00 AM warning bell rings. At the end of the day, students are to vacate the building by 3:45 PM unless under the direct supervision of a faculty member.

The junior high school office hours are 7:30 AM to 4:00 PM. The normal teacher work day begins at 7:45 AM and ends at 3:45 PM. Counselor's office hours will be posted. Parents or students wishing to contact the office or confer with teachers should make arrangements to do so during the times indicated if at all possible. The high school has voice mail capabilities, so messages may be left at any time.

The main office and the counselor's office are places of business and every effort will be made to maintain the proper dignity and decorum of a formal work place. Students are expected to conduct routine business before or after school rather than during the school day.

## **Tornado / Civil Defense Drills**

As per civil defense regulations, tornado drills will be conducted several times during the school year. The signal for a tornado drill will be an announcement over the intercom system. Areas for cover have been designated for each section of the building. Tornado drill maps are posted in each room of the building. When the tornado announcement occurs, proceed to the designated area in an orderly manner. A class buzzer will be used to signal all clear.

**Mobility impaired students:** an adult supervisor will be responsible for the escorting of any student with mobility impairments to their respective tornado shelter.

## **Use of Computers and the Internet**

There is no doubt that computers are, and will continue to be an ever-increasing part of our society. USD 298 provides computers and Internet access in recognition of the educational value available in these tools. However, it is important to understand the availability of these tools is a privilege, not a right. As stated earlier, “with every privilege comes responsibility.” Every student and staff member has the responsibility to help maintain the integrity of the equipment available.

The individual computers, the network and Internet access at Lincoln Junior High School shall be used for educational purposes only. Any abuse, infringement on copyrights, license agreements, or inappropriate use of equipment may result in forfeiture of privileges.

Signatures on the “Lincoln Schools Technology and Internet Acceptable Use Policy” are binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the computer and Internet policies established by the USD 298 Board of Education. This agreement must be signed by the student and a parent / guardian, and be on file in the high office before Internet access is allowed.

## **Use of the Telephone**

The office telephone is for emergency use only.

## **Vending Machines**

In accordance with the district’s Wellness Policy, beverages or other items of no nutritional value may not be dispensed or sold at the high school prior to 3:00 PM. The vending machines are programmed to allow the purchase of nutritional beverages during the school day. Drinks and snacks of no nutritional value will not be allowed in classrooms. No outside drinks, with exception of water, will be allowed in the classroom.

## ***Section 2 – Academic Considerations***

### **Class Changes**

A student may drop or add a subject during the first week of each semester. Any schedule change must be initiated through the counselor and must have the recommendation and approval of all involved instructors, the parents, and the principal. A *Class Schedule Request* form is required for all class changes. Schedule changes requested after the week time limit will only be made in case of undue hardship and if the counselor believes the student has been improperly placed.

### **Grade Reporting**

Student grades will be reported approximately every nine weeks (9) weeks. Zeros entered in the grade which continue to accumulate, a conference with parent/guardian, student, principal, and counselor may be called to attend to the problem.

### **Grading System**

<u>Grade Points</u>	<u>Grading Scale</u>
A = 4	A+ = 97-100
	A = 93-96.9
	A- = 90-92.9
B = 3	B+ = 87-89.9
	B = 83-86.9
	B- = 80-82.9
C = 2	C+ = 77-79.9
	C = 73-76.9
	C- = 70-72.9
D = 1	D+ = 67-69.9
	D = 63-66.9
	D- = 60-62.9
F = 0	F = 59.9 & Below

## **Honor Roll**

Honor Rolls are computed based on the following criteria:

- 'A' Honor Roll ..... 4.00 GPA
- 'A-B' Honor Roll ..... All A's and B's (No C's, D's or F's)

Honor rolls will be computed at the end of each grading period. Students not wishing to have their name published on the honor rolls must notify the principal and counselor.

## **Incompletes**

An incomplete nine weeks or semester grade may be carried for a maximum of one week (five school days). If course work is not completed within this time, a failing grade will be recorded. In case of extenuating circumstances with the principal's approval, arrangements may be made with teachers to extend the amount of time for completing course work.

## **Finals Exemption**

All students who attend LJSHS will take finals in all LJSHS classes (finals required from college courses will be taken as prescribed by college professor) the last two days of each semester unless the student is exempt. To be exempt from finals, the student must fulfill the following requirements:

1. The student can have missed 5 days or (40 class periods or less) in each semester. School activities will not be counted as an absence.
2. The student will not have any unexcused absences within the semester.
3. The student must have earned A and B's determined one week prior to the first day of finals in each semester.
4. The student will not have any OSS/ISS at any point in the semester.
5. The student must not have more than 2 tardies within the semester.
6. The student must participate in 5 hours of community service (an activity which one has volunteered without pay) per semester either as part of a school activity or outside of school. Signed verification must be obtained and tabulated by each advisory teacher one week prior to the first day of finals.

If the student has qualified to be exempt from finals, a signed parent permission slip must be turned into the office a minimum of 2 days prior to the first day of finals. Any student may decide to take finals in any class to improve grade with parent consent.

## **Late Work Policy**

Late work for junior high students will be at the discretion of the classroom teacher. Each classroom teacher's late work policy will be posted in the classroom and a copy filed in the office.

## **Library**

The library is available to all students and faculty members and contains an assortment of fiction and reference books.

## **Cheating / Plagiarism / Academic Dishonesty**

Students caught cheating or plagiarizing on school work will receive, at a minimum, a zero for that particular assignment. "Plagiarism" means submitting work as your own that is someone else's. For example, copying material from a book, the Internet, or another source without acknowledging that the words or ideas are someone else's and not your own is plagiarism. If you copy an author's words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else's ideas, even if you paraphrase the wording, appropriate credit should be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write.

- Submission of work (homework, exams, projects) that are not your own.
- Submission of the same work for credit in more than one class without prior approval of the instructors involved.

Incidents involving this type of behavior will generally be handled in the classroom by the classroom teacher in terms of discipline. In extreme cases, the administration will decide if further disciplinary action is necessary. This determination will be based primarily upon the severity of the incident and / or the number of offenses of this type on the part of the student.

## ***Section 3 – Attendance***

*"80% of success in life is just showing up." – Woody Allen*

### **Attendance Philosophy**

Numerous studies have established the existence of a direct relationship between attendance and the degree of success one experiences. Regular attendance at school helps to maximize the students' opportunities for learning while contributing to the development of sound work habits that will carry over into life beyond high school. Although it is generally possible to make-up missed assignments, it is impossible to "make-up" the missed interactions and hands-

on activities that take place in the classroom. No amount of reading or completion of written work can replace these missed learning opportunities.

### **Attendance Individual Responsibilities**

The Kansas State Department of Education now utilizes an online data collection system that requires schools to maintain accurate and up-to-date attendance records for all students enrolled. School officials, parents, and students each have certain responsibilities to help ensure that regular attendance and accurate documentation of absences are maintained.

#### *School Administration:*

1. Establish the necessity of a student absence and make a determination as to whether the absence is excused or unexcused.
2. Communicate with parents or legal guardians when attendance becomes a concern as outlined in the attendance policy.
3. Establish appropriate consequences for excessive absenteeism. (Consequences may include, but are not limited to detention before or after school.)
4. Make truancy reports to the appropriate authorities as prescribed by current state statutes.
5. Make an annual review of the attendance policy and make recommendations to the Board of Education as revisions become necessary.

#### *School Faculty and Staff:*

1. Maintain accurate attendance records for all students during each period of the school day.
2. Notify the office if the attendance status of a student is in question.

#### *Parents/Guardians:*

1. Provide school officials with accurate and up-to-date contact information for themselves and emergency contacts.
2. Provide school officials with names of individuals authorized to excuse their children in the event the parents/legal guardians are unavailable.
3. Contact the school by phone, fax or in person when their child will be absent from school. **Contact by 9:00 AM the day of an absence is required.** If contact is not made by 9:00 AM, school administration will contact parent / guardian of their student's absence.

4. Provide written documentation within 24 hours of the student's return to school outlining the reason and date(s) of the absence. The note must be specific. (A note merely saying "please excuse ..." is not sufficient.)
5. Notify the school in writing at least one day in advance for upcoming absences for such things as medical appointments, funerals, and other types of obligations that cannot be fulfilled outside of the school day.
6. Help insure that your child goes to school prepared for the entire day. Student phone calls requesting permission to leave school because of forgotten items are highly discouraged.

*Students:*

1. Report to the office immediately upon returning from an absence.
2. Present the written documentation pertaining to the absence provided by the parent/guardian.
3. Submit advanced absence requests to the office at least one day prior to an upcoming absence.

## **Attendance**

It is the goal of the Board of Education and the administration to develop and implement a policy that encourages regular attendance by all students. In keeping with its philosophy, the USD 298 Board of Education has adopted the following attendance policy for Lincoln Junior High School students.

*Definitions:*

1. Excused absence – the student absence was for acceptable and legitimate reasons and a parent/guardian provided required contact and documentation relating the reason for the absence. If a student misses more than 20 minutes of class, he/she is considered absent for that class period. Students are allowed to make up missed assignments for credit.
2. Unexcused absence – the student absence was not for a legitimate reason or there was no contact or documentation from a parent/guardian. Students will have the opportunity to receive credit for missed assignments and truancy statutes will apply.
3. Emergency or unforeseeable absence – an absence due to circumstances that are beyond the student or parent/guardian's control. A parent/guardian must contact the school and provide required documentation before the absence can be excused.

4. Advance absence – an absence for purposes that are known in advance, such as medical or legal appointments. A written request for an advanced absence shall be made at least one day prior to the absence.
5. School activity – all authorized school sponsored activities.

As a general rule, the following circumstances are considered to be legitimate reasons for being absent from school. The building principal is responsible for the final determination.

*Emergency or unforeseeable absences:*

1. Illness or medical condition that prohibits attendance.
  - a. A doctor's note will be required for each excused absence that occurs after the student has accrued 7 excused absences in a semester or 14 in a year. However, students are encouraged to bring back medical verification from all medical appointments.
2. Doctor/Counseling appointments - when verified by a doctor's note. A parent/guardian must call in before a student will be excused to leave. In the event a parent/guardian has not called or cannot be reached, a doctor's note will be required upon return from the appointment or otherwise the absence will be counted as unexcused.
3. Serious illness or death of an immediate family member.
4. Other unforeseeable events with principal approval on a case-by-case basis.

*Advanced absences:*

1. Medical/dental/optometric or legal appointments that cannot be scheduled outside of the school day.
2. Attendance of approved school related activities.
3. Other circumstances with principal approval on a case-by-case basis.

## **Sickness Policy**

USD 298 Lincoln sickness protocol is to keep all students and staff healthy. In order to achieve this goal, USD 298 Lincoln is following local medical advice as follows:

- If student stays home/goes home sick, the student needs to stay home for 24-hours symptom free/temperature free without medicine.
- If student returns to school within that 24-hour period, then student's parents/guardians will be called to pick up student.
- If parent/guardian is not available, student will be watched by a staff member in a separate classroom (student will be given classroom assignments).

For further questions, please contact the school nurse.

## **Attendance Policy**

In order to encourage regular attendance and discourage excessive absenteeism, the following guidelines will be observed related to all absences:

1. In the event of an emergency or unforeseeable absence, a parent/guardian shall contact the school by 9:00 AM on the day of the absence and provide the reason for the absence and the anticipated amount of time the student will be gone. A parent/guardian shall also provide the school with a written note within 24 hours of the student's return to school. The note shall contain (a) the reason for the absence, (b) the date(s) of the absence and (c) a parent/guardian signature. If a parent/guardian is unavailable, the emergency contact person shall contact the school and/or provide written documentation.
2. For an advanced absence, a parent/guardian shall make a written request at least one day prior to the student's anticipated absence. The request will consist of (a) the reason for the absence, (b) the anticipated time the student will be gone from school, and (c) a parent/guardian signature.
3. Each student will be allotted a maximum of seven (7) days of excused absences per semester. Students absent for two to four class periods will be counted as absent  $\frac{1}{2}$  day. Students missing five or more class periods will be counted as absent for a full day.
4. Excessive Absenteeism: When a student reaches 5 absences in a semester or 11 in a year (counting all absences not including school activities, approved college visits, or verification of medical care), a letter will be mailed to the home and a parent/guardian or student contact will be made to create a plan to improve attendance. The letter will explain the absences and a list of the reasons given.
  - a. On the 7th absence in a semester or 14th in a year, the student will be placed on probation. The probation form will state that future absences will be counted as unexcused unless the student is excused by:
    - i. Doctor's/legal note
    - ii. The school nurse
    - iii. An administrator
  - b. At this time, a meeting will be scheduled with the student, parent/guardian, and school personnel to discuss the plan of improvement. If, after the meeting, the student has two (2) additional unexcused absences, a referral will be made to the County Attorney for truancy investigation.
5. The parent/guardian of a student with more than seven (7) days of absences in a semester may file an appeal with the USD 298 Board of Education. If an appeal is filed,
  - a. an attendance hearing will be held during the next regularly scheduled Board of Education meeting or during a special meeting if circumstances warrant. Those

attending the hearing shall be the members of the USD 298 Board of Education, the Building Principal, the parent/guardian making the appeal, and the student. The hearing will take place in executive session in order to protect the privacy rights of those involved.

6. Aside truancy reporting, students with accumulating unexcused absences may be subject to the following sanctions; (a) detentions before or after school, (b) exclusion from attending or participating in extra-curricular activities, and/or (c) in-school suspension.
7. In the case of extreme circumstances involving extended absences, the building principal retains the right to deem absences as excused without an appeal to the Board of Education. In such instances, the parent/guardian shall request a conference with the building principal and counselor to develop a plan to minimize the negative academic impact of the extended absence.

### **Make-up Work**

As a general rule, students who must miss class time due to participation in authorized school activities do not require extra time to complete assignments given during their absence. These students should be aware of when they will be gone and are responsible for making inquiries in **advance** of their absence.

Work missed due to other excused absences may be made up. The student is responsible for making inquiries regarding make-up work and its completion in a reasonable amount of time. A reasonable amount of time for the completion of makeup work is interpreted as the number of days missed plus one.

Work missed due to an **unexcused absence** may be made-up according to the following guidelines:

- Any daily work (homework assignment, participation, etc.) will be **due on the day the student returns to school**. Daily work not turned in the day the student returns will be entered as a zero. Any daily work due the day of the un-excused absence will follow the classroom teacher's late work policy.
- Tests, quizzes, projects, labs (any long term projects) can be made-up based on an agreement with the teacher and the student. The test, quiz, or project turned in will be graded and reduced 20%.

### **Tardiness**

Lincoln Junior High School students are expected to be on time for class. Students being on time to class means being in the classroom when the tardy bell rings. The student will be considered tardy if he/she arrives within 20 minutes of the tardy bell. Students detained by a

teacher shall obtain a pass from that teacher to be admitted into their next class. No tardy will be excused without proper documentation.

### **Consequences for Tardiness**

Students tardy to a given class over the course of a **semester** will be assigned the following consequences. The building principal reserves the right to impose other consequences as circumstances warrant.

1. First occurrence – verbal warning
2. Second occurrence – 30 minute detention
3. Third occurrence – formal conference with student and letter sent home. Additional 30 minute detention
4. Fourth occurrence – parent contact will be made and a plan of improvement will be created to assist student to be on time. Additional one hour detention after school
5. Subsequent occurrences – the student is considered no longer in good standing and will not be able to attend extra-curricular activities for the remainder of the semester

### **Leaving School Grounds**

Once a student arrives at school, he/she may not leave the school grounds without reporting to the office and obtaining authorization. Permission can only be granted with a written or oral request from a parent (or an individual authorized by the parents to excuse their child from school) asking that the student be allowed to leave school and for what purpose. The principal reserves the right to determine the necessity of the student leaving the school grounds. If permission to leave is granted, the student must sign out before leaving the building and sign back in upon returning. Students wishing to go home due to illness must go to the office and a staff member will contact a parent or guardian to obtain permission to leave for the remainder of the day.

Because USD 298 is legally responsible for its students while in attendance, failure to follow proper checkout procedures will result in an unexcused absence, regardless of the reason. Likewise, students properly checked out of school may only pursue the business for which they were granted permission to leave. Making additional stops or running personal errands is not allowed.

### **Leaving School Early To Watch School Events**

In order for a student to be excused for a school event that they are not a participant or that the school is not providing an activity bus for the student, they must meet the following criteria.

1. The student must be passing all classes.
2. The parent or guardian must write a note or call in by noon the day before the event.

3. The student will not be allowed to hand in their work late. They will need to get the work from their teachers prior to the event and hand it in when due or before the due date.
4. Students are strongly encouraged to participate in all activities at Lincoln Junior High School. It is much more beneficial for students to participate in the activity.

### **Extreme Weather Conditions**

USD 298 uses the Apptegy Notification system to provide timely communication to parents and staff members. This system is used not only for school closings, but also other announcements and messages.

In case of extreme or severe weather conditions, information relative to school cancellation will be broadcast via radio and television. The following stations will make weather announcements concerning school –

KSAL – 1150 AM, Salina, KS	KVSV – 1190 AM & 105.5 FM, Beloit, KS
KSKG – 99.9 FM, Salina, KS	Classic Hits – 104.9 FM, Salina, KS
KINA – 910 AM, Salina, KS	KY 93.7 FM, Salina, KS
KAKE Channel 10 TV, Wichita, KS	KSN Channel 3 TV, Wichita, KS
KWCH Channel 12 TV, Wichita, KS	

Please listen to one of these stations for information relating to school closures. Notice will also be posted on the USD 298 Lincoln School website, Facebook and Twitter pages.

Buses are subject to possible early departure from school in cases of inclement weather. There also exists the possibility that bus routes may not run when school is in session.

## ***Section 4 – Co-Curricular Activities***

### **Exclusion from Activities**

The superintendent and/or principal have the authority to declare students as ineligible to attend or participate in any co-curricular activity or athletic event. Students must meet the standards and expectations of the administration and USD 298 Board of Education in the areas of conduct, attitude and scholastic achievement as a prerequisite for participation in activities.

## ***Section 5 – KSHSAA Sponsored Activities***

### **Activities Philosophy**

The purpose of high school athletic and activity programs is to supplement the education of the young people involved so they have a greater opportunity to become productive citizens in society. Research has shown that organized activities can be very beneficial to the participants. Students that take advantage of activity programs with an educational focus often perform better academically and experience more success later in life.

### **Code of Conduct**

In order to ensure consistency throughout all activities programs, coaches and activity sponsors have developed a set of general guidelines that will apply to their respective extracurricular programs during the upcoming year. These guidelines have established minimum standards for conduct and outline the consequences in the event student conduct becomes detrimental to themselves or the activities program.

As a condition of eligibility for participation in extra-curricular activities, students and their parent/guardian must sign a code of conduct policy as given by each coach for each activity. Copies of these specific rules will be filed with the Athletic Director and building principal prior to the beginning of the activity season. The coach or sponsor will communicate specific rules to participants at the beginning of their activity season.

### **Eligibility**

In order to be considered eligible to participate in extracurricular activities / athletics, the student must meet all requirements established by the Kansas State High School Activities Association and the local Board of Education and be a student in good standing at Lincoln Junior High School. The administration reserves the right to declare a student ineligible if academic performance or personal conduct is deemed unacceptable. **Students under penalty of suspension are not in good standing and are not eligible to participate in extracurricular activities or attend school-sponsored events.**

To meet KSHSAA requirements for academic eligibility, the student must have passed a minimum of five subjects of unit weight the previous semester and be enrolled in five new subjects of unit weight during the current semester. Teachers will update grades on a weekly basis for eligibility purposes.

## **League Affiliation**

Lincoln Junior High School is a member of the Pike Trail League. The purpose of this league is to provide greater opportunities for student participation in extracurricular activities and to coordinate those activities so as to benefit all member schools. The Pike Trail League membership includes Lakeside-Downs, Lincoln, Mankato-Rock Hills, Osborne, Pike Valley, Southern Cloud, Thunder Ridge, St. John's Beloit, and Tipton.

## **Sportsmanship**

Sportsmanship is a general way of thinking and behaving. A school cannot produce true champions unless its students, staff, and fans display their enthusiasm and excitement in a positive manner. Good sportsmanship is contagious and is a top priority at Lincoln High School. The following sportsmanship guidelines are listed as a means of clarification regarding desirable behavior:

1. Be courteous to all participants at all times. This includes all student participants, coaches, officials, staff and fans.
2. Abide by and respect the official's decisions. Keep in mind that your personal interest and perspective might influence your vision.
3. Make an effort to understand the rules governing the activity.
4. Win with character and lose with dignity.
5. Display appreciation for good performance regardless of the school.
6. Exercise self-control. Reflect positively on yourself, your team, your school and your community.

## **Participation Requirements**

On the day of activity, students must be in school at a minimum of three (3) hours before dismissal of activity. Pre-arranged advanced absences are allowed on day of activity as long as a parent/guardian has provided written documentation prior to the absence.

## **Weekly Eligibility Policy**

Unified School District 298 and Lincoln Junior High School have established a weekly eligibility policy that shall pertain to all students and effects participation in all extracurricular activities and school sponsored events:

- Teachers are required to update grades each week for eligibility purposes.
- Grades will be checked weekly after the second full week of each quarter. Grade checks will be performed using PowerSchool at 9:00 AM each Wednesday morning or the following day if school is not in session. Note: Instructors must update grades by 8:15 AM each Monday morning.

- Students not passing any class after a weekly grade check will be ineligible to participate in any extra-curricular activities for a period of one week.
- Students deemed ineligible will be allowed to participate in the **FIRST** competition of each activity. If student continues to be ineligible after first competition, participation will not be allowed until student is passing all classes.
- Eligibility or ineligibility shall begin on the Monday following the weekly grade check (Wednesday) and run through the following Sunday.
- Students who are deemed ineligible under this policy will be allowed to continue to practice, but will not be allowed to miss school to travel with the team or activity.
- All “D” and “F” grades will be reported to the office. These grades will be cumulative for the current grading period.
- Any student that does not meet eligibility requirements will be personally notified by the his/her respective advisory teacher.

### **Activity and Athletic Transportation**

Students are expected to ride to and from school activities in transportation provided by the school district. If parents/guardians choose to transport their student home from the school activity, the parent/guardian must personally sign the coach’s release/sign off sheet for the return bus ride home. Under certain circumstances parents may request their student ride home with another set of parents/guardians, if they make arrangements in writing through the high school office in advance. Students will not be allowed to drive themselves to or from events.

## ***Section 6 – Student Conduct and Discipline***

### **Philosophy**

School authorities have an obligation to provide a safe and orderly environment that is conducive to the educational process. The environment must afford the best possible opportunity for all students to learn and for teachers to teach. In order to fulfill this obligation, there must be a means to ensure that the conduct of an individual in no way impinges on the rights of others. **All students have the right to learn and all teachers have the right to teach.** Any actions that interfere with these rights are unacceptable.

It naturally follows that discipline (whether it is self-discipline or discipline imposed by another) is a key component in the development of desirable conduct. The vast majority of today’s students possess the self-discipline to display appropriate behavior. In many cases, unacceptable behavior is a result of poor self-discipline. It is the duty of the school faculty and administration to take action when conduct infringes on the rights of others. Imposed discipline serves a dual purpose: to correct inappropriate behavior, and teach self-discipline.

While it is important for school authorities to impose sanctions in an attempt to prevent reoccurrence of the behavior, it is important to teach students that there are consequences related to every decision they make. Good decisions lead to desirable consequences, poor decisions lead to negative consequences.

## **Student Code of Conduct**

While it is impossible to formulate a list or set of rules that can address every situation, certain guidelines are established which will serve as a base regarding expected behavior and disciplinary actions that may result when expectations are not met. In general, the student code of conduct is designed to protect the rights of all students, faculty, and staff and to maintain the best possible learning environment.

As a broad rule, any behavior that is disrespectful to a staff member, another student, your school or your community is unacceptable. The proceeding is a list of behaviors that are deemed inappropriate and will most likely result in some form of imposed disciplinary action. This list is not all-inclusive and merely serves as a guide for the establishment of expectations.

- Disruptive or unruly behavior that interferes with school.
- Obscenity / profanity / lewd behavior.
- Willful or excessive disregard for dress code.
- Disrespectful behavior (verbal or non-verbal).
- Willful disobedience – failure to comply with the reasonable request of a staff member.
- Open defiance.
- Inappropriate physical displays of affection.
- Possession, use or sale of controlled substances on school grounds or at any school sponsored function. (Alcoholic beverages, tobacco products, nicotine devices, narcotics or other forms of illicit drugs).
- Fighting / threats (verbal or non-verbal) / harassment of any form.
- Truancy / unexcused absences / skipping / leaving school grounds without permission.
- Vandalism / stealing / destruction of another's property.
- Inappropriate use of computers.
- Breaking classroom specific rules.
- Excessive tardiness.
- Theft.
- Conduct that results in a conviction under Chapter 21 of the Kansas Statutes or any Federal criminal statute.
- Possession of firearms / explosive device / other weapons.

These expectations for student behavior not only exist during the school day, but also at all times while on school grounds, on school transportation, or in attendance at a school sponsored function.

### **Definition of Terms**

- **Conference** – one or more school officials (teacher, principal, and counselor) will have a conference with the student in an attempt to correct behavior with no further consequences. The student will be required to identify how they can correct the problem and agree to do so to avoid further disciplinary action. Parents may be informed either by phone call or letter.
- **After-school detention** – time spent before or after school. Detentions will generally be assigned in blocks of 30 minutes. As a general rule, detention time must be served on or before a week after it has been assigned. The student is responsible for arranging transportation, etc.
- **In-school suspension** – the student attends school, but is placed in an environment that is isolated from the remainder of the student body.
- **Out-of-school suspension** – the student is totally excluded for all school functions for the duration of the suspension. They may not be on school grounds nor participate or attend any school-sponsored activities.
- **Long term suspension or expulsion** – the student is subject to an out of school suspension, ranging in length from 11 days to a maximum of 186 school days. The student and parent / guardian are given written notification regarding long term suspension or expulsion proceedings and their legal rights under due process.

### **Disciplinary Procedures**

In the interest of developing fairness and consistency, a basic set of standard operating procedures will be in place related to the handling of disciplinary referrals. In the majority of cases, these procedures will be followed. The actions described are considered to be minimum consequences. However, it must be noted that circumstances may warrant action other than is described in this handbook.

- First office referral – conference with copy of violation and parent notification
- Second office referral – 30 minute detention with copy of violation and parent notification
- Third office referral – formal conference, one (1) hour detention with copy of violation and parent notification
- Fourth and fifth office referrals – suspension (in school or out of school) with copy of violation and parent notification
- More than five office referrals – the student will be considered incorrigible and subject to more serious consequences with copy of violation and parent notification. (May

include long-term suspension.) **Students suspended out of school for the same offense more than two times are subject to possible long-term suspension procedures.**

### **Rules for In-School Suspension**

The following guidelines will be observed:

1. The student must serve at least five successive periods in the suspension area.
2. If the student has a question or need, he / she shall contact supervising personnel.
3. No talking or distracting noises are allowed. No music or computer use will be allowed.
4. No leaning back, moving about or getting up from the desk.
5. No chewing gum, pop, candy or other foods except during their assigned lunch period.
6. There will be no locker privileges except prior to entering the suspension area.
7. The student may not sleep.
8. Failure to comply with these guidelines will result in an expanded suspension or parent conference followed by an additional five successive periods in the suspension area.
9. All assigned work must be completed and turned in to the principal before the student can return to his/her regular schedule.
10. Lunch will be eaten in the In-School suspension room.

### **Staff Authority**

It is the duty of all staff members at Lincoln Junior High School to maintain a positive, safe, and effective learning environment. This responsibility extends to classrooms, halls, grounds, and at all functions of the school. A student refusing to comply (by word or action) with a reasonable request of any staff member will be subject to immediate disciplinary consequences that are appropriate for the poor choice that was made.

### **Fighting**

Any physical contact between two or more students with the purpose of inflicting harm will result in a minimum of three days out-of-school suspension.

### **Theft**

Theft is defined as taking or removing of personal property with intent to deprive the rightful owner of it. Any theft of personal property on school property, during school day, or at any school sponsored event will result in the following discipline procedure:

- First offense – conference with principal, student, parent/guardian and one hour detention
- Second offense – two (2) days ISS
- Third offense – three (3) days OSS
- Any further offenses may be subject to possible long-term suspension procedures.

## **Breathalyzers**

Every student attending school or school-related events or activities (whether within or outside of the School District), who is determined by administration to be under the influence of alcohol, shall be suspended from attending school and school-related events or activities, in accordance with the School District’s alcohol and drug policy.

## **Consequences for Violation of the Drug and Narcotics Policy**

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

1. First Offense – A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension.
  - b. Suspension from all student activities including all extra-curricular practices for a period of not less than one month.
2. Second Offense - A second time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension.
  - b. Suspension from all student activities including all extra-curricular practices for a period of not less than one semester or four months.
  - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the board clerk. If at any time the student fails to make satisfactory progress in the program, the suspension will be re-imposed.
3. Third and Subsequent Offenses – A student who violates the terms of the policy for the third time and any subsequent violations shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year.
  - b. Suspension from participation in and attendance at all school activities for the year.
  - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a

drug and alcohol education and rehabilitation program through an acceptable agency.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take disciplinary action against the student and his / her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of the students. Parents of all students will be notified that compliance with this policy is mandatory.

### **Drug and Narcotics Policy**

The consumption and/or possession of any alcoholic beverage or drugs by students are prohibited in any attendance center, on school grounds, or at any school-sponsored activity.

Any student consuming alcoholic beverages or drugs before entering school grounds or attendance center, at any school sponsored activity off school grounds, or traveling to and from any school sponsored activity shall be refused entrance and may be suspended or expelled in accordance with the provisions of Board Policy.

District personnel may refer students to any medical treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such referral will be given to district personnel unless such referrals were made in bad faith or with malicious purpose.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of the reviews is conducted.

## **Use of Trained Dogs for Search**

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

## **Substance Abuse Curriculum**

All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of alcohol is wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

## **Weapons**

STATE OF KANSAS WEAPONS AND DANGEROUS INSTRUMENTS: AS AMENDED BY THE 1999 LEGISLATURE K.S.A. 72-89a01. "The term 'weapon' means any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce; mine or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement, any electronic device designed to discharge immobilizing levels of electricity, commonly known as a 'stun gun'."

Consequence: A student found to have personal possession of a "weapon" as described above while at school, on school property, or at a school supervised activity will be subject to the following:

1. Parents and law enforcement shall be notified.
2. If student is a juvenile, they will be referred to Department for Children and Family (DCF) or juvenile justice authorities, or other outside agencies.
3. The student shall be suspended from school pending an expulsion hearing with the Board of Education. Expulsion is for not less than one year under federal law.

### **Weapons and Dangerous Instruments Other Than Those Stated Above**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or destructive device, including ammunition and spent ammunition, which could cause bodily injury or illness on the school grounds, during, before, or after school hours; on the school grounds at any other time when the school is being used by school personnel or event. This applies to any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other device similar to any of these devices. This includes all types of fireworks, matches, lighters, any knife or other object of no reasonable use to the student at school.

This rule does not apply to normal school supplies like pencils or compasses, unless used as a weapon.

### **Toy Replica Weapons**

Consequence: This will be decided at the discretion of the principal. The reason for bringing the object to school should be considered as well as how real the replica looks when compared to the real thing.

WEAPONS UNINTENTIONALLY BROUGHT ON SCHOOL PROPERTY WILL BE IMMEDIATELY REPORTED TO THE PRINCIPAL. Proper law enforcement and medical authorities will be notified for any follow-up actions, which are deemed necessary. Ammunition or spent ammunition will be considered under this policy. Weapons or ammunition stored in a vehicle on school grounds will be considered a violation of the policy.

Violation of this policy may result in suspension from one to 186 days as determined by the administration when considering the circumstances of each situation, on a case-by-case basis under the provisions of Board Policy section JDC (Probation).

## **Kansas School Safety Hotline**

Call (877) 626-8203 (toll free) to report any information that might threaten the safety of school or students. The hotline is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol.

## **Suspension and Expulsion Procedures**

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal or principal designee.

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

### *Rules Which Apply in all Cases When a Student May be Suspended or Expelled*

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

## **REASONS FOR SUSPENSION OR EXPULSION**

Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

## **SHORT-TERM SUSPENSION PROCEDURES**

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

## **LONG-TERM SUSPENSION OR EXPULSION PROCEDURES**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

## **STUDENT RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING**

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

## **APPEAL TO THE BOARD**

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.

The board shall render a final decision within five (5) calendar days after the conclusion of the appeal hearing.

## ***Section 7 - Bus Regulations***

### **Route Bus Regulations (DS Bus Policy)**

#### Walk Zone Designation

1. Students residing in the city limits of Lincoln, this includes all ages.
2. Maximum walking distance is 1.5 miles, as the crow flies. Those students over the 1.5 miles are eligible for transportation.
3. Hazardous or unsafe walking areas, which students must walk through will be evaluated on an individual basis.

#### Stop Designation

1. All bus stops will be approved by the Board of Education.
2. Each student shall have a designated pick-up and drop-off stop. These can be different stops.
3. Students will not be allowed to have multiple stops.
4. In case of an emergency, students may be pick-up or dropped off at another stop with written authorization from the parent.
5. Stops will be established at the end of student's driveway. Those stops that may be deemed a safety hazard will be evaluated and re-established at the student's home. School district or DS Bus Lines will not be responsible for any damage done to the student's driveway. It is the home owner's responsibility to make sure the driveway is maintained so that the bus can have easy and safe access.

6. When road conditions on the private drive are not passable, the bus will stop at the intersection of the private drive and public roadway. Prior notification will be provided when possible.

#### Child Care

1. Parental requests to pick up or deliver students at child care providers will only be approved if the request does not alter the original bus route and will not increase the bus load to overcapacity. All requests must be approved by DS Bus Lines.

#### Group Stops

1. Group stops will be designated in the communities of Barnard, Beverly and Westfall.

#### Young Students

1. Students in Pre-K through 2nd grade must have a parent or guardian to take them off the bus.
2. Any authorized guardian must be a minimum of 15 years old to take a child off the bus.
3. Any child without a parent or guardian at their designated stop will be returned to the school.

#### Turnaround Policy

1. Students residing at a “turnaround stop” (a stop at which the bus deviates from the route to pick up the student then “turn around” to complete the route) are required to notify the bus driver in advance if the student is not riding. Failure to notify the driver three times of the student not riding, will result in the bus no longer making that stop unless student notifies the driver that they will be riding on that particular day.

#### Non-resident Transportation

1. Transportation service will only be provided within the geographic confines of the Lincoln School District. Non-resident students will be allowed to meet the bus at a designated stop within the district. Non-resident students wanting transportation should contact DS Bus Lines to make arrangements for service.