

2021 - 2022
Jefferson County North High School
Student Handbook



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Introduction

Welcome to J.C.N.H.S. Our mission is to provide an education that helps students become responsible, productive citizens and lifelong learners. First, work hard to pursue academic excellence. We encourage you to take advantage of the many extracurricular activities we offer. You and your parents should know and understand the contents of this handbook. Following the handbook rules, working to do your very best academically, and becoming a part of our many activities will help ensure you have a profitable and enriching 2021-2022 school year.

Go Chargers!

This handbook exists to communicate the rules and guidelines necessary for the smooth functioning of a secondary school. This handbook has been approved by the USD 339 Board of Education and is an extension of district policy.

Areas of concern not specifically addressed in this handbook are not to be assumed as permitted. The Administration will determine policy definition.

*Joseph Worthington
Principal*

JCNHS Mission Statement

The mission of Jefferson County North High School is to enhance educational skills for students to become responsible, productive citizens and life-long learners.

Nondiscrimination

USD 339 does not discriminate on the basis of sex, race, color, national origin, religion disability, or age in admission or access to, or treatment, or employment in its programs or activities. Any questions regarding compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, Compliance Coordinator, who can be reached at (913) 774-2000, USD 339, 310 5th Street, Winchester KS 66097, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

**KANSAS SCHOOL SAFETY HOTLINE – 1-877-626-8203
BULLYING PREVENTION HOTLINE -- 800-332-6378
CHILD ABUSE REPORTING HOTLINE -- 800-922-5330
SUICIDE PREVENTION LIFELINE—1-800-273-8255 OR 1-785-841-2345**

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USD 339 – Board of Education

Justin Finley – President **Lindsay Aspinwall – Vice President**
Jim Bodenheimer – Lucas Hattemer - Paige Noll – Traci Noll – Sharon Porter

Superintendent of Schools – Denise Jennings
High School Principal – Joseph Worthington
Clerk of the Board – Rose Welch

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Class Time		
8:05-8:49 (44 mins.)	Class 1	8:05-9:00 (55 mins.)	Class 1	Class 2	Class 1	Class 1		
8:53-9:37 (44 mins.)	Class 2	9:04-9:59 (55 mins.)	Class 2	Class 3	Class 3	Class 2	Class 1	209 mins. 4 days / week
9:41-10:25 (44 mins.)	Class 3	10:03-10:24 (21 mins.)	Options Below	Options Below	Options Below	Options Below	Class 2	209 mins. 4 days / week
10:29-11:13 (44 mins.)	Class 4	10:26-11:23 (55 mins.)	Class 3	Class 4	Class 4	Class 4	Class 3	209 mins. 4 days / week
11:17-12:17 (60 mins.)	Study Hall / Lunch	11:27-12:27 (60 mins.)	Study Hall / Lunch	Study Hall / Lunch	Study Hall / Lunch	Study Hall / Lunch	Class 4	209 mins. 4 days / week
12:21-1:04 (43 mins.)	Class 5	12:32-1:27 (55 mins.)	Class 5	Class 6	Class 5	Class 5	Class 5	208 mins. 4 days / week
1:08-1:51 (43 mins.)	Class 6	1:31-2:26 (55 mins.)	Class 6	Class 7	Class 7	Class 6	Class 6	208 mins. 4 days / week
1:55-2:38 (43 mins.)	Class 7	2:30-3:25 (55 mins.)	Class 7	Class 8	Class 8	Class 8	Class 7	208 mins. 4 days / week
2:42-3:25 (43 mins.)	Class 8						Class 8	208 mins. 4 days / week
		<u>10:03-10:24 Options</u>		<u>Late Start</u>				
		Announcements		Could use 21 mins. to have all 3 classes, just shorter				
		Character Education		9:04-9:47 (43 mins.)	Class 1			
		Career Cruising		9:51-10:35 (44 mins.)	Class 3			
		Buffer for morning assemblies		10:39-11:23 (44 mins.)	Class 4			

Students should plan to arrive at school approximately 10 minutes before the first bell rings at 8:00. Once a student reaches the school grounds – either by private vehicle or bus – they are NOT permitted to leave without parental permission. Students are to leave the building and school grounds within 15 minutes after classes are dismissed unless they have some supervised duty or activity to attend. Students waiting for the shuttle bus should not leave school grounds and should wait for the bus in the bus loading zones.

1 ACADEMICS

1-a Academic Letter Policy

Academic honors shall be awarded to those students who fulfill the following requirements during the school year.

1. The point scale will be A=4, B=3, C=2, D=1, F=0.
2. All classes given a grade will count the same in computing the grade point average.
3. A minimum grade point average of 3.80 to be calculated at the end of each academic year.

The following awards will be given:

1. Students in grades 9-12 will receive an award.
2. Students in grades 9-12 who maintain a 3.8 GPA all four years will receive a special plaque to be presented at graduation.

Students who letter all four years will also have their name engraved on a plaque at the High School. Seniors will receive the award each year at commencement. Other students, grade 9-11 will receive the award at a special banquet held during the fall of the following school year.

1-b After School Assistance Program (ASAP)

The JCN faculty and staff believe that education is important and is the first priority of a school. In an effort to give all students the opportunity to be successful in their academic studies, an after school student assistance program has been established. In this program students will be given time and help to complete assignments, take tests, and obtain the necessary support to keep on schedule for graduation. Any student may attend ASAP to receive help and tutoring.

At their own discretion, teachers may assign ASAP to students that are failing, near failing, or missing assignments. Teachers will turn in a form to the person in charge of ASAP. The assistance program will start after school (3:30 pm). Those that complete their work or put forth a positive effort will be released at 4:00 pm; the ASAP coordinator may reassign those that do not put forth a positive effort.

If a student fails to attend a scheduled ASAP he or she will receive the grade they have already earned for that assignment or test without further chance to advance that school. They may also receive consequences deemed by administration if they fail to come to a scheduled ASAP.

1-c Board of Regents Curriculum

- 4 units of English
- 4 units of Math – Algebra I, II, Geometry & 1 unit of Math beyond Geometry (8th Algebra is accepted)
- 3 units of Natural Science; Biology, Chemistry & Physics
- 3 units of Social Studies; World History, US History, and US Government
- 2 units of the same Foreign Language

1-d Class Change Policy

The classes selected by the student in the spring will be considered as the **final** enrollment. Students need to put a significant amount of thought and effort into class selection at enrollment time.

Hopefully all students will be able to enroll in the classes desired. This is not always possible. Reasons that students do not receive the specific classes that they desire include: improper completion of the enrollment sheet; lateness in submitting the enrollment sheet; change in faculty teaching assignments; scheduling conflicts on the master class schedule; the school's not being able to offer enough sections of a class to accommodate student interest; or classes not offered on the master class schedule due to lack of student interest or availability of a faculty member for the classes.

Class changes will be made only in unusual and necessary circumstances. These changes must have the signatures of the dropping and adding teachers, parent(s), principal, counselor, and student. Students desiring to drop a year class at mid-term (semester) must contact the counselor prior to the **end** of the first semester. The counselor will provide information to the students concerning the drop procedure that must be completed prior to the end of the first semester. Any class dropped after the deadline may result in an "F" being recorded on the transcript for that class for the current semester.

The school may initiate schedule changes if it is in the student's best interest. The school may also initiate schedule changes based upon disciplinary reasons. Any such changes must have the approval of the principal. If a student is removed from a class for disciplinary reasons, credit will not be awarded; an "F" may be recorded on the transcript for the current semester.

Any conflicts in scheduling should be worked out during the first week of school or semester. Students will be expected to adhere to their schedule after that time.

1-e Classification

To be classified as a **Freshman**, eligible to attend class meetings and qualified to hold an office, a student must have been promoted from the 8th grade and be enrolled as a full time student.

To be classified as a **Sophomore**, eligible to attend class meetings and qualified to hold an office, a student must have earned at least **6 units** and be in his/her **2nd year** of high school.

To be classified as a **Junior**, eligible to attend class meetings and qualified to hold an office, a student must have earned at least **12 units** and be in his/her **3rd year** of high school.

To be classified as a **Senior**, eligible to attend class meetings and qualified to hold an office, a student must have earned at least 18 units and be in his or her **4th year** of high school.

1-f Grading System

The faculty and administration have provided a wide choice of subjects and attempt to adapt the subject to the individual student's abilities and interests. Student report cards are handed to the students after the close of each nine-week period.

- * A – Superior 90-100%
- * B – Very Good 80-89%
- * C – Average and meets requirement 70-79%
- * D – May only be given with Principal approval because of special circumstances.
- * F - Failure. Does not meet requirements 69% - below
- * IC – Incomplete – Incomplete work must be made up by the end of the 2nd week following the grading period or the “IC” will be changed to an “F”. Any student with and IC will not be considered for honor roll status.

1-g Graduation Requirements

The credit hours for graduation will be increased by one unit every year until we reach 27 units (2023-2024).

Senior class of 2021-2022

25 units are required for graduation.

Junior class of 2022-2023

26 units are required for graduation.

Sophomore class of 2023-2024

27 units are required for graduation

Freshmen class of 2024-2025

27 units are required for graduation

These units are required for all classes.

- *Four units of Language Arts – one unit of English I, one unit of English II, one unit of either English III College Prep or English III Literature for Life, and one unit of either College English or Senior English.
- *Three and a half units of Social Studies – one unit of World History, one unit of either American History or US History, and one unit of either US Government or American Government, and one-half unit of World Geography.
- *Three units of Science.
- *Three units of Mathematics.
- *One half unit of Business Economics.
- *One unit of Physical Education with Health.
- *One unit of Computer Literacy / Technology to include ½ unit Computer Applications I ½ unit Computer Applications II.
- *One unit of fine arts.
- *Completion of a Senior Project.
- * The building Principal may allow an alternative class if it is determined the pupil can profit more by another class.

1-h Guidance and Counseling Services

The following services are provided through the Guidance and Counseling Department.

- *Individual and group counseling
- *Educational planning
- *College and military visitations
- *Vocational planning
- *Student evaluations
- *Testing Programs, including:
 - *Armed Services Vocational Aptitude Battery Test (ASVAB) (Grade 10)
 - *PSAT National Merit Scholarship Test (Grade 11)
 - *ACT College Admissions Exam and Career Planning Program and SAT Scholastic Aptitude Test registration packets (Grade 11/12)

1-i Honor Roll

Students who receive 4.0 grade point average (G.P.A.) are eligible for the Principal's Honor Roll. Students who receive a 3.5 – 3.99 GPA are eligible for the Green Honor Roll. Students who receive a 3.0 – 3.49 GPA are eligible for the White Honor Roll.

1-j iPad Initiative

USD 339 provides iPads to every high school student for use throughout the school year. These devices are to be used to promote educational opportunities in each classroom. Each student and guardian must attend an iPad orientation meeting. Every student and guardian must sign the “Student Pledge for iPad Use” agreement for the current school year prior to issuance.

Any student who receives an “F” as a quarter grade will have all games deleted from their iPad and will not have the ability to add downloads, it will be locked. This will be reinstated if they have no “F’s” at the end of the next quarter.

1-k On-line/Correspondence Courses

On-line courses are recommended to extend the high school curriculum. These courses may not count toward credit for graduation or eligibility without the approval of the principal and counselor. The student will be responsible to pre-pay for a course and will be reimbursed by the school district when the course is finished and passed within the school year ordered. (Order date- first week of Aug).

1-l Structured Study

The SIT (Student Intervention Team) team may recommend students participate in a Structured Study that is designed for students that have experienced academic difficulties.

1-m Student Improvement Team

As a staff we care about student success. For that reason, a Student Improvement Team, (SIT) made up of teachers, the Principal, the School Counselor, and other concerned staff has been formed. This team meets to explore ways to better serve individual student needs in the areas of academics, behavior, and progress toward graduation.

The Student Improvement Team is empowered to use a hierarchy of the interventions to promote student learning, including:

- *Additional help (such as tutoring)
- *Alternative teaching and/or learning strategies
- *Alternative placements which may include schedule changes
- *Additional time for the completion of assignments, projects, and/or exams
- *State Assessment Data
- *Attendance at the (ASAP) After School Assistance Program.

1-n Work Study

Upperclassmen who are on schedule to graduate on time may apply to the Principal to participate in work study. The policy and application can be picked up in the high school office.

2 ATTENDANCE

2-a Compulsory Attendance Requirements

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- *they have attained a diploma or GED; or
- *they are enrolled in an approved alternative education program, recognized by the local board of education; or
- *a court exemption; or
- *the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- *the academic skills the child has not yet achieved
- *the difference in future earning power between a high school graduate and a high school dropout; and
- *a list of educational alternatives available to the child.

Disclaimer forms may be obtained from the building principal. Students age 16 or 17 who are not exempt shall be reported as truant.

Specific Regulations Pertaining to 18-year old students

If and when a student who turns 18 years of age, he/she will not be permitted to sign themselves out of school, to excuse themselves from school, or excuse themselves from tardies without having a meeting with the administration and parents. Appropriate paperwork will then be filed with administration. If the 18-year old is not living with parents and/or guardians, there will be a meeting with the administration and the student and a detailed plan will be established so that guidelines are in place when a student is absent.

2-b Truancy

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused days in a school year, whichever comes first. If after ten excused days of absence a doctor's note or legal papers are not submitted to the office, the absences will be counted as unexcused. A total of five tardies to school will equal one unexcused day of absence. A total of four unexcused absences from any class will equal one unexcused school day. The building principals shall report students who are inexcusably absent from school to the appropriate authority.

2-c Sign In/Sign Out

Students must sign out in the office before leaving school premises during the school day. Students must sign in when arriving at school after the scheduled start time.

2-d Release of Student During School

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided the student's release may be refused.

2-e Absence the Day of a School Activity

In order to participate, a student must be in attendance by 12:30 on the day of the activity or practice. Students participating in an activity or practice on a Saturday must be in attendance by 12:30 on the preceding school day. Once a student leaves school due to illness, they will NOT be allowed to return to school or any school function that day. Only the principal, or in their absence, another school administrator, may rule on exceptions to this guideline. The Principal may make exceptions for family crisis, medical situations, appointments that cannot be made at another time, funerals, etc. **If in doubt – check with the Principal before hand.**

2-f Attendance Policy

Parents should call the high school office at 913-774-8515 before 8:00 a.m. if their child will be late, has an appointment, or will not be in school that day. If the office is closed, a clear and concise message can be left on the answering machine. A student will be considered unexcused if the school is not provided with parental notification of the absence.

Excused Absence: Students have additional time to make up work during the absence. Teachers may adapt their own policies, but will give students at least 2 days to make up work.

Unexcused Absence:- Students have no additional time to make up work. Work missed during the absence may be considered late and dealt with according to each teacher's late classroom rules policy. Upon returning to class, students will take quizzes and tests along with the rest of the class.

It is the charge of the principal to assign the status of the absence as excused or unexcused. All absences are recorded in the student's permanent record. Absences are cumulative for all classes. **Any student who misses more than half of any hour will be considered absent for that hour.**

Excessive Absences: If a student reaches four excused or unexcused absences in any individual class period in a semester, the principal will notify the student and the student's parents and/or guardians will also receive a notification in writing that the number of absences is approaching excessive.

Any absences beyond seven per semester will be considered unexcused. Excessive absences will also put a student on probation, resulting in ineligibility for extra-curricular activities until excessive absences have been made up, the attendance committee has modified the absences, or an accommodation plan has been approved. (Students may still practice for extra-curricular activities during the time absences are being made up as long as a makeup takes place before each practice. Students are still ineligible for competition or performances until all excessive absences are made up.) In addition, the principal will notify the student in person, notify the student's coaches and/or sponsors, and the parents of the student in writing that the number of absences is considered excessive and that at this point the student has three options:

1. Meet with the Attendance Committee (2-g)(described below) to:
 1. Present evidence of the reason(s) for the excessive absences,
 2. Request that additional excused absences should be granted, and

3. Request to be allowed to continue to be eligible to participate in school activities.
2. Attend ASAP or serve a detention for each absence beyond the limit. This allows the student to still make up the work missed for credit, and when completed, the student will be allowed to participate in school activities.
3. Forfeit the right to participate in school activities.

Classes missed for the following reasons will not be counted toward the hours missed:

1. School sponsored activities, field trips, or excursions with prior principal approval,
2. Participation in school approved educational endeavors,
3. School bus failure,
4. Up to two days of post secondary school visitations for juniors and three days seniors will be allowed when prearranged through the office.
5. Absences that are excused by an accommodation plan (orthodontics, physical therapy, surgery, etc.), and
6. Absences that are for an immediate family funeral.

Arriving Late -- Students that arrive at school after the final morning bell has rung **MUST** sign in at the office and notify the cafeteria of their choice for lunch so that a meal is available for them.

Tardiness -- A student that is late for any class is considered tardy. If a student late to first hour, or any hour they will be marked tardy. If they miss half or more of class they will be marked absent. If a student is tardy 3 times in any class, the teacher can assign a detention to the student. Continued tardies or failure to serve detentions will result in more severe discipline from an administrator. Detentions need to be served within two consecutive school days of the infraction.

2-g Attendance Committee

The attendance committee will consist of at least two classroom teachers and the Principal. The attendance committee will be authorized to:

- *Recommend excusing excessive absences.
- *Offer an alternative way for students to make up time and school work missed.
- *Recommend consequences for students that have excessive absences.

2-h "OK" Cards

Students must pick up "OK" cards in the office **BEFORE** they go on trips that are sponsored by the school during school time. Teachers will sign this card when the student has their approval to go on the trip and the students have made arrangements to make up all work in their absence. If arrangements are not made beforehand, the student will not be permitted to leave for the activity. If the student is absent due to illness immediately prior to the activity and was not afforded the opportunity to make arrangements to make up the work, the student may, with the approval of the Principal, be allowed to attend the school event. An OK card must be turned into the sponsor before the student leaves on the trip.

CODE OF CONDUCT

3-a Student Conduct

We emphasize the importance of regular attendance, promptness, respect for all teachers and staff members, academic work, accountability and good conduct. Positive behavior and academic success go together. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the safety and welfare of other students cannot be tolerated. Breach of code of conduct includes, but is not limited to:

1. Open defiance involving refusal to conform to the rules and regulations; profane language; loud and boisterous conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school **and classroom**; refusal to comply with the request or directions of teachers, administrators, or other school personnel, including requests to identify oneself or similar actions
2. Display of bigotry, intolerance, intimidation, harassment including sexual harassment
3. Criminal behavior of students or non-students
4. Possession or use of tobacco products, alcohol, controlled substances, and illegal drugs or paraphernalia

5. Vandalism
6. Physical attack or threats of physical attack
7. Possession and or use of a weapon including but not limited to a firearm, knife, explosive device and dangerous objects
8. Fighting – Fighting is not permitted on school property or at any school activity. Students will be held responsible for their actions and both parties may be subject to severe disciplinary action
9. Cheating/Plagiarism – Any student who is caught cheating or aiding another student to cheat will be subject to immediate disciplinary action as determined by the teacher and/or the principal. The parents will be notified of the action taken. The student may receive a zero in a cheating incident or assisted in cheating and may not be given an opportunity to make up that work.
10. Stealing – An act of stealing or aiding another to steal is cause for immediate disciplinary action. The parents will be notified of the punishment. Students should carry all personal belongings or keep in their locked lockers.
11. Display of Affection – Public display of affection should be limited to holding of hands between couples. Other display or signs of affection shall be considered inappropriate in the school setting. If a problem of this nature arises, the students will receive a written or verbal warning. If the problem continues, the parents of the students will be notified. Repeated offenses will result in disciplinary action including, but not limited to detention.
12. Student-to-Student relations – Students are expected to be respectful to each other at all times. Unacceptable verbal communication and /or behavior will not be tolerated. This would include, but are not limited to the following:
 - a. Physical bullying – Harm to someone’s body or property
 - b. Emotional bullying – Harm to someone’s self esteem or feeling of safety – this includes cyber bullying.

Violation of any provision of the Code of Conduct may result in disciplinary action up to and including suspension and/or expulsion.

Scope of School Control

Areas in which disciplinary control of pupils is to be exercised are as follows:

1. While on school premises.
2. While in proximity of school premises. Conduct of pupils away from the school grounds is subject to school discipline if it directly affects the good order, efficiency, management and welfare of the school.
3. While on school-owned and operated school buses or on school-chartered buses
4. While engaged in school related activities.

Recommended Actions in Handling Code of Conduct

The following possible actions are authorized to be taken in all cases of breach of school discipline regulations:

1. Reprimand
2. Detention, before and/or after school
3. Denial of privileges, exclusion from class and/or extra-curricular activities
4. Assignment to a supervised area
5. In-School or Out of School Suspension
6. Placed on probation with a contract
7. Expulsion from school

Authority

Teachers and administrators must have the authority to use reasonable and appropriate means at the moment as may be necessary to prevent or to stop a continuing breach of code of conduct. The teacher may use moderate physical force to restrain a student or break up physical disruption between students or in self-defense. All desks and other storage areas are school property and may be inspected at any time by school personnel.

3b Hallway Expectations

Students are expected to behave in an appropriate manner when in the halls. Students should walk to the right side of the hall. Running, horseplay, loudness, shouting, inappropriate language, shoving and public display of affection is unacceptable behavior. Students are not permitted in the halls during class periods unless; dismissed by an announcement, a teacher accompanies them, fire or tornado alarm, or have a hall pass from a staff member.

3c Detention

When assigned, detention must be served no later than the day after it is assigned. Failure to serve a detention will result in additional discipline from an administrator.

3d Dress Code

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as guidelines for understanding and interpreting this dress code. This code is not intended to impose a financial hardship on any student or family; neatness and good taste are emphasized, not expensive clothing.

Personal grooming and dress are primarily matters of concern between the students and their parents. It becomes a concern of the school however, when grooming, personal hygiene and dress patterns create a disruptive influence upon the educational program of the school or when health or safety of the student body is affected. **The principal or designee shall make the final determination regarding the appropriateness of a student's appearance.** Students who are inappropriately dressed will be required to change their clothing or wear school supplied clothing to correct this problem. Students who are improperly groomed or who have failed to practice acceptable personal hygiene will be given the opportunity to correct the problem at school. A student who refuses will face further discipline.

General guidelines include:

1. Shoes must be worn.
2. Clothing must be neat and clean. No rips or tears in clothing are allowed which are revealing and/or inappropriate.
3. Apparel which is excessively short may not be worn. Shorts must have an appropriate visible inseam. Additional clothing must be worn with apparel that is excessively tight, (yoga pants, running tights, etc) to cover the body in an appropriate manner.
4. Pants are to be worn at or near the natural waistline.
5. Clothing designed for maximum exposure to the sun (mesh shirts, tank tops, spaghetti straps, etc) may not be worn. (t-shirts must have sleeves attached). No undergarments should be visible. Appropriate tops must be worn at all times. Excessively low-cut or tops that are showing midriffs are not acceptable.
6. Sleeveless formal attire/dresses must have a shoulder strap measuring at least a 2" wide.
7. Clothing having vulgar or obscene language, gestures, or violent acts, inappropriate double meanings, racial slurs or endorsements of alcohol, drug or tobacco products are unacceptable.
8. No hats, baseball caps, sunglasses, or other headgear (including hoodies) are to be worn at school unless approved by the school principal.
9. Students shall not wear articles of clothing, jewelry or accessories which, in the opinion of the school principal, pose a clear and immediate threat to the physical well-being or safety of other students or school ; i.e., chains, spike collars.
10. Any student involved in a co-curricular or extra-curricular activity in which the student represents the school must dress in accordance with the sponsor's requirements and meet dress code guidelines.
11. **REMEMBER, The principal or staff shall make the final determination regarding the appropriateness of a student's appearance.**

3f In School Suspension (ISS)

Short term in school suspension (ISS) is used in correcting student conduct which is in violation of school policies. The primary purpose of the short-term suspension is to give the pupil, his/her parent or guardian, and the school time needed to resolve the problem.

The parent / guardian will be given a written notification of the suspension. They will be encouraged to request a conference through the principal's office to discuss the conduct problem.

- Suspended students will not mingle with other students.
- Students that receive a full day of in-school suspension must report to the office at the beginning of school and stay until the end of the school day.
- Students will have a closed lunch period.
- Students will be required to do the same work as is required in their regular classroom. Students will keep up with the class work while they are suspended. They do not have additional make-up time. The class work will be counted for credit.
- Students that fail to follow or break school rules while serving ISS may be out of school suspended.
- Students will be required to reflect on their wrong behavior and write

3g Out of School Suspension (OSS)

There are two types of Out of School Suspension - Short term and Long Term.

Suspension and Expulsion Procedures

Except as limited by Section 504 or IDEA, a student may be suspended for a period of no more than 10 days or expelled and shall receive a copy of the current suspension and expulsion law. The superintendent or designee or other certified employee, or a committee of certificated employees of the school, or any other hearing officer appointed by the school board shall conduct suspension and expulsion hearings.

Reasons for suspension or expulsion:

1. Willful violation of any published, adopted student conduct regulation.
2. Repeated and continued violation of rules despite other discipline action already taken.
3. Conduct which substantially disrupts, impedes or interferes with school operation.
4. Conduct which endangers the safety or substantially impinges upon or invades the rights of others.

5. Conduct which constitutes the commission of a felony.
 6. Conduct which constitutes the commission of a misdemeanor.
 7. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation.
 8. Possession of a weapon at school, on school property or at a school sponsored event.
- *Reasons for suspension and expulsion are not limited to the above list.

Short -Term Suspension

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 given to the student's parent/guardian within 24 hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct short-term suspension hearings.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension

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 the authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the school board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and

1. The student and parents/guardian shall be given written notice of the time, date and place of the hearing.
2. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
3. Either a certified employee may conduct the hearing or a committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district, or by an officer appointed by the school board.
4. The person or committee conducting the hearing shall prepare findings required by law.
5. A record of the hearing shall be available to students and parents or guardians according to Kansas's law.
6. 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.

Rules which apply in All Cases when a Student is Suspended or Expelled

1. Refusal or failure of the student and/or their parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
2. 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, which provide services to improve the student's attitude and behavior.
3. A student who has been suspended or expelled shall be notified of the exact date they can return to school.
4. 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.
5. 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 if the student is allowed to return.
6. The days a student is suspended or expelled are not subject to the compulsory attendance law.
7. During the time a student is suspended or expelled from school, the student **may not**:
 - o Be on school property or in any school building without the permission of the principal.
 - o Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the school board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from the 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.

Student Rights during a Long-Term Suspension/Expulsion Hearing

The student shall have the right to:

1. Counsel of his/her choice
2. Have a parent or guardian present
3. Hear or read a full report of testimony of witnesses
4. Confront and cross-examine witnesses who appear in person at the hearing to present his or her own witnesses
5. Testify in his or her own behalf and to give reasons for his or her conduct

6. An orderly hearing; and
7. A fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

1. Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing
2. The board shall schedule an appeal with the board or a hearing officer appointed by the board within 30 calendar days
3. The student and the student's parent/guardian shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing
4. The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings
5. The board shall record the hearing
6. The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing

3h Vandalism

The board shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

3i Bullying

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying Prohibition shall be reported to local law enforcement.

If you believe you have been bullied report the incident to a teacher and/or building principal.

3j Sexual Harassment Definition & Policy

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including 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. (see complete policy on website www.usd339.net)

3k Racial & Disability Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited. (see complete policy on website www.usd339.net)

3l Smoking, Drinking, or Use of Illegal Drugs

Drug Free

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. (see complete policy on website www.usd339.net)

Tobacco Free School Grounds for Student

The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school sponsored activities, programs or events; and on school owned or operated property. Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS), cigarette, cigar, pipe tobacco, chewing tobacco, snuff, or snus.

“Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. (See complete policy JCDA)

3m Dangerous Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (see complete policy on website www.usd339.net)

3n Use of Cell Phone/Electronic Devices

Students will adhere to proper use of cell phones/electronic devices according to the policy on page 18 of the student handbook.

If students do not adhere to the policy the following discipline will be administered.

1. First offense – student’s cell phone/electronic device will be kept in the office until the end of the school day. The student may pick up their cell phone after school.
2. Second offense – student’s cell phone/electronic device will be kept in the office. A parent/guardian will be contacted and may retrieve the phone from the office at the end of the school day. Repeated offenses may result in disciplinary action. Administration may administer stricter penalties at any time if deemed necessary.

4 GENERAL INFORMATION

4a Character Education

The vision of the JCNHS Character leadership team is to use proven practices and common expectations to help young men and women become compassionate, responsible, dependable, productive citizens. Students are responsible for their own behaviors and must accept the consequences if expectations are not met. A student meeting JCN’s behavior expectations will enjoy full access to all the school activities. A student not in compliance with school expectations (behavioral and/or academic) can expect consequences.

The state of Kansas has developed a Social-Emotional Character Development Program. SECD is teaching, practicing, modeling, and encouraging essential personal life habits that are universally understood as making people good human beings and citizens. It is learning with heads, hearts and hands to be caring and civil, to make healthy decisions, to effectively problem solve, to be respectful and responsible, to be good citizens and to be empathetic and ethical individuals. In schools SECD takes many forms, including programs that specifically address safe and drug-free schools, service learning, emotional literacy, bullying and violence prevention, the embracing of diversity and other similar initiatives.

JCNHS also educates students to help them make good decisions and become productive, successful adults. This instruction is integrated into the classroom, into seminar period, and highlighted throughout the year. Our Character education focuses on six pillars of Character:

1. Trustworthiness
2. Respect
3. Responsibility
4. Fairness
5. Caring
6. Citizenship

To meet School Behavioral Expectations a student is expected to:

1. Respect herself/himself at all times.
2. Respect others at all times.
3. Respect property at all times.
4. Abide by all rules of our school district and its personnel at all times.

A student who has failed to meet school expectations (academic or behavioral) may have some or all of their privileges revoked by either the Principal or the School Improvement Team until such time as the student can demonstrate compliance with school expectations.

4b Community Service

This is a voluntary program designed to encourage students to get involved with their community on a volunteer basis. It is to reinforce the core principle of empathy and to develop our students into caring members of society.

If a student accumulates 25 hours each year, he/she will be honored at graduation. All hours, up to 25, will be recorded on their official transcript. All summer hours must be turned in by the 2nd Monday each September. Any service after April 10th must be turned in by May 10th of that year. Additional information can be found on the back of the official community service forms found in the office.

4c Complaints and Grievances

In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the Board will consider complaints and grievances through the procedures established therefore in the Board's rules and regulations implementing this policy. Any student may file a complaint with the Principal against any school employee or any school rule and regulation. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to who, what, where, and when of the complaint. Any complaint not filed within said 20 day period shall be deemed to have been waived. Complaints or grievances concerning a Board policy, rule or regulation may be filed at any time and shall be filed with the Clerk of the Board. Complaints or grievances concerning a particular Principal's rule or regulation shall be filed with that Principal. The appropriate administrator whose decision shall be final shall act upon any complaint fulfilling the requirements of this rule.

4d Crisis Plan

Crisis procedures will be reviewed and practiced with students at regular intervals each school year as required by Kansas's law and as set by board policy in the crisis procedure handbook. Tornado and Fire procedures will be reviewed and practiced with students at regular intervals each school year as required by Kansas law.

Fire Drill Procedures for all Occupants and Occupants with Disabilities

Students – Each teacher or para educator in charge of any student(s) with disabilities at the time of any drill or evacuation is responsible to see the student(s) are evacuated safely and in a timely manner.

Public – In case an evacuation is necessary during a public event, the person in charge of the event, (i.e. building Principal, athletic director, activity sponsor, etc.) will be responsible to see that all occupants requiring special assistance are evacuated from the building in a safe and timely manner. Individuals that are responsible for assisting in the administration of the event, (i.e. ticket takers, faculty sponsors, personnel assigned crowd control, custodians, etc.) will immediately notify the person in charge of the event of any individual(s) requiring assistance for evacuation who have entered the building and where they are located. The person in charge will then designate one or more individuals assisting in the administration of the event be responsible for seeing that this individual(s) is evacuated in a safe and timely manner.

Kansas School Safety Hotline --- 877-626-8203.

4e E-mail

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system, following guidelines approved by the teachers or the administration.

Any e-mail 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.

4f Food Service

Breakfast and hot lunch is served daily and eaten in the commons area. All students and staff must pay for their meals in advance in the office. Students will not be allowed to use another student's lunch account.

Notices are emailed twice a week to student emails and once a week to parent emails once the account balance is zero. If a student's food service balance reaches a negative balance of \$10 they will be at the end of the entire food service line until their balance is positive. If the account should reach a negative balance of \$25 students will be served a cold sandwich, fruit and milk at the regular hot meal price.

4g Internet

JCN provides access for students and staff to the Internet. It is a privilege; therefore all students must comply with the following guidelines:

1. Users will agree to use the Internet for only lawful and school related purposes, and to be courteous to others on the Internet and on the school network.
2. Users will use good judgment in attempting to contact host sites that would be considered by staff or administration to be appropriate for school.
3. Users will agree that the computer systems for the Internet are set up by the system administrator and are not to be altered in any way by any user.
4. Users will display appropriate conduct, and observe conventions of “Netiquette” as explained by staff when using the Internet.
5. Users will adhere to printing and file-saving guidelines as directed by the staff.
6. Users will use or access only “school appropriate” language, pictures, text or any other data on/from the Internet.
7. Users will protect their passwords and help maintain the security of the network.
8. Staff will supervise student Internet users at school at all times.
9. Users and their parents must sign the Computer Network Internet Use Guidelines form.

Any user’s Internet/Network privileges may be suspended for violating these guidelines. The Principal has the final say as to how severe a consequence will be for misuse or unauthorized use of the Internet.

Children’s Internet Protection Act (CIPA) Safety Plan

It is the policy of USD 339 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyber-bullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

(see entire policy on website www.usd339.net)

4h Law Enforcement

The administration will cooperate with local and state law enforcement agencies.

4i Lockers

Each student is provided a locker for the storage of textbooks and student materials. These lockers are for personal use of the student and are not to be tampered with by any other student. At no time should a student leave money or valuables in his or her locker.

If students must bring a large sum of money to school they should ask the office to hold it for them to be picked up at the end of the day. Each student is provided a lock. A fee of \$10 will be assessed if the lock is not turned in at the end of the school year. If a student chooses to deface the locker they must clean it off before they leave school or pay for any damages.

4j Senior Project

The Senior Project is a requirement for graduation from Jefferson County North High School. The Senior Project consists of three major components: a research ~~paper~~ **component**, developing a product, and delivering a 15 minute presentation. All three phases must be successfully completed. Students that transfer in during their senior year may make a written appeal to the High School Principal for possible modification of these requirements. More information pertaining to Senior Projects may be found on the school website www.usd339.net.

4k Student Driving

School bus transportation is provided for all students who live outside the city limits. Students who drive are to park their vehicles as soon as they arrive at school and are not to sit in or drive them until school is dismissed. Students are not allowed to go to their cars/trucks during school hours unless permission is granted from the office.

Driving practices not conducive to the safety of the driver, his passengers, or pedestrians will result in the suspension of driving privileges, assignment of detention and/or referral to the local law enforcement agency. There is a ten (10) mile per hour speed limit on school property.

4l Student Fees and Charges

The building Principal shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals.

The fee schedule shall include:

1. A list of all items for which a charge is to be collected
2. The amount of each charge
3. The date due
4. Classifications of students exempt from the fee or charge
5. A system for accounting for and disposing of fees
6. An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges

Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney and they shall jointly recommend a course of action to the board.

4m Cellular Phones / Electronic Devices

Cell phones/electronic devices are convenient and can be a great tool if used correctly. However, they can be a huge distraction to students in the classroom. They can create unnecessary tension and drama when social media is used improperly. Cell phones/electronic devices can be intrusive and invade privacy.

Proper Usage - Cellular Phones/Electronic Devices can be used during passing periods, during lunch period, and before and after school as long as that use is proper and follows our "Code of Conduct" set forth in the handbook.

Classroom Usage - It is encouraged that all cell phones be put away and not visible or in students hands during class. Cell phone use in the classroom is at the discretion of the classroom teacher.

Privacy - Students are never allowed to video, take pictures, broadcast live, or engage in any other activities that infringes on the privacy of the school, school personnel, other students, classrooms, athletic practices or anywhere on campus unless directly given permission by staff. Cell phones/electronic devices are NEVER allowed to be used in private areas such as restrooms, locker rooms, or other areas where privacy is intended.

Hot spots – With an increasing use of "hot spots" allowing students to circumvent our server while at school, "hot spots" from cell phones/electronic devices are not to be used in classrooms during class periods, or at any time staff instruct students to not use them.

Emergency Contact and Communication - If there is an emergency and a student needs to contact someone, he/she must go to the office to receive permission. Parents/guardians are discouraged from calling or texting students during the school day, but, instead, are encouraged to contact the office if they need to get a message to students or have students contact them.

Violations of the cell phone policy will result in discipline which is addressed in the "Code of Conduct" (3) section of the handbook.

4n Textbooks

Textbooks are rented from the district for a set fee per student that is determined each year. Books must be returned in good condition or charges will be made to equal the value of the book. Rough treatment of books and general carelessness make it necessary to replace books earlier than planned, resulting in an assessment cost of the replacement.

4o Transfers & Withdrawal

Anyone wishing to withdraw from school for any reason should first report to the office to complete the appropriate forms. All books, equipment and uniforms should be turned in before leaving the building. Records will not be sent to any other school, employer, or the military service until all school obligations have been cleared.

4p Transportation & Washburn Tech Transportation

The district provides bus transportation for those students who are outside the city limits, and students are encouraged to use this service. The driver is in authority while driving the regular bus routes, and students must comply with the regulations established for bus transportation.

USD 339 will provide transportation to Washburn Technical School students. All regular students enrolled are **required** to utilize the transportation required by USD 339. No private transportation will be permitted without the approval of the HS Principal. Before approval will be considered, students must fill out a request to drive. The form with parent's signature must be turned in to the office for Principal's approval ahead of time. Students unwilling to abide by these transportation guidelines will not be allowed to enroll in the Vo-Tech program, and/or participation in the program.

4q Use of Building

The high school building is for the use of students and community. We encourage its use. The buildings may be checked out, by adults only, through the district office. When school is not in session, students may not use the building without the supervision of a staff member. The custodians are not certified staff and cannot assume the role of student supervisors.

4r Visitors

Visitors to JCNHS must give 24 hours notice and have the approval of the high school principal. Persons requesting to relay messages to students, teachers, or other employees shall stop in the office to make proper arrangements. JCN students who request permission to have a visitor during the school day must have the approval of the high school principal.

5 SCHOOL HEALTH SERVICES

5a Administration of Medications

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel.

When medicine is necessary in order for a student to remain in school, the school may cooperate with parents in the supervision of medication according to the following guidelines:

1. Prescription medication will be in its original contains, properly labeled and authorized by a written order of a licensed person. Two containers, one for home and one for school should be requested from the pharmacy.
2. Upon request by parents and/or guardians, prescription medications shall be administered as per directions on the container by the pharmacist. All prescription medications will be reviewed and authorized by the school nurse before they will be administered.
3. Only oral medications should be administered during school hours except in emergency situations.
4. In the administration of medications, the school employee shall not be deemed to have assumed to himself any legal responsibility other than acting as a duly authorized employee of the school district.

5b Exclusion from School for Non-immunized Students

Non-immunized students, including those with a religious, medical or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable disease may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

5c First Aid and Illness

Jefferson County North makes every effort to provide a completely safe environment for students. If a student becomes ill to the extent that the student should be dismissed from school, every effort will be made to notify the home. Two emergency phone numbers should be on file in the school office for all students. In order to reduce the spread of illness, students running a temperature of 100 degrees or more should be at home 24 hours following the temperature returning to normal.

5d Physical Examinations

All students participating in athletics, cheerleading, dance team, powerlifting, and physical education must have a current physical on file in the office.

5e Supervision of Medications (Board Policy)

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents. The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by updated physician and parent permission signatures and a newly labeled pharmacy container. All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained. The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments. In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

6 STUDENT ACTIVITIES AND ATHLETICS

6a Student Insurance

Jefferson County North recommends that students who are engaged in athletics, physical education class and other hazardous activities be covered by some type of accident insurance. Such insurance may be provided by each student's parents through personal insurance coverage.

The school district, through the Kansas State High School Activities Association, has catastrophic insurance, which covers severe injuries during any athletic contests as well as to and from athletic contests. However, there are major limitations on this policy. It is extremely important that parents have some type of insurance coverage for students participating in athletics. Contact the building principal for more information.

USD 339 also purchases limited secondary insurance coverage for all students who may be involved in school accidents. Parents and students are responsible for obtaining the correct forms from the school offices and filing the forms within 90 days of the injury for all school insurance claims.

Injuries should be reported immediately by the student or parent to a teacher, coach, trainer or school office.

6b Athletics / Activity Bus Trips

Transportation is provided for participants to out-of-town athletic contests and other activities.

The sponsor retains supervisory responsibility during the game or activity as well as on the bus. The sponsor has the right to recommend cancelling a student's activity bus privilege indefinitely for misconduct while on the trip. The sponsor and/or driver is always the authority on all bus trips.

Any student making an athletic/activity trip must travel to and return from the event by the same mode of transportation. Exceptions to this rule shall be made by the head coach/sponsor of that activity in their preseason rules for their activity/sport, which shall always include written parent permission. The principal, in advance of the departure of the trip, must approve an exception for unusual circumstances. The parent or guardian must contact the principal a day in advance if alternate transportation arrangements are desired.

Loading and unloading of students along the activity trip route other than at designated stops (such as the HS and EMS buildings) shall be prohibited. Students and school personnel shall not be distributed to their individual homes or any destination other than that desired by the entire group of students or school personnel.

6c Bus Trip Safety Rules and Regulations

If you are not going to ride your normal bus route, please call your driver. If it is after 7:00 AM call the EMS office at 913-886-3870. It is important to note that riding the bus is a privilege, and that privilege can be revoked at any time. **The Principal and Transportation Director reserve the right to review each case individually and assign alternate consequences.**

General bus safety rules are as follows:

1. The bus driver is expected to be in charge of bus safety and rules
2. Buses must run on schedule so students should be waiting 5 minutes before the bus arrives 10 feet off the roadway
3. All school rules and consequences apply on regular bus routes, activity trips and at the bus stops
4. The bus driver may assign seats
5. Be courteous and respectful to others and their property. Profanity and violence are prohibited
6. Remain seated until instructed to exit the bus. Do not block exits.
7. Keep hands, feet and head inside the bus do not block the exits.
8. No food, candy or drinks will be allowed on the bus for regular routes
9. No tobacco products, alcohol, drugs, animals, or weapons on the bus
10. Students will stay out of the driver's seat and will not tamper with equipment
11. Students will not be permitted to change buses or stops without parental permission in the form of a note or telephone call to the school office.
12. Do not throw anything inside the bus or out of the bus windows.
13. Electronics (phones, music/headphones, etc.) are permitted on buses, but will be taken away if they interfere with safety.
14. Windows are to be halfway up before the bus pulls away and will remain there for the entire ride.
15. Students are not to carry on unnecessary conversations with the driver while the bus is in motion.

Disciplinary Actions for Violations of Bus Safety Rules

All minor bus conduct offenses will result in the following

First Offense	Will result in a conference with the student and contact with a parent will be made
Second Offense	Will result in a conference with the student and contact with a parent with a 1 day suspension from the bus
Third Offense	Will result in a conference with the student and contact with a parent with a 3 day suspension from the bus
Fourth Offense	Will result in a conference with the student and contact with a parent with a 5 day suspension from the bus
Fifth Offense	Will result in a conference with the student and contact with a parent with a suspension from the bus up to 30 days or the rest of the semester, whichever is longer.

A major offense will result in a conference with the student and parent and may result in a suspension from the bus for up to the remainder of the school year as determined by the principal.

6d Eligibility Requirements

In order to represent JCN in any interscholastic activity, field trip or other activity that is not part of a class, a student must meet:

1. All KSHSAA eligibility requirements.
2. Behavioral standards of the school – students serving a detention or suspension will not be eligible for the duration of the detention or suspension.
3. Attendance requirements as set by this handbook or by the attendance committee.

4. Individual organizational standards as long as these are included in the constitutions of that organization. **Student Council and National Honor Society** may have higher academic standards for membership. These standards must be published and distributed to the students involved at the start of the school term.

Student Council officers must obtain and maintain a “C” average and not be under any major school discipline.

National Honor Society selection and criteria:

1. Student must obtain and maintain a cumulative GPA of 3.5 after the 4th semester.
2. Students must submit a list of leadership, school and community service activities/involvement to the NHS sponsor.
3. Candidates are evaluated by the high school faculty for service, leadership, and character.
4. The NHS committee reviews all candidates’ activities and evaluation forms.
5. Students must maintain NHS standards to remain a member of NHS.

6e KSHSAA Rule 52

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

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

The sponsor or Principal must approve all posters before being hung in the school.

6f Sportsmanship / Citizenship

A school never produces a truly championship team unless students, fans, and spectators have exhibited good sportsmanship. Good sportsmanship is contagious and should be among the top priorities of every school. The acceptable, best way to support one’s team is to do just that – CHEER FOR YOUR TEAM, NOT AGAINST THE OPPONENT!

Good sportsmanship is positive and resists any negative behavior. Yelling during free throws, obscenities, booing players and officials, are evidence of poor sportsmanship. Suspension from activities may result from poor sportsmanship conduct. Let us strive to insure that JCNHS sportsmanship is note-worthy and exemplary.

More information regarding sportsmanship can be found in the Kansas High School Activities Association (KSHSAA) “Sportsmanship/Citizenship Manual found online at <http://www.kshsaa.org/Publications/Citizenship.pdf>.