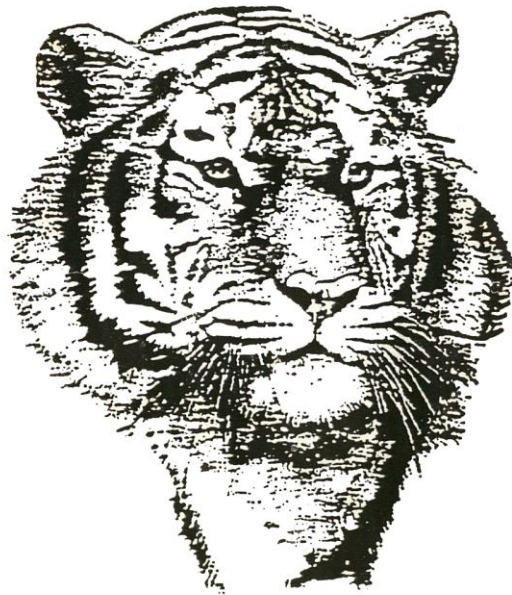


JEFFERSON WEST

H.S. Handbook

2022-23



****STUDENT INTRODUCTION *****

WELCOME TO JEFFERSON WEST

Welcome to Jefferson West High School. As a Jeff West Tiger you have the responsibility to uphold the strong traditions of scholarship, sportsmanship, and citizenship that the students of Jeff West have established and that your parents and community expect. Because we expect the best of you, this handbook is provided so that you and your parents are aware of those expectations and other helpful information that will assist you through your years in high school.

Jeff West offers many excellent opportunities for personal, academic, physical, and social growth both in and outside the classroom. I hope you will challenge yourself to become a productive member of one or more co-curricular activities and by so doing make your school the best it can be so we can continue to say with pride, West is Best!

Best wishes for a successful school year.

USD 340 VISION STATEMENT

“Empower all students to think critically, build resilience, and reach their full potential.”

Jefferson West High School seeks to challenge students to achieve a higher standard of learning. Our purpose is to prepare students for life in a changing world. The varied instruction and co-curricular programs are designed to provide both academic and vocational education. Emphasis is also given to basic practical and social skills, responsibility, values, and citizenship. To accomplish this purpose, the following objectives are given:

1. To prepare for either further education or immediate employment by providing students with exposure to a variety of course offerings that will allow informed choices for a future occupation.
2. To provide the depth in both academic and vocational areas that will allow for success in either.
3. To give the direction necessary through counseling services and interest in each student.
4. To provide the student with the basic skills necessary to perform within society.
5. To stress in addition to the traditional skills, the practical skills necessary for living in a complex and changing world.
6. To develop the comprehensive ability to solve problems and the open-mindedness that will enlarge the student’s ability to examine opinions objectively, to adapt to a changing world, to understand and tolerate differences and uncertainty, and to act responsibly.

7. To provide activities and instruction that will encourage an appreciation for cultural arts and physical education so that students can incorporate these into daily living and find a meaningful use for leisure time.

ACCREDITATION STATEMENT

Jefferson West High School is accredited by the Kansas State Department of Education.

Notice Of Nondiscrimination

In compliance of the Executive Order 11246; Title II of Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, Unified School District #340 shall not discriminate on the basis of sex, race, color, national origin, or handicap in educational programs, vocational programs, employment or other activities which it operates. It is the intent of USD #340 to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the Title IX & Section 504 Coordinator, Jason Crawford, Superintendent, USD #340, Meriden, KS (785-484-3444). Title VI Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Region VII, Office for Civil Rights, 10220 N. Executive Hills Blvd., Kansas City, MO 64153.

To Report Bullying:

- 1. Speak to a teacher or administrator**
- 2. Go to the USD 340 webpage, under High school tab, click on button “Report a Bullying Issue”**

***KANSAS SCHOOL SAFETY HELPLINE
1-877-626-8203**

Crisis Helpline: 988

PERSONNEL

Board of Education Members:

Betty Majors Dave Jensen Kelly Midgley John Thelen
Matt Williams Kris Tuck Scott Gibson

Superintendent’s Office: (785) 484-3444

Jason CrawfordSuperintendent

Jeff West High School Faculty, Staff & Coaches: 484-3331

E-Mail address firstname.last name@usd340.org

Rhonda Frakes Principal
Matt Stapp.....Assistant Principal & Athletic/Activities Director
Lindsey Scherschligt..... Counselor
Jaelyn Beaty-Star.....District Social Worker

Leslie Abbott.....Health/Family & Consumer Science
Carrie Bahr..... Math
Steve Buss..... Agricultural Ed.
Scott Campbell Math
Sara Becker Spanish
Darin Lawhorn..... Social Science
Mitchell Dziewior..... Vocal Music
Shawn Dolezilek..... Social Science
Michael Spangler.....Librarian
Heather Roenne Language Arts
Katie GroseInstrumental Music
Les Grose Math
John RileyMath
David BowenPE/Weights
Penny Fleming..... Language Arts
Alexis Douglas.....Special Services
Jesse Moss.....Special Services
Kim Cady>.....Special Services
Tiffany Sieve Business/Computer
Mark RalstonArt
Lisa Sage..... Language Arts
Stephanie Magill..... Science
Mark Farr Science
Blanche Wulfekoetter Social Science

PERSONNEL continued

Claudia Wilson Principal’s Secretary
Amber Fuller..... Counselor’s Secretary
Melanie HainerAthletic Director’s Secretary

Nichole Gillihan Food Director

Greg Weiter.....Custodian
Jimmy LohrbachCustodian
Raymond ZywgartCustodian

David BowenHead Football Coach
Janelle Noel Head Volleyball Coach
Mary Williams Head Cross Country
Shawn Dolezilek Track Coach
Darin Lawhorn..... Girls Golf Coach
Joseph Smith Head Boys Basketball Coach
John Malloy Head Girls Basketball Coach
Darin Lawhorn..... Boys Golf Coach
Chad Jackson Head Softball Coach
Dan Hypse Head Baseball Coach
Shawn Dolezilek..... Head Wrestling Coach
Carrie Bahr.....Cheerleading Sponsor
Maret Schrader-.....WestStepper Sponsor

Class & Organization Sponsors

Debate.....Mary Williams
FBLA.....Alan Cooper
FCA.....Stephanie Magill
FCCLA.....Leslie Abbott
FFA.....Steve Buss
Forensics.....Lisa Sage
Magazine Sales.....Michael Spangler
NHSLisa Sage
Scholars Bowl.....Mary Williams
Student Council..... Heather Roenne
SADD..... Sara Becker
Spanish Club.....Sara Becker
Drama Club..... CeCi Yager
GSA clubMark Ralston
Quill and Scroll.....Lisa Sage
3D Printer ClubMichael Spangler

Class Sponsors

Freshman Class Sponsors: Leslie Abbott (Head), Shellsea Martin, John Riley, Mitchell Dziejwior

Sophomore Class Sponsors: Steve Buss (Head), Scott Campbell, Sara Becker, Mark Farr

Junior Class Sponsors: Penny Fleming (Head), Blanche Wulfekoetter, Carrie Bahr, Allan Cooper

Senior Class Sponsors: Heather Roenne (Head), Shawn Dolezilek, Michael Spangler, L. Grose

STUCO officers

President: Austin Anderson

Vice President: Haylee Haslett

Sect. Hannah Haslett

Treasurer: Chase Holman

Senior rep: Audrey Powell

Junior reps: Ella Dickey, Verlee Sanders, Ali Tibbits

Sophomore reps: Addison Garret, Emma Herring, Katelin Lohman

Freshmen reps: Osiris Unruh, Guy Phillips

Cabinet: Brock Dobbie, Grace Gilbert, Taylor Reynolds

Class officers 2022-23

Senior Class

President – Samuel Broxterman

Vice President – Austin Anderson

Secretary – Hannah Haslett

Treasurer – Lily Henderson

Junior Class

President – Olivia Scott

Vice President – Halle Tuck

Secretary – Kendall Mayer

Treasurer – Derek Hicks

Sophomore Class

President – Bryce Midgley

Vice President – Ainsley Scott

Secretary – Christopher Owen

Treasurer – Katelyn Petesch

Freshmen Class

President- Caiden Perry

Vice President- Payge Vetsch

Secretary- Dearah Garrett

Treasurer- Brody Thelen

Jefferson West Student Code of Conduct

Recognition System:

Students will be recognized via the P.B.I.S. (Positive Behavior Intervention Support) electronic system. They can earn credits for safe, responsible, or respectable behaviors from any staff member. Staff member will scan student's QR code/ or input students name and the credit will be issued to the student. Students and staff can check credit totals in the app. Students will be able to use credits in our Tiger Tienda (general store) or each teacher's store there they can redeem credits for rewards.

Behavior Expectation Matrix

	CLASSROOM	HALLWAY	CAFETERIA	RESTROOM / LOCKER ROOMS
Expectations				
SAFE	Use self-control	Use self-control	Use self-control	Keep it orderly and clean
	Keep hands and feet to self	Keep hands and feet to self	Keep hands and feet to self	Flush and wash hands
	Listen to and follow directions	Listen to and follow directions	Listen to and follow directions	Use facilities properly
	Use Classroom materials and equipment appropriately	Secure possessions in a proper place	Keep it orderly and clean	
RESPECTFUL	Use self-control	Use self-control	Use self-control	Maintain a clean, orderly, and sanitary environment
	Cooperate and help others when appropriate	Use appropriate language and volume	Keep it orderly and clean	Conversations should follow the T.H.I.N.K. model
	Be an engaged and active participant	Be mindful of classes in progress	Use manners and be polite	
	Listen with an open mind for learning			

	CLASSROOM	HALLWAY	CAFETERIA	RESTROOM / LOCKER-ROOMS
RESPONSIBLE	Use the SLANT method	Move with a purpose and a focus	Clean up after yourself	Secure possessions in a proper place
	Be prepared and ready to learn Meet deadlines as assigned	Keep it orderly and clean Be aware of others	Use time wisely	Notify staff of concerns
	BREAK/ COMMONS	BUS	ARRIVAL/ DISMISSAL	ASSEMBLIES/ EXTRA-CURRICULAR ACTIVITIES/ FIELD TRIPS
SAFE	Use self- control	Use self- control	Be in control of your vehicle	Keep possessions secure
	Keep hands / feet to self	Keep hands / feet to self	Follow traffic laws and procedures	Listen to & follow directions
	Use self- control	Listen to & follow directions	Secure possessions	Use self-control
			Move with purpose and focus	Stay with the group or in designated areas
RESPECTFUL	Maintain a clean & orderly environment	Conversations should follow the T.H.I.N.K model	Use manners be polite	Follow Rule 52
	Conversations should follow the T.H.I.N.K model	Use manners and be polite	Conversations should follow the T.H.I.N.K model	Use manner and be polite
		Keep it clean and orderly		Follow directions of people in authority

	BREAK/ COMMONS	BUS	ARRIVAL/ DISMISSAL	ASSEMBLIES/ EXTRA- CURRICULAR ACTIVITIES/ FIELD TRIPS
RESPONSIBLE	Notify staff of concerns or issues	Be on time	Be where you are supposed to be	Be where you are supposed to be
	Keep it orderly and clean	Keep track of your personal items	Be on time	Be on time
	Return left possessions to the office	Notify staff of concerns or issues	Keep track of your items	Clean up after yourself
			Notify staff of concerns or issues	Use electronic devices as intended

	Tutoring	Remote/Virtual Learning	
Safe	<p>Use material and equipment correctly</p> <p>Use self-control</p> <p>Listen and follow directions</p> <p>Know where the nearest exits and storm shelters are located</p>	<p>Keep links and passcodes private</p> <p>Listen and follow directions</p> <p>Make sure location and backgrounds are appropriate while using cameras in a class setting</p> <p>Notify instructor if someone on virtual group should not be there</p>	
Respectful	<p>Cooperate and help others.</p> <p>Work quietly by self or in groups</p> <p>Eat meals at tables in commons; all drinks must have lids</p> <p>Only use resources checked out to you</p> <p>Keep it clean and orderly</p>	<p>Follow directions given by the instructor for communicating</p> <p>Engage in discussions</p> <p>Put other electronic devices (not essential for the class) away.</p>	
Responsible	<p>Use tutoring to work on school assignments</p> <p>Clean up after self</p> <p>Ask for assistance when needed</p> <p>Sign in and out</p>	<p>Arrive on time</p> <p>Take notes / ask questions</p> <p>Participate appropriately</p> <p>Set a schedule and complete assignments by due date</p>	

Jefferson West Student Code of Conduct (continued)

Before you Speak: THINK

Is it? **T- true**
 H- honest
 I- important
 N-necessary
 K- kind

Remember SLANT

S- sit toward the front
L- lean in to show interest
A- actively participate in class
N- nod and show you are on task
T- sit in the T zone, talk w/ teacher

Pillars of Character:

As a Jefferson West student and a participant in school activities, including student organizations, performing groups, athletic teams, and/or other student activities, it is expected that students uphold the following pillars of character in and out of school:

Trustworthiness:

Be loyal, honest, reliable, and demonstrate integrity.

Respect:

Show respect and be considerate of the property and feelings of others. Participate in activities with class. Be gracious in victory and in defeat, and do not engage in disrespectful conduct.

Responsibility:

Commit to being a student first and foremost and commit to earning the best education I can. Represent my school and my team or organization with honor. Dedicate myself to all preparation and practice requirements for any school activity of which I am a participant. Protect the integrity of my activity and participate according to the rules.

Fairness:

Live up to the standards of fair play. Be open-minded, never judgmental. Be willing to listen and learn.

Caring: Demonstrate concern for the ideas, feelings, experiences and beliefs of others.

Citizenship:

Be a positive role model and take pride in my school.

Failure to comply with these positive character traits including but not limited to bullying, theft, verbal abuse, vandalism, unsportsmanlike behavior, cheating, or gambling, will result in a conference with the teacher, supervisor of your activity and/or administrator. Penalties for violations will be at the discretion of the school administration in consultation with the parties involved and could result in the loss of privileges to represent the school in extracurricular activities.

**** ATTENDANCE ****

PHILOSOPHY

Research continues to show a high correlation between regular school attendance and academic achievement. Students should develop habits of punctuality and responsibility which will later be vital in the business community. Each day teachers design learning experiences which serve as building blocks for the student's total education. Absences will result in inconsistent learning and reduced achievement. **WHEN YOU MISS SCHOOL, YOU MISS A LOT.**

ATTENDANCE POLICY

A student is considered absent when they are not in regular classes or a school sponsored activity. A student must be in a given period for a minimum of 25 minutes on Tiger day schedule and 45 minutes on a block day schedule to be considered present for that period. Students must sign in or out in the attendance book in the office when arriving late, returning to, or leaving school. It is our responsibility to know the whereabouts of our students during school hours. Failure to sign in or sign out this could result in unexcused absences. If a student is absent from school, the parents are asked to notify the school by 9:00 AM. ~~(This applies to in-house, remote & virtual students.)~~ The school will attempt to contact parents of absent students if no call has been received. **After one (1) day of no notification, an absence will be recorded as unexcused. (Please see the unexcused absence section for consequences)**

A student must be at school by **11:00 am to participate in practices, games, or performances that day.** A student who has been absent from school due to illness or who has gone home ill during the school day may not attend any school function taking place after the regular school day is over. The principal will make final decisions in all cases concerning absences.

EXCUSED ABSENCES

An excused absence is an absence with permission from the parent **and** approval by the office that falls within the following reasons: (makeup work required, and credit given according to guidelines.)

1. Personal illness
2. Family emergency
3. Family trips/vacations which are and must be approved by the principal or designee **prior** to departure (unless an emergency).
4. Doctor appointments, dental appointments, court appearances and related activities when the office is presented with a note or phone call from the doctor, dentist, or court office, stating the date and time of the appointment.
Every effort should be made to ensure that the student does not continue to miss the same class period for those appointments.
5. College/Post-secondary school visits or job shadowing which have been approved through the counseling office prior to the visit (See College Days/Job Shadowing.)
6. Observance of religious holy days.
7. Death/Funeral of family members.
8. Any other absence deemed necessary/reasonable by the principal.

UNEXCUSED ABSENCES/TRUANCY

Any absence for reasons other than those listed above and/or without parent knowledge and approval by the school office will be considered an unexcused absence. For any unexcused absence, the parents will be notified. If a student has an unexcused absence they may not get credit for their work due that day.

When unexcused absences occur by the class period the following also occurs: 1 - 2 hours, the student will serve a 60 minute detention for each class period missed, 3- 4 hours of unexcused absences the student will be required to serve a Friday School from 3:30pm - 6:30pm. Additional hours of unexcused absences will result in further disciplinary action and may result in ISS &/or OSS up to 5 days or may result in an attendance plan. Students may also be assigned to an Alternative Education Program for each hour of unexcused absence.

Compulsory attendance law requires anyone 18 years or younger to attend school. In compliance with state law, students are considered truant after three consecutive days of unexcused absences or five days unexcused absences in one semester, or 7 days unexcused absences in a year. Truancy reports will be filed with the county attorney.

STUDENT NOT IN GOOD STANDING

A student not in good standing means a student may not attend school events, participate in school sponsored clubs, activities (including graduation), sport competitions, plays, dances, field trips, etc.

A student may become a student not in good standing by:

- * Having 10 or more absences (not including Dr. excused absences, school activities or activities approved in advance by the principal) in any one class in a semester. Pandemic situations handled on an individual basis
- * Failing 2 or more classes
- * Not serving detentions or Friday school by due date
- * Having multiple disciplinary situations via the office
- * Not paying class fees by due date
- * Not maintaining adequate progress during continuous/distance/virtual learning

A student can earn their way back in good standing by making up missed hours, improving grades to one or fewer "F's", catching up on online work, serving detentions, improving behavior and possibly community service for the school.

LENGTH OF SCHOOL DAYS/LEAVING SCHOOL GROUNDS

Students are under school supervision once they arrive at school. For those students riding the school bus, the school day begins when they enter their bus. The school day comes to a conclusion when the students leave school property or when the students exit the school bus. Any after-school event sponsored by the school is considered as part of the school day. As such, the established school rules are in effect.

Students are not allowed to leave school once they arrive until the end of the day without parental permission through the office and without signing out. Students are not to leave school without permission.

TARDIES

Because tardies are a disruption to normal classroom procedures and activities, students are expected to be in the classroom when the bell rings at the beginning of the class. A student is tardy anytime he/she enters a classroom after the bell rings without a written excuse from a teacher, principal or secretary.

Any student reporting to school during the day after the 1st bell of the day must check in at the office kiosk and will be issued the appropriate pass. Students will be allowed three (3) tardies, excused or unexcused, per class per semester. On the fourth (4th) tardy, students will be assigned a 30-minute detention by their teacher. On the fifth (5th) tardy, the student is assigned a 60-minute detention. Additional tardies may result in an assigned Friday School, an attendance plan, and further disciplinary action may be taken.

****ACADEMICS****

BOOK RENTAL & FEES

USD #340 operates a book rental system. All books will be provided by the school and each student may pay a book rental fee to be determined by the Board of Education. Students are not to mar or deface these books in any way. If a book is lost or damaged, the student responsible will pay for its replacement. Other fees for art supplies, lab fees, or shop fees will be collected by the teacher involved. If a student withdraws or transfers from Jeff West, refunds for fees are not given.

GRADE REPORTING/SKYWARD/SCHOLOGY

At the end of each nine weeks, a copy of the student's grades will be mailed to parents. Honor Rolls are calculated according to 1st semester and 2nd-semester grades. Semester grades are recorded on each student's official transcript.

Parents and students have easy access to student progress anytime day or night by using the internet to access Skyward.

Skyward is an internet system that gives information about grades, attendance, and missing assignments. Reports may automatically be sent even daily if requested by providing an e-mail address. Identification numbers and passwords will be available at enrollment or in the school office.

Schoology is a learning management system for teachers, students, and parents. It enables its users to create, manage, and share assignments, grades, and resources. While it shows grades and assignments Skyward is the official gradebook.

CLASSIFICATION OF STUDENTS

Students are classified by the KIDS system based on the year they entered school. The information below suggests the number of credits students should earn as they progress through grades 9 – 12.

GRADUATION REQUIREMENTS

Graduation Credits: 28-units are required.

4 Units	English/Language Arts
3 Units	Social Studies (must include geography)
3 Units	Mathematics
3 Units	Science
1 Unit	Physical Education-Health
1 Unit	Fine Arts
0.5 Unit	Business Economics
12.5 Units	Electives
0.5 Unit	Earth / Space Science

Check the enrollment handbook for specific courses and requirements. The counselor will be available to answer specific questions.

GRADUATION HONORS (as of 2021)

Summa cum Laude: (Red stole)

- 3.9-4.0 GPA OR 30+ on ACT
- 8 semesters of College or AP Courses OR
- 4 semesters of Washburn Tech with certification or completion of CTE Pathway
- Second-semester senior year must be KSHSAA eligible.

Magna cum Laude: (Silver stole)

- 3.76-3.89 GPA OR 28+ on ACT
- 6 semesters of College or AP Courses OR
- 2 semesters of Washburn Tech with certification or completion of CTE Pathway
- Second-semester senior year must be KSHSAA eligible.

Cum Laude: (White Stole)

- 3.5-3.75 GPA OR 26+ on ACT
- 4 semesters of College or AP Courses OR
- 1 semester of Washburn Tech with certification or completion of CTE Pathway
- Second-semester senior year must be KSHSAA eligible.

HONOR ROLL

Students who make the Honor Roll will be acknowledged twice a year (first semester and second semester). There are three honor rolls at Jefferson West: the 4.0 Honor Roll, High Honor Roll, Honor Roll. In order to make the 4.0 Honor Roll, a student must achieve a 4.00 grade point average; High Honor Roll, a 3.50 to 3.99 grade point average; Honor Roll, a 3.0 to 3.49 grade point average. All three honor rolls will be figured on the following basis: A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points. Pass/fail grades are not figured into the honor roll. Students must receive a minimum of five letter grades, have no failing grades, and no more than one "D" grade to be eligible for consideration for all honor rolls.

ACADEMIC / ATTENDANCE AWARDS AND COMMUNITY SERVICE RECOGNITION

Since May 1978, Jefferson West has been awarding pins and certificates to students of high academic achievement. In May 1984, Jefferson West students designed a special academic medal which is given in lieu of the pins and is accompanied by a Jefferson West academic letter. The faculty selects outstanding academic achievers. Those students who earn a 3.5-3.9 GPA and maintain it throughout the second semester will receive a High Honor Roll Medal. 4.0 Honor Roll medals are awarded to students who achieve a 4.0 GPA each grading period of the academic year. Seniors are awarded at Academic Awards Night, underclassmen in the fall. Community Service recognition is determined by the number of completed volunteer hours. There are 4 levels honored with pins and certificates: Bronze, 50 hours; Silver, 75 hours; Gold, 100 hours; Platinum, 125+ hours. Special recognition is given to the top 3 individual students. No more than $\frac{1}{3}$ of the total hours from one specific type of service is allowed.

JWHS Homework Policy

Purpose of Homework

There are several purposes for homework. At Jefferson West High School, homework is used to help students understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject. Homework can also serve as a communication link between school and home that shows what students are studying.

Schools in which homework is routinely assigned and graded tend to have higher achieving students. Jefferson West High School is eager to provide the best possible educational opportunities for all our students. Homework is an important link in a total educational program.

Definition of Homework

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-instructional hours.

Role of the Student

It is the responsibility of the student to:

- A. Keep track of assignments and due dates. An I-pad with an electronic calendar is provided to each student for this purpose.
- B. Visit with teachers about missed assignments due to an absence(s).
- C. Ask for clarification on any instructions and expectations not understood before the due date.
- D. Complete and turn in homework on or before the due date.
- E. Complete homework in proper form, according to teachers' directions.

- F. Expect about 1 to 2 hours of homework every night. The amount of time necessary will vary depending on the class. Advanced Placement (AP) and dual-credit courses will require more time.
- G. Establish a time and place for homework that is free from distractions.

Suggested role of the Parent

- A. Set up a comfortable location for doing homework. This does not have to be a “special” room, but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.
- B. Ensure that your student knows each teacher’s homework policy.
- C. Show interest in your student’s schoolwork and discuss what your student is learning.
- D. Watch for signs of failure or frustration.
- E. Contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss homework overload, and be informed about your student’s learning progress.
- F. Check progress on homework through Skyward.

Role of the Teacher

It is the responsibility of the teacher to:

- A. State clearly the purpose of the assignment and provide a due date.
- B. Explain how the assignment is related to the topic under study.
- C. Clearly explain what the student needs to do to demonstrate the assignment has been completed.
- D. Define, in the syllabus, “late” for assignments and consequences for lateness, and clearly communicate both to students and parents in writing. Repeat periodically.
- E. Provide feedback in a timely manner.
- F. Make sure that the teacher’s grading policy is available to students and parents, in writing.
- G. Ensure that the child has the skills to complete the homework assignment by providing demonstration of skills during guided practice in the classroom.

Role of the Administrator

It is the responsibility of the administrator to:

- A. Monitor the implementation of the policy.
- B. Serve as mediator, should the need arise.
- C. Communicate the school’s homework policy to parents.

Late Work Policy

It is the responsibility of the student to understand the expectations of each homework assignment, complete homework on time and turn in each assignment by the due date. The following policy will govern credit given for homework at Jefferson West High School:

- A. Homework turned in complete, according to the teacher’s directions on or before the due date will be eligible for full credit.
- B. Homework that is not complete, not done according to the teachers’ directions, or

not done on or before the due date, will not be accepted for full credit.

- C. Each curricular area will explain and enforce a policy for grading late work that is appropriate for their subject area and assignments. This policy will be given to students and parents in writing.

During School / After School Resources

Teachers are on duty at 7:45 am each morning. Upon arrival, teachers should be available to assist students. Teachers are also expected to stay after school until 3:40 (some exceptions are made for coaches and other pre-approved activities) for student assistance.

Advisory hour, scheduled daily, provides another block of time for students to meet with teachers in order to receive assistance or make-up homework or tests. While some teachers may be engaged in staff development activities or club meetings during this time, most teachers should be available.

Jefferson West High School Tutoring/Homework club will be open in the evenings, Monday – Thursday for the purpose of providing students a place to study, complete homework assignments, and use the computer for school-related purposes (first come, first served). Staff will be available for supervision, and student tutors will be on hand (when possible) to assist struggling students.

TUTORING/HOMEWORK CLUB EXPECTATIONS

All students are required to sign in and out, legibly. **This is mandatory.**

1. Adult tutors will allow students to stay at tutoring if they work quietly on school assignments for the duration of their stay. **“School assignments”** include:
 - Studying
 - Working on an assignment
 - Asking the student/peer tutors for assistance
 - Taking tests/quizzes
 - Using computers and/or iPads for assignments or projects
 - Conducting research with school materials
 - Working on a school project
 - Hang out - if you are not disruptive

2. Students will be asked to leave (by the adult tutors) if their behavior is not conducive to a productive environment which could cause problems for students who are present. **“Behaviors non-conducive to a productive academic environment”** include:
 - Watching videos and/or playing games on iPads or computers
 - Playing games (card or board)
 - Disturbing others with talking, laughing, or other noise
 - Frequently leaving and returning
 - Eating meals in the library - a small snack is okay while studying. All drinks must have a lid. Students should dispose of trash when finished with snack/drink. Drinks should not be by the computers. Students needing to eat a meal should do so at the tables in the commons and then enter tutoring ready to be productive.

MAKE-UP WORK

Make-up work is defined as the actual schoolwork or homework assigned on the day of an excused absence. If appropriate, as decided by the teacher, an alternate assignment equal in purpose and time in order to receive credit may be given. All work that is missed, regardless of the reason for the absence, must be made up as directed by the teacher. Make-up work for excused absences, if completed properly and on time, will be given full credit. Make-up work for unexcused absences may not be given credit. The normal time allowed for make-up work is the number of school days absent plus one school day. Students present at school when assignments are made such as projects, homework, or tests and are absent for a period of time but return to school on the day the project, assignment, or test is scheduled are expected to be prepared, unless special arrangements have been made with the teacher. School-related absences, while excused, require extra communication between students and teachers. Any work due or assigned on the day of the school-related absence should be made up before the student leaves or immediately upon their return to that particular class.

SCHEDULE CHANGES

Jefferson West High offers classes that are both a semester and one year in length. Schedule changes must be requested during the first three (3) days of each semester. Schedule changes will be permitted for the following reasons:

1. Lacking prerequisites for the course
2. Changing a vocation or educational objective
3. Having already successfully completed the course
4. Needing a change to meet graduation requirements

A student must confer with parents, teachers, and counselors, and may be required to obtain written parental permission in order to change classes. Any requests for schedule changes after the allotted time period will be handled at the discretion of the principal.

**** STUDENT CONCERNS ****

COLLEGE DAYS

Visiting a college campus is the best way to determine the right college. In order to encourage this, two (2) college days are provided for seniors and three (3) for juniors. See the counselor for more information.

JOB SHADOWING DAYS

Visiting a job site and observing what occurs in specific jobs are great ways for students to evaluate if these career paths are what they want to pursue. In order to assist students who may be going directly into the workforce, two job shadow visits per year are provided for sophomores, juniors, and seniors, if they complete all of the proper paperwork. This paperwork may be picked up in the office.

FIELD TRIPS

Field trips are an extension of the classroom, and as such, students are under the jurisdiction of all school rules and regulations. All students on field trips have the responsibility of enhancing the image of Jefferson West High School through their positive behavior and manner. Any deviation from that norm may result in the student being restricted from school-sponsored field trips in the future, as well as other appropriate disciplinary measures. Students are required to return a completed “Parent Permission Slip” before going on the trip. Students are responsible for informing all of their other teachers of the field trip in advance of the trip and following the teachers' directions as to make-up work.

FIRE, TORNADO, & SAFETY DRILLS

Safety drills (fire, tornado, intruder, lock down, shelter in place, gas evacuation, etc.) will be conducted approximately once each month during the school year in accordance with Kansas School Code. Drills are held periodically during the year in order for students to know the proper procedures and how to respond in case of a disaster or crisis. Please check with the teacher for proper exit routes for fire drills and for proper procedures for tornado drills. Once outside the school, or in the hallways, students are to remain with their class for the entire period of time. In the case of a fire drill, tornado drill or other emergency situation, follow the directions of the teacher.

Fire or Tornado- follow the directions of the teacher /use the emergency exit map on the wall.

Shelter in place means that no one leaves the buildings; classes will continue as normal.

Secure your Room means no one leaves any room, and the students are to go where his/her teacher directs.

Hold in Classroom- stay in your classroom until released via intercom announcement.

ALICE- (Alert, Lockdown, Inform, Counter, Evacuate) (formerly Run, Hide, Fight) means teachers have the option to choose which escape from the danger is best for their class. Students will listen to their teacher about what procedures to follow. Teachers will direct students on the course of action to take. In the event of an actual crisis situation of any kind, for everyone’s safety, dismissal may be delayed.

GUIDANCE SERVICES

We provide personal and academic counseling for each student through our counseling and social work offices. The counselor and the social worker may work with students individually, in small groups, or in the classroom. Please see the information below to determine where to reach out for assistance or information.

Counselor: Enrollment and class changes, graduation /credit checks, college /career counseling (such as college visits, career fairs, FASFA, etc.), job shadowing, scholarships, interpretation of test scores.

Social Worker: Counseling in the following areas- Social-emotional, substance abuse, bullying and mental health (such as anxiety, depression or thoughts of suicide), assist with attendance issues, and conflict management with peers, staff, or family.

Either the counselor or the social worker: Assist with academic (grade) counseling, assist with basic needs (food, clothing, housing).

IDENTITY DEFINED

Jefferson West is proud to partner with the local not for profit organization called Identity Defined. Any student K-12 can “shop” anonymously for a new outfit. There is no cost and no qualifying. Please contact our social worker, counselor, or administration and we will help out.

Student Health

1. Wellness

Jeff West promotes a healthy environment, committed to the safety of our students. If your child is experiencing emotional difficulty, parents are encouraged to contact the school social worker or counselor.

- a. Jeff West encourages students to develop good hygiene habits including washing hands, bathing daily, combing hair, and brushing teeth at least twice a day.
- b. Students are encouraged not to share hats, coats, hairbrushes, and hair accessories.
- c. Commonly used desks/learning areas will be cleaned daily.
- d. Frequent washing and sanitizing of hands is encouraged.

2. Illness

- a. Any student who has a fever of 100 Degrees Fahrenheit or higher, who has vomited, has diarrhea, or who has any other communicable disease listed below may not remain in school. A parent/guardian will be called to pick up the student from school as soon as possible. Any exception to remain at school will be determined by the administration in consultation with the school nurse.
- b. Students must be fever free, without the use of fever reducing medication, for 24 hours before returning to school.
- c. For communicable diseases, students will need a doctor’s note or follow the communicable disease chart listed below for when they are able to return to school.
- d. If a student is unable to participate in physical activity, recess and physical education, due to any medical or physical condition, the student must bring a written statement from a physician noting the length of time required to sit out and when full participation may resume.

3. Medication

The school is not allowed to give any type of medication (prescription or over-the-counter) without a signed “Medication Authorization” form from the parent or guardian. If it is necessary that a medication be given during school hours, the following requirements must be met:

Prescription and over-the-counter medication must be brought to the school by the parent or guardian. Medication will not be accepted from students.

Prescription medication must be brought to school in the current, original container with pharmacy label intact. The label must have the student’s name, name of medication, dosage, time, route to be given, and doctors name. If the medication is not properly labeled, it will not be given.

Over-the-counter medications must be unopened, unexpired, and in the original manufacturer container/package with labels intact. Over-the-counter medications will be dispensed and

administered, based on age, as written on the label of the medication or as otherwise authorized in writing by the student's physician.

Prescription and over-the-counter medication will only be given as authorized according to state law and school procedures.

Prescription and over-the-counter medication from a foreign country will not be given.

Herbal and/or Homeopathic medications (including essential oils) will not be given.

Students in grades 5th-12th may self-carry emergency medications (inhaler, seizure medication, diabetic medication). Self-carry authorizations from the student's physician and parent must be on file and renewed every school year.

4. Screenings

Jefferson West will conduct vision, hearing, and dental screenings for students. Parents that wish to have their child excluded from screenings must submit in writing by September 15th of every year that they do not want their child screened.

5. Immunizations

Students must be current on all state required immunizations to attend school.

6. Communicable Diseases

Students will need a doctor's note or follow the communicable disease chart listed below for when they are able to return to school.

ILLNESS AT SCHOOL

If a student becomes ill during the school day, he/she shall report to the office. The secretary will contact a parent or guardian before releasing the student. If no one can be reached, the student will be kept at school. Please make sure your emergency information card is filled out and up-to-date. **NO ORAL MEDICATION WILL BE GIVEN.**

Communicable Diseases

Communicable Disease: A disease that is spread from one person to another through a variety of ways including but not limited too contact with blood and body fluids, breathing in an airborne virus, or by insect bites.

Communicable Disease	Incubation Period	Period of Communicability	May return to school
BED BUGS Slightly swollen and red area that may itch and be irritating caused by bite marks	Variable	Until bugs are destroyed	Exclusion is not required. Treatment of home is highly recommended
DIARRHEA Watery stools	Variable	Variable	K-8 Exclusion from school until 24 hours after the last episode 9-12 Determination of the administration/nurse

FIFTH DISEASE Fever and headache followed by a red rash to the face, trunk, arms, and/or legs	4-21 Days	Greatest before onset of rash and while fever is present	Must be fever free for 24 hours without the use of fever reducing medication
HAND, FOOT, & MOUTH Fever, malaise, and sore throat. One or two days after fever starts, painful sores or blisters can develop in the mouth, hands, or feet.	3-6 Days	While fever is present	Must be fever free for 24 hours without the use of fever reducing medication
IMPETIGO Pus filled sore that may have a honey colored crust	2-10 Days	Until lesions are healed	Exclusion until 24 hours after initial dose of prescribed medication and lesion is to remain covered until healed.
INFLUENZA Fever, cough, nasal congestion, body aches, fatigue, headache	1-4 Days	One day before symptoms develop and up to seven days after onset of symptoms	Must be fever free for 24 hours without the use of fever reducing medication or 5 days, whichever is longer
LICE Tiny insects that can cause scalp itching and irritation. Lice eggs (nits) appear on hair shafts	Variable	Until lice and nits are removed	Live lice: Exclusion from school until treatment is received
MONONUCLEOUS or EPSTEIN BARR VIRUS (MONO) Fever, extreme fatigue, sore throat, headache, body aches, swollen lymph nodes in the neck and armpits, swollen liver or spleen, and rash.	30-50 Days	Prolonged – may persist for a year or more	No exclusion required. Recommended to avoid strenuous activity and contact sports for three to four weeks after the onset of symptoms.
MRSA (Methicillin Resistant Staphylococcus aureus) Skin infections that resemble pimples or boils, which can be red, swollen, painful, or have pus or other drainage	Variable but commonly 4 to 10 days	Active non-treated drainage is infectious	Exclusion from school until medical treatment is received and lesion is to remain covered until healed.
PINK EYE or CONJUNCTIVITIS <ul style="list-style-type: none"> - Bacterial: pink or reddened sclera, discharge, crusting, itching, painful - Allergic or viral: watery discharge, itching 	1-3 Days	During course of active infection	Bacterial: Exclusion until written permission is obtained from a physician to return to school Allergic or Viral: may stay in school

RINGWORM flat, spreading ring-shaped lesion(s) on the body	4-14 Days	As long as lesions are present	Exclusion until medical treatment is received and lesion is to remain covered until healed.
SCABIES Intense itching and a pimple-like rash, which can include tiny blisters and scales caused by tiny mites that burrow under the skin	2-4 Weeks first time. 1-4 Days subsequent times	Until mites and eggs are destroyed	Exclusion until 24 hours following initiation of appropriate antiparasitic therapy.
STAPHYLOCOCCUS AUREUS (STAPH) Skin infections that resemble pimples or boils, which can be red, swollen, painful, or have pus or other drainage	Variable but commonly 4 to 10 days	Active non-treated drainage is infectious	Exclusion from school until medical treatment is received and lesion is to remain covered until healed.
STREP THROAT Throat pain, red and swollen tonsils, sometimes with white patches or streaks of pus, swollen, tender lymph nodes in neck, fever	1-3 Days	As long as bacteria are present in respiratory secretions. Noninfectious after 24 hours of treatment	Exclusion from school until 24 hours after medical treatment and 24 hours fever free without the use of fever reducing medication.
VOMITTING Involuntary expulsion of gastric contents through mouth	Variable	Variable	K-8 Exclusion from school until 24 hours after the last episode 9-12 Determination of the administration/nurse
COVID Fever or chills, headache, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion, or runny nose, nausea or vomiting, diarrhea.	Variable	Variable	K-12 Exclusion from school subject to Jefferson County Health Department most recent quarantine orders.

ACCIDENTS

Any student who has an accident while on school property is asked to report immediately to the office to be examined by office personnel. Students should follow this procedure regardless of how slight the injury may be. For the safety and well-being of the student, should additional evaluation be deemed necessary, the student may return with documentation from the medical provider.

LOCKERS

Each student is assigned a locker when he/she enrolls. Students are to keep their lockers locked. Students should not share lockers or locker combinations with other students. The locker is the property of the school and students are responsible for any damage to the locker. The school administration has both the right and obligation to check any locker at any time.

BEFORE AND AFTER SCHOOL

Before school, students are expected to be in the commons, working directly with a teacher, or walking the square (not sitting on the benches). After school, if students remain in the building, they should be under the direct supervision of a staff member, in tutoring, or working directly with a teacher. Students should not loiter in the parking lot.

LUNCH AND CAFETERIA

We have a closed lunch period. Students may either eat a school lunch or bring their lunch from home. Commercial food may be brought in on special occasions with PRIOR administrative approval.

Money may be added to student accounts through food service. Students need to keep their meal accounts paid up. If a student does not have enough money in their account or cash, then they are not able to get the hot entree for that day. However, an alternative lunch will be provided.

Lunch is a time for quiet conversation, eating, relaxation, and continued proper behavior. Students are to remain in the commons area during their lunch period. Students who need an exception to this rule must seek permission from the lunchroom advisor. Students are responsible for their own clean-up in the cafeteria, placing their empty trays in the proper areas. Food **MUST** be eaten at the lunch tables. In order not to disturb other classes in session, lockers, academic areas, and cars are off-limits during the lunch periods.

ELECTRONIC DEVICES (CELL PHONES, SMART WATCHES, EAR BUDS, ETC)

Electronic devices maybe used in the classrooms per teachers' discretion. Consequences are as follows...

If an electronic device is out during a non designated time without permission the device will be confiscated and taken to the office:

1st offense- no penalty- student may pick up phone at the end of the school day.

2nd offense- 60 minute detention issued when student picks up the device at end of school day.

3rd offense- Parents will need to pick up the device from the office at the end of the school day.

4th offense- for 3 consecutive days the student will turn the device into the office at 8:00 am (or the beginning of their school day) and pick it up at 3:25pm (or end of their school day).

5th offense- for 5 consecutive days the student will turn the device into the office at 8:00 am (or the beginning of their school day) and pick it up at 3:25pm (or end of their school day).

6th offense- 3 weeks of turning device into office as described in 4th & 5th offense.

The school is not responsible for the electronic device.

Recording or taking pictures with electronic devices (cell phones/iPads, etc.) in restrooms or in locker rooms is prohibited under any circumstances.

TELEPHONE USE

In an emergency, (illness, discipline problem, family emergency) students needing to contact a parent or guardian may use the phone in the office. Because the office phones are constantly being used, conversations must be limited to the immediate situation.

STUDENT APPEARANCE

Students are responsible for appropriate personal dress and grooming. Any clothing, grooming or behavior that is disruptive to the learning environment is not acceptable. If a teacher believes a student's dress or appearance is inappropriate or distracting from the classroom setting, the student may be referred to the administration for corrective measures.

RULES OF DRESS:

1. Students are not to wear hats, hoods, caps, head rags, etc in the building during the school day.
2. Sunglasses are not to be worn in the building.
3. Clothing or other items that have obscene words, alcohol or drugs or inferences, profane pictures or inferences are not permitted at school
4. A total shirt must be worn. No bare midriffs/half-shirts, fish nets, undershirts or undershirt-type shirts and no sleeveless shirts that are open down the side, front or back may be worn. Undergarments should not be visible.
5. School physical education shirts and shorts are not allowed as everyday wear.
6. Skirts and shorts must be of acceptable length for school use.
7. Ripped and torn jeans that expose undergarments are inappropriate. Garments designed to be worn as undergarments are not acceptable as outerwear at school.
8. Shoes must be worn at all times.
9. Blankets/pillows are not to be carried or worn in the building during the school day.
10. Large link chains or stud collars are not to be worn.

The principal may modify the rules of dress as the need arises.

VENDING MACHINES

Vending machines are provided for the convenience of the students and faculty. They are to be used only before and after school, during breaks, and passing periods. They are also inoperative during lunch time. Food and/or drinks are allowed in the classrooms or gym only at the option of the teacher. The music room and library are off limits for food and drink.

VISITORS

In accordance with school policy, all visitors must check in the office. Students should not bring non-student visitors to school during the school day.

SCHOOL DANCES & SOCIAL FUNCTIONS

Outside dates may be invited to all high school social functions but must be in the ninth grade or above, be 20 years of age or younger, (a 21 yr old may be considered at the principal's discretion). All outside dates must be signed up in the office and approved by the principal at least one day prior to the function. The school reserves the right to ask for identification and not admit a person for proper cause. All those in attendance will dress appropriately for the occasion. Students must be in good standing in order to attend school dances and social functions. Students will not be readmitted to a school dance once they have left. Outside drinks cannot be brought in. A breathalyzer may be used to ensure the safety of all persons at the event.

AUTHORITY OF STAFF

The administration, faculty and auxiliary staff are partners with the students at Jefferson West High School. A major part of that role is to direct the activities of the students into proper, positive channels. **Any faculty, para/aide , coach, auxiliary staff member, or the administrator** has the responsibility and authority to appropriately direct the actions of the students on school property or at any school activity away from school.

DRIVING/PARKING LOT

Driving is both a serious responsibility and privilege. In the interest of safety, students are expected to operate their vehicles in a responsible and orderly fashion. Excessive speed or other reckless or careless acts cannot be tolerated. Students who drive their cars to school shall park them in the appropriate manner in the East parking lot. Upon arrival at school, students must exit their vehicles and enter school. No loitering in parking lot before or after school. Students not following these guidelines may lose their privilege to drive/park on school grounds.

No students are to be at their cars during the school day. If a student needs to retrieve something from a car, office permission is required, and students must be escorted by a staff member. (This should be of a limited occurrence) Students must check back in the office after returning from their cars. Student cars leaving the lot at the end of the day are to clear the streets. Please stay away from the elementary and middle schools; do not interfere with the traffic patterns of the school buses and remember that buses have the right-of-way.

Students must ride district transportation to and from all school activities, if provided, such as: practices, games, JDLA, WIT, etc. Parents who wish to transport their children after such activity must sign waivers for each occurrence.

LIBRARY RULES & REGULATIONS

The school library is organized to provide recreational reading and educational opportunities. Library policies are established so that all members of the Jefferson West community may benefit from the use of available materials. Students are welcome to ask library personnel for assistance in locating personal or academic information.

The library is open Monday - Friday 7:30 am - 3:30 pm; The library will be closed during lunch periods.

Policies

- *Books may be checked out for three weeks and can be renewed.
- *Current magazines may be checked out for one week.
- *Magazines on file may be checked out for two weeks and can be renewed.
- *A student must have a pass to stay in the library.
- * Food and drink are allowed in the library at the discretion of library staff.
- * All books, magazines, etc. are to be turned in prior to the end of the school year.

Fines & Charges

- *A student will be charged the replacement cost of lost or damaged materials.
- *A student is responsible for any charges or damages to materials acquired through an inter-library loan.

PASSES

Students should not be out of an assigned class and in the corridors without a pass created on E-Hall pass. Students needing a pass should ask the teachers at an appropriate time to approve their pass.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection in the school or on school grounds is in poor taste and may result in disciplinary action. Any action beyond hand holding is PDA.

SCHOOL BUS CONDUCT

The driver is in charge of the students and the bus. Students must obey the driver. Any violation of school bus rules will be reported to the asst. principal and/or Director of Transportation and may result in disciplinary action that includes loss of school transportation. School transportation is not provided for detentions.

**** *EXTRA-CURRICULAR* ****

INSURANCE

KSHSAA provides catastrophic injury insurance at no cost to the student.

PHYSICAL EXAMINATIONS

All students involved in KSHSAA activities are required to have a physical examination and a completed KSHSAA physical form on file in the office prior to participation in that activity.

STUDENT ACTIVITIES - GET INVOLVED!!

Students are encouraged to take part in extra-curricular activities. A wide variety of clubs, teams, and other activities exist at Jeff West High School for the students. In order to practice or participate in inter-school activities, the following requirements must be fulfilled:

1. The completed Kansas State High School Activities Association (KSHSAA) physical form, including emergency information, is on file with the Athletic Director (sports, cheerleading, and dance team only).
2. Have passed five new classes the previous semester.
3. Enrolled in at least five new subjects for the current semester.
4. Observance of rules of eligibility by KSHSAA, the Big Seven League and JWHS.
5. Be in attendance **by 11:00 am each** day. An exception to this policy must be approved by the principal or assistant principal.
6. Be in good standing with the school and the coach or sponsor. Students under discipline assignments may not participate until said assignment is completed.
7. Virtual students- must be enrolled in a minimum of 5 classes of unit weight per semester in a USD 340 school or USD 340 school program.

Students must ride school transportation to and from away contests. Students may not ride home with anyone but their parent or legal guardian. The parent or guardian must notify the coach or sponsor in person that they are taking their child. Each athlete is responsible for the equipment that is checked out to him/her. Students attending a school event the night before are expected to be at school on time the next day.

In all activities, everyone involved should conduct themselves in a sportsmanlike manner, whether a participant or spectator. At school activities, school rules apply, and those who choose not to follow them will earn disciplinary consequences.

STUDENT CONDUCT AT ATHLETIC GAMES

All JWHS students are encouraged to support the Tigers at our athletic contests. It is important that students provide positive support for the Tigers and at the same time refrain from being negative toward officials or our opponents. JWHS will follow the KSHSAA in its enforcement of Rule 52 which includes guidelines for good sportsmanship for all fans to follow. The following are things that will **NOT** be allowed at our JWHS games:

1. Negative yells toward opponents or officials.
2. Profanity at any time.
3. Inappropriate actions (example - yelling "air ball" or saying chants during free-throw attempts at basketball games, etc.)
4. Artificial noise makers.

Don't lose the privilege of attending athletic events. Be positive in support of the Tigers.

Rule 52 Sportsmanship

SPORTSMANSHIP is a general way of thinking and behaving.

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

It is easy, just remember to show support by cheering for the Tigers, not against the other team or officials.

**** DISCIPLINE ****

PHILOSOPHY

Jefferson West Unified School District #340 believes that discipline is all of the actions that support and guide student activities within a school. Discipline includes the training, strengthening, and perfecting of student self-control in such a way as to contribute to the academic and social growth of each student. We believe that Jefferson West High School must maintain a positive, educational climate which is conducive to effective learning. Jefferson West students should adhere to appropriate codes of behavior for their personal development and for the benefit of a positive learning climate within the schools and within the community. Reasonable rules and regulations are necessary for ensuring the best interests and welfare of individual students and the total school population. **Each individual has a right to an education, however, that does not mean the individual is entitled to special rights or privileges that interfere with the educational pursuits of others.**

Students are expected to become increasingly responsible for their own behavior and work toward the development of such characteristics as:

- * Personal integrity and honesty
- * A sense of duty
- * Self-esteem
- * Respect for the rights of all persons
- * A sense of personal responsibility and justice
- * A sense of self-discipline and pride in one's work and respect for the achievements of others
- * Respect for one's personal property, the property of others, and public property

The Jefferson West School District's philosophy of discipline is intended to assist students in understanding that school rule's function much like the laws in society. Both fulfill a need to protect individual and group rights. Acts of behavior which interfere with the maintenance of an effective learning environment, or which are antagonistic to the welfare of other students will not be considered acceptable. A student who commits acts of unacceptable behavior will be subject to disciplinary action.

USD 340's first priority is "Teaching and learning of the intended curriculum for all students." To ensure that all students have an opportunity to learn, we are committed to maintaining a safe environment, an orderly environment, and a productive classroom environment for all students.

The discipline process in USD 340 is designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior. To accomplish this, we need the support of all staff, students, and parents

PART I. EXPECTATIONS

To maintain a safe, orderly, and productive classroom environment, staff, students, and parents will be expected at all times to:

- *demonstrate self-respect, respect for others, and respect for all things in their environment.
- *help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline.
- *handle all conflicts without the use of violence or threats of violence and with respect for the rights of all;
- *be on task at all times while in the classroom or other learning activities.
- *complete all academic tasks; and
- *assist misbehaving students to change their unacceptable behavior to acceptable behavior.

PART II. LEVELS OF MISBEHAVIOR

The identified levels address the three areas necessary to provide a positive and productive teaching and learning environment (safe, orderly, and academically productive environment).

LEVEL 4: Safe Environment. Behaviors that are intended to be physically and/or mentally threatening to others and/or are illegal are considered level four offenses. Behaviors that contribute to an unsafe environment will not be tolerated and will be dealt with immediately. The following are examples of misbehaviors that cause a school environment to be unsafe:

- * Weapons (including laser devices) -- possession of or use of
- * Theft
- * Fighting -- assault or battery of any kind
- * Intimidation/extortion/threats
- * Gross disrespect toward an adult -- cursing/name calling
- * Defiance that contributes to an unsafe environment
- * Alcohol/drugs (possession, sale or use of)
- * Sexual harassment of any kind
- * Arson

- * Explosive devices
- * Tobacco (possession or use of)
- * Harassment on the basis of race, color, religion, ethnicity, gender, disability, or sexual orientation
- * Arranging public humiliation
- * Enforcing group exclusion against someone by threatening others if they don't comply

Consequences for level four infractions include short-term OSS, long-term OSS, or expulsion.

LEVEL 3: Orderly Environment. Misbehaviors outside the classroom that are not intended to be physically or mentally threatening to others, are not illegal, and do not interfere with teaching and learning, but do negatively affect an orderly environment.

The following are examples of Level 3 misbehaviors:

- * Disruptive behaviors in the hallway
- * Disruptive behaviors in the cafeteria
- * Disruptive behaviors at a school activity
- * Disruptive behaviors before and after school
- * Skipping/tardiness/truancy
- * Being in the hall without a pass
- * Gambling
- * Inappropriate use of a motor vehicle
- * Inappropriate or disruptive behaviors in the parking lot
- * Solicitation (selling unauthorized items at school)
- * Inappropriate literature
- * Filing false emergency reports
- * Destruction or defacement of property
- * Inappropriate display of affection
- * Dress code violations
- * Public teasing, gossiping, or spreading rumors
- * Ostracizing through writing
- * Posting slander in public places or through electronic means
- * Playing mean tricks to embarrass someone
- * Excessive bragging that is demeaning to others

Consequences for level three infractions include detentions, Friday school, ISS, or short-term OSS. Adjustments can be made by the building principal to address repeated violations.

LEVEL 2: Productive Classroom Environment. Behaviors that occur in the classroom and interfere with the learning of others are level two infractions. The following are examples of Level 2 misbehaviors:

- * Failing to follow reasonable request of the teacher
- * Talking out
- * Horse play
- * Disturbing another student in any way
- * Being out of seat without permission

- * Showing disrespect/defiance
- * Using equipment improperly
- * Disrespecting peers/teasing

Consequences for level two infractions include teacher-student conference, temporary removal from the classroom, teacher-student-parent conference, detentions, Friday school, ISS, or short-term OSS. Adjustments can be made by the building principal to address repeated violations.

LEVEL 1: Productive Personal Environment. Misbehaviors that occur in the classroom that affect only the disruptive student are considered level one offenses. The following are examples of Level 1 misbehavior:

- * Not having appropriate equipment and materials
- * Sleeping
- * Being off task, but not disrupting others
- * Failing to turn in homework/failing to complete assignments
- * Failing to dress out for P.E.

Consequences for level one infractions include teacher-student conference, temporary removal from the classroom, teacher-student-parent conference, detentions, Friday school, ISS, or short-term OSS. Adjustments can be made by the building principal to address repeated violations.

PART III. NON-NEGOTIABLE BEHAVIORS

VIOLENCE FREE POLICY

USD #340 has developed district policies that identify behaviors that cannot and will not be tolerated from any student. To ensure a safe environment, the district has developed a Violence-Free Policy that clearly identifies the behaviors that no student need tolerate in any of our schools.

It is everyone's responsibility to keep our school free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following:

A. The Possession of a Weapon

Definition: Weapon means a firearm, loaded or unloaded, a replica firearm, knuckles, knife, chains, clubs, throwing star, incendiary or exploding device or any other article that is commonly used, or is designed, to inflict bodily harm.

In accordance with Board policy: While on school grounds or at school activities, functions, or events, a student shall not possess any object that, in the opinion of the administration, can be considered a weapon. Possession shall include concealed in lockers, clothing, book bags, vehicles, or on person.

Consequences: All consequences will be in accordance with applicable state and federal laws: Ten (10) days out-of-school suspension with a due process hearing for possible expulsion and notification of the police. Possession of a weapon on school property may result in expulsion for 365 days.

No pocket knives are allowed at school, in the event that a student unwittingly brings a small pocket knife (a blade less than 2-1/2 inches) to school, that student must immediately meet with the

school principal. The principal will hold the pocketknife until it is picked up by the parent(s). The principal will talk with the parent and student. A warning will be given for first incident. Repeated offenses may result in suspension.

B. The Use of a Weapon or Other Objects Used as a Weapon

Definition: Use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school, or at any school-sponsored activity regardless of where held. Examples could include belts, combs, pens, pencils, files, compasses, scissors, bats, or any item as per administrator determination.

Consequences: All consequences will be in accordance with applicable state and federal laws: Ten (10) days of out-of-school suspension with a due process hearing for possible expulsion and notification of the police.

C. Involvement in a Fight

Definition: Two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm.

Consequences: Out-of-school suspension for at least one (1) day with the possibility of ten (10) days suspension with a due process hearing for possible expulsion and possible notification of the police.

D. Assault or Intimidation of an Individual(s)

Definition: Any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.

Consequences: Suspension for at least one (1) day with the possibility of a ten (10) day suspension with a due process hearing for possible expulsion and possible notification of the police.

E. Bullying

Definition: Bullying is severe, persistent, or pervasive (widespread) from one or more students, staff, or parents that creates an intimidating, threatening, or abusive educational environment. These actions could result in actual or reasonable fear of physical or mental harm, or actual or reasonable fear of damage to property.

Types of bullying are:

1) teasing (name-calling, insulting, or other behavior that would hurt others' feeling or make them feel bad about themselves; 2) harassment (racial, ethnic, or sexual name-calling or other severe harassment; 3) exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends); 4) physical bullying (pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space); 5) severe physical bullying (punching, kicking, and similar behavior that could result in injury to others); 6) threat of serious violence (threats of using a weapon or other conduct which should be immediately reported; 7) Cyberbullying (bullying via any electronic communication)

Consequences: Determined by the seriousness of the actions according to the specific level of infraction.

DETENTIONS

Detentions are assigned to students by the teacher or by the office for inappropriate behavior. Parents will be notified of detentions longer than 30 minutes. Detentions are scheduled every Wednesday from 3:30-4:30 pm. Any detention not served by due date will be doubled and due the next week. If a detention is still not served, more severe consequences will be issued. Any request for rescheduling a detention period must be made to administration in advance of the scheduled time to be served. Faculty members may request that a detention issued by them be served with them.

Extended Detention

Extended detention is assigned by the administration to students for inappropriate behaviors. Students will report to the school no later than 3:30 PM. Extended Detention will dismiss at 6:30 PM. Students are expected to make all transportation arrangements.

SUSPENSIONS/EXPULSIONS

Students may be suspended (in-school suspension ISS or out-of-school suspension OSS) or expelled for anyone (1) or more of the following reasons:

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Education; or
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school; or
- Conduct which substantially impinges upon or invades the rights of others; or
- Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States; or
- Disobedience of an order of a teacher, law enforcement officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school, or substantial and material impingement upon or invasion of the rights of others.

ACADEMICALLY PRODUCTIVE CLASSROOM POLICY

To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of other students or the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others:

1. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
2. If the student stops the behavior, the teacher will continue with the learning activity.
3. If the student does not immediately respond to the teacher's request, he/she will be asked to leave the classroom. The student will be expected to go to the office.
4. If the student repeats the same behavior every day, even though they comply each day when asked to stop, there may be consequences.
5. If the student refuses to immediately leave the room, the teacher will call the office for someone to escort the student out of the classroom. The student will be brought to the principal's office.

Minimum Consequence: Parent-teacher; Teacher-student conference
Maximum Consequence: Out-of-school suspension for one to three days

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as one's own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

ALTERNATIVE LEARNING POLICY

USD 340's priority of teaching and learning the intended curriculum still applies when a student chooses to misbehave. Many of the consequences for misbehavior assign the student to an alternative learning situation. Two possibilities exist for short term cases:

1. **In-School Suspension** - The student will be removed from the regular classroom setting for a pre-determined period of time and placed in the school's designated ISS setting. The student will be assigned teacher-generated assignments and tests from all classes missed. All successfully completed work will receive appropriate credit. **Students serving ISS are not eligible to attend after school activities (excluding tutoring).**
2. **Out-Of-School Suspension** - Any student who is suspended from school for more than two days will be assigned to the Alternative Education Program under the direction of the building principal. The assignment is mandatory and must be successfully completed before returning to the regular school program

ALTERNATIVE LEARNING GUIDELINES

1. Each Alternative Education Program session will be held in the appropriate setting for the student.
2. A suspended student is responsible for learning all classroom material that was missed.
3. An Alternative Education Program will specifically address the class work missed during the suspension.
4. All successfully completed work will receive appropriate credit.
5. The student will be expected to follow all rules and procedures and stay on task at all times. Failure to comply will result in dismissal from the session with no credit. The obligation will be rescheduled. Continuing non-compliance will result in the loss of the privilege to earn credit in an alternative setting.
6. An Alternative Education Program can be in-school suspension, tutoring, Saturday school, Friday school, or assignment to an after-school program from 4:00 – 7:00 p.m.
7. In the unusual situation of a student who is in process under the provisions of the long-term suspension/expulsion policy, that student may be exempt for the alternative education program. This includes the ten-day short-term suspension period prior to the long-term suspension or expulsion hearing. Should the student be long-term suspended or expelled, any continued instruction via homework and the credit for that work will be a decision made by the principal on a case by case basis.

Failure to comply with the above will result in the following consequences:

1. Minimum Consequence: The student will be asked to leave the learning activity with the invitation to return if he/she has been assigned for another day.
2. Maximum Consequence: The student will be exempt from any future participation in any of the alternative learning activities.

SUBSTANCE ABUSE POLICIES

Drug Free Schools

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as 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. 102-225 103 St. 1928.

Violations of Substance policies:

- 1) Those violations that occur **during school or at school activity** will be covered by USD 340-JDDA-R Policy.
- 2) Those violations that occur **outside of school** will be covered by Jefferson West abuse policy (violations outside of school)
- 3) If a violation occurs at school and also outside of school -USD 340-JDDA-R Policy will be followed.
- 4) **Students may be required to participate in a re-education program before returning to the classroom.**

Drug Free Schools

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this 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. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

- a. Discipline up to and including short-term suspension; long-term suspension or expulsion from school for up to 186 days.
- b. Suspension from all student activities for a period of time as listed below if it is a short-term suspension, if a long-term suspension or expulsion – it will be the length of those consequences.
 - 1st offense – length of short-term suspension plus **15** days
 - 2nd offense- length of short-term suspension plus 30 days
 - * An Intake session will be required at the expense of the family. Documentation verifying the completion of the intake session is required and will need to be submitted to the school administration
- c. In determining the appropriate discipline, the following factors will be considered:
 - Character of the use: possession, use, selling, distributing
 - Types of substance: alcohol, marijuana, cocaine, prescription drugs, methamphetamines, other
 - First time offense or repeat offense

Board Policy # JDDA-R

- Quality and amount of substances used, distributed, or possessed

d. A student placed on long-term suspension or expulsion under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol education and rehabilitation program at the students/parents' expense.

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 other disciplinary action against the student in accordance with other policies governing student discipline.

Drug and alcohol counseling and rehabilitation programs are available for district students from private or public providers. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. 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 may contact the directors of the programs to determine the cost and length of the program.

CIGARETTES, TOBACCO PRODUCTS, & VAPING DEVICES

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Student violations may result in parent/guardian notification, participation in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement, as appropriate.

For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or vaping device.

"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, a cigarette, a 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, and substances used in electronic cigarettes, whether or not they contain nicotine.

According to state statute, cigarettes, electronic cigarettes, tobacco products and vaping devices found in the possession of a minor are declared to be common nuisances and contraband subject to confiscation.

Administrators shall report students who are in violation of the law to the appropriate Law Enforcement Agency.

In addition, appropriate action will be

- First offense - 2 days Out of School Suspension* Student may be required to participate in a re-education program before returning to the classroom.
- Second offense - 4 days Out of School Suspension* Student may be required to participate in a re-education program before returning to the classroom.
- Third offense - 6 days Out of School Suspension* Student may be required to participate in a Re-education program before returning to the classroom.

- Fourth offense is a recommendation for long term suspension/expulsion Hearing - Student may be required to participate in a re-education program before returning to the classroom.

***Suspension from all student activities for a period of time as listed below:**

1st offense – length of short-term suspension plus 15 days

2nd offense- length of short-term suspension plus 30 days

3rd offense – length of short-term suspension plus 45 days

JEFFERSON WEST ABUSE POLICY **(Violations outside of school)**

Jefferson West High School recognizes that substance abuse is a significant health problem for many adolescents. The misuse and abuse of chemicals by student/athletes may affect participation in athletics & activities at Jeff West. **Student participation in athletics and activities at Jeff West is a privilege not a right.**

Activities/Athletics Covered by this Policy - All MS/HS Athletic Teams, Cheerleaders, Weststeppers : Activities covered by this policy- all KSHSAA sponsored clubs/activities, musicals, plays, Thespian club, FFA, FCCLA, FCA, FBLA, Spanish club, SADD, KSPA, and NHS.

POLICY GUIDELINES

Basic Rules - During the season of practice and competitive play, (which includes the fall, winter, and spring seasons and the summer for Cheerleaders, Weststeppers, FCCLA, FBLA, & FFA due to summer camps, practices and national competitions) regardless of the quantity, **a student shall not:**

- 1) Use a beverage containing alcohol, or receive a ticket for consumption/possession of alcohol
- 2) Use tobacco products -which includes chewing tobacco
- 3) Use or consume, have in possession, buy, sell, or give away any other controlled substance defined by law as a drug
- 4) Use mood-altering chemicals

ADDITIONAL GUIDELINES:

- 1) Violations are accumulative throughout the school year, not per sport.
- 2) These rules also cover any portion of an activity season that occurs prior to the start of school or after the close of school.
- 3) If the violation occurs near the end of the season or at the end of the school year, the penalty phase will continue into the next sport the student/athlete participates in.

Confirmation of a Violation-

Violations may be reported by:

- 1) Self Disclosure - (student turns himself/herself in)
- 2) Student admits to violation during initial inquiry by administration

- 3) Faculty or staff witnesses actual violation
- 4) Law Enforcement
- 5) Non-school person- A signed written report can be the basis of an investigation.

***The building administrative team will accept reports and will investigate if the facts deem it necessary.

AFTER CONFIRMATION OF THE VIOLATION-THE FOLLOWING STEPS WILL BE TAKEN-FOR STUDENTS THAT SELF DISCLOSE OR ADMIT TO VIOLATION DURING INITIAL INQUIRY

First Offense- See suspension table below. The student will still be required to attend practices and the student athlete must complete any additional conditioning program or outside work the coach or sponsor assigns. The coach and player will receive in writing the date that the player is suspended.

HS ACTIVITIES	
ACTIVITY	SUSPENSION
Football / Cheer / Weststeppers	1 ½ games
Volleyball	5 matches
Cross Country	1 meet
Basketball / Cheer / Weststeppers	3 games
Wrestling	5 matches
Track	1 meet
Baseball	2 games
Softball	2 games
Golf	1 tournament
Scholars Bowl	2 meets
Debate	1 meet
Forensics	1 meet
Theatre	1 performance

Second Offense - 1/3 of the scheduled competitions suspended, (based on varsity schedule, which can roll over to the next athletic season. The student will still be required to attend practices and the student athlete must complete any additional conditioning program or outside work the coach or sponsor assigns. If offense occurs in a portion of the season in which there are practices but no games the suspension will become effective during the competition portion until 1/3 of the competitions have been missed. The coach and player will receive in writing the dates that the player is suspended. In addition, the student will be required to attend an intake session with a mental health professional during the suspension period. Such appointments will be at the family's expense and documentation will be required. There will be a mandatory meeting between the activities director, the head coach, the parents, and the student before possible reinstatement. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional but will be encouraged to go through the ACE program.**

Third Offense - If, after an investigation, it is determined a third violation did occur, the student will be suspended from all activities for a period of 180 calendar days, starting from the date of the 2nd offense. However, the student and their parents may petition the district for early reinstatement after a minimum of three months. The parents and student will be required to submit validation of three consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement is submitted or not, the

activities director, the coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional but will be required to go through the ACE program.**

Confirmation of a Violation- (if student does not self – disclose)

- 1) Violation is confirmed after an investigation.
- 2) Faculty or staff witnesses actual violation.
- 3) Law Enforcement
- 4) Non-school Person - A signed written report can be the basis of an investigation.

***The building administrative Team will accept reports and will investigate if the facts deem it necessary.

First Offense – 1/3 of the scheduled competitions suspended, (based on varsity schedule, which can roll over to the next athletic season. The student will still be required to attend practices and the student athlete must complete any additional conditioning program or outside work the coach or sponsor assigns. If offense occurs in a portion of the season in which there are practices but no games the suspension will become effective during the competition portion until 1/3 of the competitions have been missed. The coach and player will receive in writing the dates that the player is suspended. In addition, the student will be required to attend an intake session with a mental health professional during the suspension period. Such appointments will be at the family’s expense and documentation will be required. There will be a mandatory meeting between the activities director, the head coach, the parents, and the student before possible reinstatement. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional but will be encouraged to go through the ACE program.**

Second Offense

If, after an investigation, it is determined a second violation did occur, the student will be suspended from all activities for a period of 180 calendar days, starting from the date of the 2nd offense. However, the student and their parents may petition the district for early reinstatement after a minimum of three months. The parents and student will be required to submit validation of three consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement is submitted or not, the activities director, the coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional but will be required to go through the ACE program.**

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Third Offense

If, after an investigation, it is determined a third violation did occur, the student will be suspended from all activities for 365 calendar days. However, the student and their parents may petition the district for reinstatement after a minimum of 6 months. The parents and student will be required to submit validation of six consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement

is submitted or not the activities director, a coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional but will be required to go through the ACE program.**

Guidelines for the student during his/her suspension for the following special school activities:

1. **Royalty** – student will NOT be able to be a candidate for Homecoming / Winter Festival. Student will NOT be able to attend the Homecoming / Winter Festival Dance.
2. **Senior Parent Night** – Both the student and parent will be able to participate in the Senior Parent Ceremony, but the student will not be able to stay for the game.
3. **Game Attendance** – Student will not be able to attend the game during suspension.
4. **Awards Night** – If suspension has not been completed prior to the scheduled Award Night, the student will not be able to attend. If the student has completed the suspension and ended the season in good standing, they are able to attend Awards Night.
5. **Injury** – If the Substance Abuse Violation suspension occurs while the student is injured and unable to participate in the activity to finish the season, then the student will no longer be a member of the team.

**STUDENT CHARACTER EXTRA-CURRICULAR ACTIVITIES ADDENDUM
(Violations occurring outside of school)**

Jefferson West High School recognizes that student character and behavior is a significant part of the activity program for our adolescents. Inappropriate criminal behavior by student/athletes may affect participation in athletics and activities at Jeff West. **Student participation in athletics and activities at Jeff West is a privilege not a right.**

Activities/Athletics covered by this policy include - All MS/HS Athletic Teams, Cheerleaders, Weststeppers: Activities covered by this policy- all KSHSAA sponsored clubs/activities, musicals, plays, Thespian club, FFA, FCCLA, FCA, FBLA, Spanish club, SADD, and NHS

POLICY GUIDELINES

A student convicted of a felony is no longer eligible for participation in activities until the student has served all the requirements of the justice system.

Basic Rules - During the season of practice and competitive play, (which includes the fall, winter, and spring seasons **and** in the summer for Cheerleaders, Weststeppers, FCCLA, FBLA, & FFA or any other school sponsored activities summer camps, practices and national competitions), a student shall not:

- 1) Be involved in criminal activities which result in an arrest or in conduct constituting a misdemeanor or a felony.

ADDITIONAL GUIDELINES:

- 1) Violations are accumulative throughout the school year-not per sport.
- 2) These rules also cover any portion of an activity season that occurs prior to the start of school or after the close of school.
- 3) If the violation occurs near the end of the season or at the end of the school year, the penalty phase will continue into the next sport the student/athlete participates in.

Confirmation of a Violation-

Violations may be reported by:

- 1) Self Disclosure - (student turns himself/herself in)
- 2) Student admits to violation after a conference
- 3) Faculty or staff sees violation
- 4) Law Enforcement
- 5) Non-school Personnel - A written report can be the basis of an investigation.

***Administrative Team consisting of Principal, Asst. Principal, AD, Coach/Sponsor will accept reports and will investigate if the facts deem it necessary.

AFTER CONFIRMATION OF THE VIOLATION-THE FOLLOWING STEPS WILL BE TAKEN-

First Offense

The student will be suspended for 1/3 of the scheduled competitions based on the varsity schedule and school dances or any other school sponsored events during that time. The suspension will begin with the next scheduled competition and could rollover to the next activity season in which the student participates. The student will still be required to attend practices and the student must complete any additional conditioning program or outside work the coach or sponsor assigns. If an offense occurs in a portion of the season in which there are practices, but competitions have not started the suspension will remain in effect during the competition portion until 1/3 of the competitions have been missed. If, after further investigation by the administration, the offense is determined to be of a severe nature more stringent consequences may be administered. The player and the coach/sponsor will receive in writing the dates that the player is suspended. There will be a mandatory meeting between the athletic/activities director, the head coach/sponsor, the parents, and the student before possible reinstatement.

Second Offense

If, after an investigation, it is determined a second violation did occur the student will be suspended from all activities for a period of 180 school year calendar days, starting from the date of the 2nd offense. However, the student and their parents may petition the district for early reinstatement after a minimum of three months. Whether a petition for early reinstatement is submitted or not, the athletic/activities director, the coach/sponsor, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility.

Third Offense

If, after an investigation, it is determined a third violation did occur, the student will be suspended from all activities for 365 calendar days. However, the student and their parents may petition the district for reinstatement after a minimum of 6 months. Whether a petition for early reinstatement is submitted or not the athletic/activities director, a coach/sponsor, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility.

A student in the juvenile justice system must be in good standing with that system before consideration to be reinstated for eligibility can occur. In good standing with the justice system means that the student has and is abiding by the stipulations set by the courts, which may include but not limited to the completion of community service hours, making restitution, or any other requirement as part of the sentencing agreement. The student may then petition the administration for reinstatement with the understanding that the student is to remain in "good standing" regarding his/her probation.

INTERNET USE

Internet use policies are determined by the USD 340 Board of Education. Parent or Guardian: If you do not agree to the terms and conditions of the internet use agreement and DO NOT wish your student to have internet use at school, there is an opt out option available to parents/guardians.

Internet Use Agreement Student Form Technology Acceptable Use Policy

Use of computer network and internet services is an important skill for today's technologically literate students. Jefferson West Schools want to open these avenues of research to our students while attempting to ensure their safety. Please review these rules with your son/daughter with particular attention to #16. Students need to be reminded that the traditional "parent's warnings" against "talking to strangers" apply in this case for the same safety reasons.

1. All use of on-line services (e.g. internet or local area network) must be in support of education and research, being constant with the purposes of Jefferson West Schools.
2. **Any use of video or recording equipment in the classroom (including school issued or personal electronic devices) is to be preapproved in writing by the teacher.**
3. Any use of the network to facilitate illegal activity is prohibited.
4. Any use of the network for commercial or for-profit purposes is prohibited unless a written request has been submitted to and approved by the BOE.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. Network accounts are to be used by those authorized to use the account for only those purposes authorized.
7. Do not use other user's passwords or share your password with others.
8. Communication via the network should not be assumed to be private or privileged information.
9. No use of the network or Internet shall attempt to disrupt the use of the network or internet by others.
10. Hardware or software shall not be destroyed, modified, or abused in any way.

11. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and damage the software of hardware components of a computer or computing system is prohibited.
12. Hate mail, harassment, discriminating remarks, flaming, spamming, inappropriate and or disruptive air drops, and other anti-social behaviors are prohibited.
13. Installation or any attempt to illegally install or download copyrighted software on district computers is prohibited.
14. No personal software shall be loaded on any school computer or network.
15. Use of network to access or transmit obscene, objectionable or pornographic material is prohibited
16. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited. Students should never respond to messages that are suggestive, obscene or threatening. They need to show such messages to an adult/teacher. -Administration may forward a copy to the service provider for investigation.
17. Students should not use or give out any personal information about themselves or the school. This would include but not be limited to your full name, home phone numbers, home address, school name, social security number, bank account number, credit card number.

Student Pledge for iPad Use

1. I will take proper care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will bring my iPad fully charged to school every day.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs or allow any person to do so.
8. I will not share my iPad passcode with another student.
9. I will protect my iPad by keeping it in a protective case.
10. I will use my iPad in ways that are appropriate, meet JWHS expectations, and are educational in nature.
11. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of USD 340 Jefferson West School District.
13. I will follow the policies outlined in the iPad Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Jefferson West administration.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the District iPad and power cords in good working condition.
17. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
18. I will not alter the operating systems or profiles on the iPad.

SCHOOL SONGS

ONWARD TIGERS (Fight Song)

Onward Tigers, onward Tigers,
onward to the top.
We are fighting, always harder;
we will never stop, rah! rah! rah!
Onward Tigers, onward Tigers,
Jeff West is our name
Fight Tigers, fight, and we will
win this game!

HAIL TO THE BLACK AND WHITE (Alma Mater)

Hail to the Black and White.
School, dear Jeff West High;
We love thee, Black and White.
Ever loyal till we, ever loyal till we die.
Long Live her memories,
So loyal and true.
Hail to our West High Tigers,
We'll stay true to you.

***KANSAS SCHOOL SAFETY HELPLINE
1-877-626-8203**

Crisis Hotline: 988