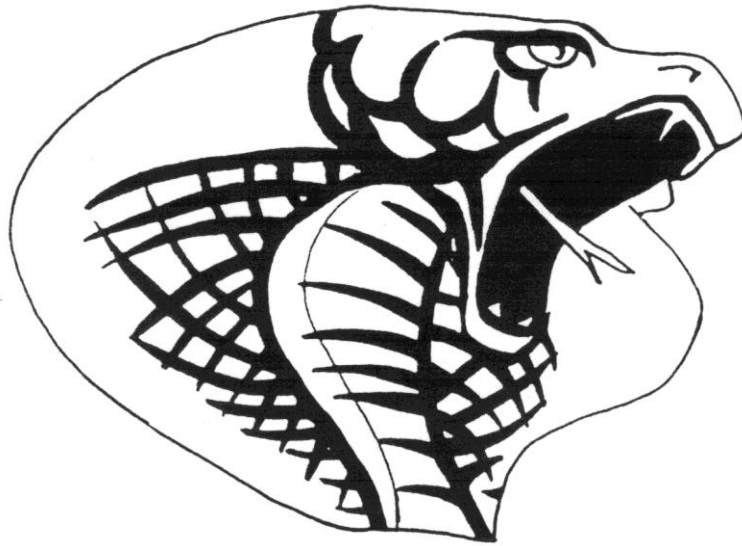


**Jackson Heights  
High School  
Middle School**

**Home of the  
Cobras**



**Student Handbook  
2019-2020**

## Table of Contents

Absences Exc/Unexc .....	4	Insurance .....	12
Activity Participation .....	14	Kansas Board of Regents Qualified Admissions .....	24
After-School use of Facilities .....	5	Kansas Scholars Program .....	24
Assemblies .....	5	Library Services .....	13
Athletics/Activities .....	15	Locker Policy .....	9
Attendance .....	3	Lock Down Procedures .....	8
Bell Schedule .....	6	Lunch Prices .....	12
Bullying .....	6	Meal Charge Policy .....	13
Bus Transportation .....	26	Miscellaneous Offenses .....	18
Care of Property .....	6	MTSS .....	9
Cell Phones .....	6	NCAA Eligibility .....	23
Changes to Class Schedules .....	7	Non-Resident Student .....	25
Cheating/Plagiarism .....	18	Organizations .....	14
Closed Lunches .....	7	Out-of-School Suspension .....	19
College Visitation .....	7	Out-of-State Trips .....	9
Concurrent Enrollment .....	22	Parent Teacher Conferences .....	9
Conduct Procedure Code .....	17	Parking Lot .....	9
Credit Recovery .....	22	Pass/Fail .....	23
Cut Policy .....	4	Portable Breath Screening Device .....	10
Detention .....	20	Possession of Weapon(s)/Explosive(s) .....	19
Disruption at Assemblies .....	18	Pre-College Curriculum .....	23
Disruptive Behavior .....	18	Professional Appointments .....	5
Dress Code .....	11	Promotion and Retention .....	10
Drug Free Schools .....	20	Resident Student .....	25
Early Arrivals/Hall Conduct .....	7	School Parties/Dances .....	10
Early Graduation .....	24	School Safety .....	10
Electronic Devices .....	7	School Sponsored Activities .....	5
Eligibility .....	15	School Trips .....	11
ELO .....	7	Seminar .....	10
Enrollment Fees .....	12	Sexual Harassment .....	20
Excessive Displays of Affection .....	20	Stealing .....	19
Extortion/Intimidation .....	18	Substance Abuse .....	16
Extra-Curricular Eligibility Policy .....	16	Tardy .....	5
False Alarm .....	18	Teacher Aide .....	12
Fighting .....	19	Tobacco Policy .....	21
Final Grades .....	8	Tornado Drill .....	8
Fire Drill .....	8	Transcripts .....	23
Grade Reports .....	8	Truancy .....	5
Grading System .....	24	Valedictorian and Salutatorian Selection .....	22
Graduation Requirements .....	21	Vandalism .....	20
Guidance Services .....	12	Vending Machines .....	12
Hall Conduct .....	20	Visitors .....	12
Hallway Passes .....	8	Washburn Technical College .....	22
Hazing .....	8	Work Experience Program .....	24
Honor Roll .....	21		
Inappropriate language .....	19		
In-School Suspension .....	19		

This handbook is designed to provide you with important information about Jackson Heights Schools. A productive citizen in any group must have knowledge of the expectations under which he/she works or participates. We outline these guidelines to ensure a positive learning environment for all students while assisting them to become responsible learners.

The policies outlined in this handbook are designed to serve as a guide and are not all inclusive. Likewise, because of the important self-evaluation we continuously undergo as a school, it may be appropriate to recommend some changes during the school year to the Board of Education concerning information in this handbook. Should this occur and policy changes are approved, all students and their parent(s) will be notified of any changes.

Various laws have been established by the Kansas legislature that Jackson Heights is required to follow. Because of the length of the documents, we choose not to publish them in this handbook. Should you desire to read or have access to these policies, contact us and copies will be made for you.

These documents include:

- Jackson Heights Schools Code of Conduct Misconduct – Consequences/Penalties
- Family Educational Rights and Privacy Act Policy (FERPA)
- 72-113 Compulsory Attendance Law
- 72 8901-8906 Expulsion/Suspension, Student Due Process, Appeal Process
- 72-8901a Weapons Free Schools
- 72-5209 Kansas School Immunization
- Kansas High School Activities Association Eligibility Rules for Athletes
- Kansas High School Activities Association guidelines for Rule 52

All parental and pupil complaints will be directed through the building principal. The principal will attempt to involve all parties concerned to resolve the difficulty. Appeal of the decision may be made to the Superintendent of Schools. Appeal of the decision of the superintendent of schools may be made to the Board of Education.

USD 335, Jackson County Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to or treatment or employment in its programs and activities. Neither will the district tolerate sexual harassment. If you have questions regarding the above, please contact the Title IX Coordinator or the Section 504 Coordinator: Adrienne Walsh, Superintendent of Schools.

### **Jackson Heights MS/HS Mission Statement**

*The mission of Jackson Heights MS/HS is to provide students with the necessary resources to become productive citizens in a global society.*

## **Attendance**

### **Attendance**

In response to the QPA school improvement of developing responsible citizens, Jackson Heights High School will promote employability skills related to prompt, consistent attendance at school-moreover, the courtesy of timely notification, completion of academic responsibility, and the dignity of responsible acceptance of consequences imposed for inappropriate action/inaction. Current Kansas Statute states that every student is required by law to attend school (KSA 72-1111).

Current board of education policy states that there are two types of approved absences recognized by Jackson Heights High School: medically related absences and student educational experiences sponsored by recognized educational agencies. With the approval of the administration, a signed statement or phone call by a parent or guardian requesting absence of a student from classes will constitute a valid excuse for such absences from school up to a maximum of six (6) absences

per semester. All excused/unexcused absences in excess of eight per semester will be required to make up time during ELO. All absences after six(6) will be “unexcused” unless the student presents a physician’s statement explaining the absence in some form of documentation, or other valid documentation from other sources such as dentist, court clerk, etc.

### **Absences Excused**

In order for any absence to be considered “excused” students must have parents or guardians call the school on or before the date of the absence or upon returning to school. A phone call or written note must occur, but it does not automatically make the absence excused. The call or note from parents is required to aid the principal in his determination. All absences will require either a phone call or written notice within 24 hours of the absence unless prior arrangements have been made. All assigned work needs to be turned in to class room teachers using the following standard: Number of days + 2.

### **Absences Unexcused**

As stated above, any absence not validated by phone call or written notice will remain unexcused. Absences must be excused within 24 hours of being absent.

Students identified as “skipping/cutting” and/or accumulating unexcused absences from school or classes may be required to serve detention(s). Detentions will be held as needed from 3:30 to 4:30 or during the lunch each day of the week. Students identified and not attending will face additional consequences to include suspension. Detentions will have priority over all other scheduled events or performances. It will be the responsibility of the student to bring appropriate school work and to notify parent/guardian of the necessity to detention. A zero will be given for participation points; however, all homework will be allowed to be made up within the allotted time per policy.

### **Absences Excessive**

As per board policy any absence after 6 needs appropriate validation for the absence to be excused. Parent or Guardian will receive a notification letter after 6 or more absences. After 8 absences, a second notification will be mailed (certified) requesting a Student Improvement Team (SIT) meeting to be scheduled with the school, parent and student. After 10 or more absences, administration will review past attendance history, and provide the parent and student an opportunity to state the reasons for the absence. If it is found that there are no valid reasons for missing school, the student will be placed on probation for the remainder of the year. **Students with excessive absences are considered students not in good standing and may be denied certain privileges at school. Examples include dances, extra- curricular activities, etc.** Continued non-validated absences could result in removal from the school. Excessive absences involving an out-of-district student will result in a recommendation to not accept the out-of-district student at the culmination of the next semester.

### **CUT POLICY**

Cuts are those unexcused absences where neither the parent nor the school is aware of the absence until after it occurs. A cut may be for any part of a day or for a full day. In addition to being unexcused for grading purposes, or for County Attorney notification, the following consequences will apply:

- 1st Cut – After school detention (ASD)
- 2nd Cut - After school detention (ASD)
- 3rd & 4th Cut – One (1) day of ELO. ELO will be from 3:30 to 5:45.

Students who leave a classroom without teacher permission may be subject to the above disciplinary action. If a student is requested to leave a classroom by a teacher, he/she must report to the place requested. If no place is designated, the student is to report to the office.

### **Professional Appointments**

"Professional appointment" means an appointment with and validated by a professional for medical or legal reasons, such as a doctor's appointment and/or court appearance. The Principal or their designee has the right to declare absences as "professional" when, in their opinion, situations in a student's personal life warrant their absence. Professional appointments should always be documented with a note from the professional involved. Documented professional appointments will not be counted in the 6 excused absences.

### **School Sponsored Activities**

Activities or other events scheduled by the school during school time will not be considered as absences. It is important, however, that students visit with teachers prior to the absences and if possible obtain work prior to leaving. All work is expected to be returned to class upon returning to that class.

### **Tardy**

Tardiness is defined as any appearance of a student after the scheduled time school or a class begins. Tardiness of more than ten (10) minutes to a class will be considered an absence and should not be admitted without a pass from the office. Students arriving late to school need to obtain a pass from the office prior to attending class. Tardiness within the same SEMESTER, will result in the following consequences:

Tardy 1-3: warning from instructor

Tardy 4-6; 30 minute office detention

Tardy 7-10: 1 hour after school detention (ASD)

An accumulation of 11 or more tardies will result in continued willful violation of school rules resulting in possible suspension from school. Students late to class as a result of being detained by another school official will not be considered tardy or absent, however, a valid note will need to be written by a school official to validate the lateness or absence.

### **Truancy**

An accumulation of 3 "unexcused" consecutive absences, 5 in a semester or 7 in a year constitutes truancy. In the event this occurs, the administration may contact the Jackson County Attorney and file "child in need care." Parents/guardians do have the option to waive compulsory attendance for those students 16-17 years of age. Appropriate documentation can be obtained from the building principal.

## **Daily Procedures**

### **After-School use of Facilities**

Students are not to be in school facilities before or after school hours unless properly supervised by school personnel or personnel approved by school officials.

### **Assemblies**

Assemblies can be one of the schools most inspiring functions. They are valuable only to the extent that they are desired by the students actively promoted by them. At assemblies, students will be under the supervision of all teachers. Common courtesy dictates that attention by all students should be given the program that is in progress in any assembly. The number and kinds of

assemblies that will be held will be determined by student behavior. Unless there are necessary exceptions, all assemblies will be held during seminar.

**Bell Schedule**

1st Hour: 8:20-9:05    2nd Hour: 9:08-9:53    3rd Hour: 9:56- 10:41    4th Hour: 10:44-11:29  
5th Hour: 11:32-12:44(Lunch)    6th Hour: 12:47- 1:32    7th Hour: 1:35- 2:20    8th Hour: 2:23- 3:08  
Seminar: 3:08- 3:25

**Bullying**

Bullying will not be tolerated at Jackson Heights High and Middle School.

Our school-wide definition of bullying is:

- Any intimidation of others by the real or threatened infliction of physical, verbal, and non-verbal abuse or through attacks on the property of another. Bullying includes Cyber bullying which is using electronic means, on or while using school property, to bully others.

School-wide rules against bullying:

- We will not bully others.
- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will report it.
  - On the web site
    - [www.jhcobras.net](http://www.jhcobras.net)
    - Click on the anonymous report option
  - In the Anti-Bully boxes located in the office or Library.
  - To an adult at school
  - To an adult at home

Any student who bullies at school, on school property, or at any school-sponsored event may be subject to disciplinary measures.

**Care of Property**

Jackson Heights has a beautiful school and well-kept campus. This is a result of long hours of work by our custodial staff and other personnel who have taken pride in it. Because staff and teachers, as well as students, respect it and not abuse it, we can maintain its appearance. In the event students choose to vandalize or destroy any school property, they will be required to pay for damages or replacement of items.

**Cell Phones/Smart Watch**

USD 335 realizes that cell phones/smart watch are valuable communications tools for students and parents; however, phones can be disruptive to the learning environment and pose potential legal issues for student's i.e. inappropriate pictures, cheating, etc.

To protect students' learning time and the school environment: **CELL PHONES ARE NOT TO BE USED OR VISIBLE WHEN CLASSES ARE IN SESSION.** If a student is seen using a cell phone, or if the phone disrupts class in any way, it will be taken away and sent to the office. **IF A STUDENT IS CAUGHT USING A CELL PHONE/SMART WATCH DURING** any type of testing, the student may earn zero on the test.

- 1st offense.....Return phone at end of day
- 2nd offense.....Parent will pick up. Detention assigned.
- 3rd offense.....Parent to pick up. Student will no longer be allowed to have

said device on school property during the school day.  
Detention assigned.

Additional violations will result in consequences up to and including suspension for open defiance. Cell phones and other electronic devices may be allowed at the discretion of the classroom teacher, as part of instruction. The school is not responsible for lost or stolen items of this nature, nor will administrative staff time be used to search for the above lost items. Student pagers and laser pointers are not allowed in school. Any cell phone, camera phone, video camera, camera, etc., used in an inappropriate way including, but not limited to, taking pictures in a locker room, restroom, etc., will be given a severe penalty up to and including possible expulsion.

### **Changes to Class Schedules**

All schedule changes should be completed by the end of the third school day of the semester. Students wishing to change classes should meet with the counselor to determine appropriate placement. Paperwork may then be obtained. Permission for the change must be given by the teacher of the new class to be taken, as well as a parent and the administration.

### **Closed Noon Hour and Lunches**

Students will not leave the building during their scheduled lunch time.

### **College Visitations**

Seniors may be excused from school to make TWO (2) school visits during the school year to visit regent's universities, technical schools and/or junior colleges. Prior arrangements will be made through the counseling office. To visit regent's universities, students have to be maintaining a regent's recommended curriculum. Registration or the completion of the ACT will also be a requirement before visiting Junior Colleges or regents universities.

### **Electronic Devices (MP3/Ipods, Etc.)**

Student use of an electronic music/gaming device in the classroom is at the discretion of the teacher. Upon a violation of this policy, the student will be referred to the office and the electronic device will be retained by an administrator and returned to the parent. Laser pointers are not allowed in school.

USD 335 is not responsible for lost or stolen cell phones or electronic items students bring to school, nor will administrative staff time be used to search for the above lost items.

### **Extended Learning Opportunity (ELO)**

Extended Learning Opportunity will be every Wednesday from 3:30pm to 4:30pm. Parents are responsible for providing transportation for their child. Criteria for attending ELO:

1. Any student who has a current grade of F for any subject matter. Students will be expected to attend ELO until they no longer have an F.
2. Students who have accumulated an excessive amount of absences/tardies and need to make up time.
3. Teacher or Student Improvement recommendations.

### **Early Arrivals /Hall Conduct**

Ninth thru Twelfth grade students arriving before school takes up may place all books and other necessities for the day in their first hour class(after 8:00 AM) and then remain in the commons area or remain in that classroom (after 8:00 AM), until the 1<sup>st</sup> hour take up bell rings. Seventh and Eighth grade students may also place items in their 1<sup>st</sup> hour class eat breakfast in the commons area then remain in the gym until the take up bell rings (8:16).

### **Final Grades – High School/Middle School**

Final grades will be calculated at the end of each semester. GPA's will be cumulative to the most recent semester. Credit for successful completion of courses will also be administered on a semester basis only (9-12 only).

### **Fire Drills**

When the fire signal is heard, students are to pass quickly and quietly from the building according to posted instructions. Absolute order is essential to assure the safety of all students. Please exit the building a minimum of 100 feet. Any adult employee of the school who is in close proximity to a student known to have disabilities will assist them to a designated place of safety.

### **Lock Down Procedures**

1. A PA announcement will advise the building to go into lock down mode.
2. Students must follow the directions of the teacher/staff in the classroom.
3. Students that are in the commons area or restroom must immediately report to the nearest classroom. (Because all classroom doors will be locked immediately) However, if it is an intruder alert, students will need to exit the school as quickly as possible.
4. Be quiet and calm.
5. Take all lock down procedures seriously.
6. Be smart and use common sense.
7. An all-clear message will go over the PA system.

### **Tornado Drills**

When the tornado signal is given, students are to pass quickly and quietly to their designated areas according to the posted instructions. Any adult employee of the school who is in close proximity to a student known to have disabilities will assist them to a designated place of safety.

### **Grade Reports – High School/Middle School**

Grade reports can be accessed via Power School. If you are needing your password and username, please contact the school. Access to this technology is available through the office or the director of technology, Vern Andrews or Joel Hesed, director of student services. Failing grade notifications will be made via email to the student on a weekly basis. All end-of-year work will need to be completed prior to checking out of school. Exceptions to this may be approved by the principal.

### **Hallway Passes:**

Students are expected to have a valid pass any time they are in the halls during class time. Teachers issue classroom passes when a student leaves the room to go to other classrooms, bathroom, office, guidance etc. At the same time, the office, guidance, health, library etc. are also responsible for issuing passes as needed. Teachers are not to retain students in class after passing bells have rung nor are they to allow/encourage students to come to their classes when students are assigned to other classes or areas.

Though addressed in seminar guidelines, all students are to carry a seminar pass when leaving or passing during seminar.

### **Hazing**

There shall be no hazing of any kind in North Jackson, USD 335.



### **Locker Policy**

Student lockers are the property of Jackson Heights. From time to time locker inspections may be conducted to assure school officials nothing that violates the law or board policy is in a student locker. It is strongly recommended that students not bring valuables or large amounts of money to school. If it necessary to bring valuables or money to school, it is wise to leave these items in the office. Do not store these items in a locker unless a lock is placed on the locker. If locks are used and not school issued, please leave the office a combination or extra key in the event the school would find it necessary to inspect all lockers. District is not responsible for lost, damaged or stolen property. Since the lockers are school property; the principal or a designated representative may search any locker at any time upon reasonable belief that the locker contains firearms, explosives, liquor, flammable materials, dangerous weapons, narcotics, or other matter that is prohibited by law or school regulations. Such searches may be made without notice to the student to who such locker has been assigned.

### **MTSS (Multi-Tier System of Support)**

Students in grades 7-11 who do not meet the standard on the state assessments in math or reading OR who score two grade levels below national average AND in the bottom 10% of their class on the STAR test will be required to take at least one semester of MTSS Math and/or Reading Express, with a chance to opt out at the end of each semester by demonstrating STAR scores within two grade levels of national average. Juniors will be given the option to take the class or opt out. This policy is only negotiable when a student would be unable to acquire the credits to graduate on time if required to take these MTSS classes. Students who have met the standard on the state assessments and score within two grade levels of national average on STAR can still be placed in an MTSS class with parent and teacher agreement. Students with an IEP for Math and/or ELA are exempt from this policy.

### **Out-of-State Trips**

Requests for trips out-of-state will be considered by school officials on the conditions the trip involves competition in which students qualify and necessary funds are available or the organization/group is able to fund the trip needing board approval to travel out of state. Any approved out-of-state district-funded trip will be asked to make a presentation to the board of education upon their return highlighting activities participated in and ideas/knowledge learned/gained.

### **Parent-Teacher Conferences**

Conferences between parents and teachers are encouraged at any time and should be arranged by telephone through the principal's office. However, the district will set aside school days each year in which conferences may be held. Classes will not be scheduled on those days.

### **Parking Lot**

Students choosing to drive to/from school are expected to drive and park in the available facility using caution and care for fellow school members. All local/state traffic laws are expected to be followed. Unless the office has granted permission, students are not to be in parking lot during the school day unless permission is granted by the office.

### **Portable Breath Screening Device**

USD 335 students attending any school sponsored activity, regardless of location, may be subject to alcohol breath screening as follows:

All students may be given a screening prior to entering the activity.

- Students may be selected randomly for a screening prior to entering the activity using random sampling techniques.
- Students may be given a screening at any time if the school administration has a reasonable suspicion of alcohol consumption.

USD 335 students also may be subject to an alcohol breath screening at any attendance center during regular school hours, or on school grounds at any time, if the school administration has a reasonable suspicion of alcohol consumption.

#### **CONSEQUENCES:**

Students who test positive:

- Will be denied entrance to, or removed from, the activity, attendance center, or school grounds;
- Will receive consequences according to USD 335 Policy;
- Will have their parent/guardian contacted, informed of the positive test, and required to remove the student. An adult over the age of 21 may be designated as the parent/guardian representative.

Students who refuse to take the test:

- Will not be forced to take the test.
- Will be denied entrance to, or removed from, the activity, attendance center or school grounds.
- Will receive consequences according to USD 335 Policy.
- Will have their parent/guardian contacted and informed of the refusal. An adult over the age of 21 may be designated as the parent/guardian representative.

If necessary (i.e. reasonable suspicion of alcohol consumption exists), the parent/guardian will be contacted and required to remove the student. An adult over the age of 21 may be designated as the parent/guardian representative. If the school is unable to make such contact or if after contact such person does not remove the student, or if the student is 18 or older and has not made such a designation, the school may contact law enforcement.

### **Promotion and Retention**

The promotion and retention of children is the responsibility of the classroom teacher. The board feels that the professional staff can be depended upon to make their decisions in the best interests of the student. However, the board considers it very important to have good public relations that parties be consulted and pre-informed at an early date when retention or loss of credit is advisable.

### **School Parties/Dances**

School parties, dances, and other social events shall be held on the school premises, using school facilities. If any exception is made to this rule, it must be approved by the principal/superintendent. Classes and organizations will be allowed one social function during the year. Scheduled functions/parties must be entered on the school calendar at least two weeks in advance. Only members of the particular organization holding the party may attend unless outside dates have been approved by the principal. Names of dates must be registered with the office prior to approval (prom). Any former student who has dropped from Jackson Heights not in good standing and is not currently enrolled in or maintaining current status in an alternative school or the GED program will not be approved to attend Jackson Heights parties/dances.

### **School Safety**

In order to maintain an element of safety and security, with the exception of outside activities supervised by a coach/sponsor, all students are to enter and exit the building during the school day via the front office area. Students traveling to and from the grade school may enter and exit via the middle school entry way during the school day. All other exits will be secured after

school takes up daily. Students identified as “blocking open” other exits or entry ways to the building will face disciplinary consequences.

### **School Trips**

The policy of USD 335 is that when school trips are taken by the students, with the approval of school officials, they must travel by the means of transportation designated by the school. On all trips away from school, the students must return by the same means of transportation as they had assigned to them for the outgoing trip. The person in charge of the trip may excuse a student to their parents but to no one else unless prior arrangements have been made.

### **Seminar**

Seminar is a required part of each student’s schedule. The main purpose of seminar is provide students with the opportunity and responsibility to seek individual help from teachers, participate in school improvement activities, hold group activities/meetings, and participate in other scheduled events, assemblies, etc. that do not disturb the scheduled academic day. Students will need a seminar pass if they plan to visit a specific seminar. This pass is needed prior to seminar time. No pass will result in remaining with your assigned seminar teacher.

### **Student Dress**

Each student should make it a habit to look his/her best at all times. He/she should strive to feel his/her best by practice of cleanliness and attractive grooming. The school board feels the appearance and dress of any individual or group greatly influences attitudes of behavior. The school board feels that a certain amount of dress guidelines should be in force for all students to reach the vital goals for youth in education. The following dress code has been adopted:

- a. All students must wear shoes when attending regular academic classes. No shoes with cleats or shoes that make black marks are to be worn.
- b. During the school day, head gear such as hats, bandanas, scarves or hoods are not to be worn inside the building.
- c. Unclean, ill-fitting clothing and accessories that distracts from the educational process will not be acceptable. Shirts that are cut out in the arm area are not allowed. No visible undergarments or sports bras.
- d. Student’s hair must be clean and well-groomed.
- e. Clothing and other apparel that promotes and/or advertises alcohol, tobacco and other illegal substances are prohibited.
- f. Clothing and wearing apparel that has profane, sexually suggestive; or/and printing that in the opinion of the principal or superintendent may detract from the educational process is prohibited.
- g. Shirts with cut off sleeves must be cut off at the sleeve seam. Shirts cut below the seam must have another garment (sleeveless t-shirt, tank top etc.) underneath that covers the side. A sports bra does not qualify as adequate coverage.
- h. Students may not have blankets in the building during the school day. Students are encouraged to dress in warmer clothing.

Any apparel that over-exposes any part of the human body is not appropriate. The final decision of any mode of dress which might interfere or distract from the educational program of the school will be addressed by the school administration. Violators of this policy will be asked to change and not wear such attire again. Repeated violators of this policy may result in detentions, ISS and/or OSS for open defiance.

### **Teacher Aide**

Any junior or senior with a cumulative grade average of 3.5 or better may enroll as a teacher aide with a PK-12 teacher or secretary. One half unit of credit will be given, however letter grades will not be administered. Student assistants will have the same attendance requirements as any class. Student assistants will not be granted "time" to work on homework or other class activities during their assigned time, unless supervisor approves it.

### **Visitors**

Student visitors are not allowed during school hours. Parents are encouraged to visit and are always welcome. Please let us know when you will be coming so that we can inform the appropriate staff when to expect you. Visitors are not allowed to take pictures during class time. A 24 hour prior notice is preferred.

### **Vending Machines**

Students may use the vending machines during the school day with the permission of classroom teachers or during the lunch period and will have access to only nutrition-approved liquid or other food items

### **Written Final – High School**

A written or computer based, final or appropriate project shall be given in all courses to all students (9-12).

## **Services/Fees**

### **Enrollment Fees**

All students at Jackson Heights will be assessed a book rental fee as follows: Grades 7-12 - \$45.00 for books, \$15.00 for computer insurance and a \$25.00 deposit for students taking woodworking (Cabinet & Industry), Ag (Advanced Ag Mech & Ag Mech) and Culinary Essentials. Other fees required in various elective classes will be identified in the pre-enrollment information and will be used to defray consumable items such as wood, metal, art supplies etc. Student will be considered "not in good standing" if fees are not paid for. **Students will be ineligible to attend school dances and participate in extra-curricular activities.**

### **Guidance Services**

The Guidance and Counseling services are available to all students. Appointments to see the counselor can be made before or after school, during seminar or during class with teacher permission. The counselor welcomes the opportunity to assist students in academic planning, occupational/vocation/career planning, as well as, social and personal guidance.

### **Insurance**

Families will have the option to purchase student accident insurance through K&K Insurance at enrollment or you can go online to enroll. USD 335 also carries additional catastrophic injury insurance over \$25,000 on all students in grades 7 through 12 participating in athletics through the KSHSAA. Detailed information will be available at enrollment time.

### **Library Services**

Regular library books may be checked out for a period of two weeks. Current magazines or newspapers may not be removed from the library. Certain dictionaries, encyclopedias and other reference materials may be checked out on a daily basis. If you experience difficulty in finding books, consult the librarian or library assistant. Please note hours the library will be open.

### **Lunch Prices**

Lunches/Breakfast may be purchased by the day, week, month, or semester. Current prices are as follows:

Grades 7-12	Breakfast - \$1.35	Lunch - \$2.55	Extra milk or juice \$.25
Adults	Breakfast - \$2.20	Lunch - \$3.75	

**No student will be allowed to have meal charges of more than \$16.00.**

### **USD 335 Unpaid Meal Charges Policy**

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$16 to their lunch account. Charging to this account will not be permitted if \$16 or more has already been charged to the account. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal.

At least one warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at either school office. Students, parents, and guardians of students are encouraged to prepay meal costs and sign up for PowerSchool messages that provide account balances. Bright arrow messages will go Monday-Thursday when a student has a low balance and/or negative balance.

### **Purchases**

Teachers or sponsors are to complete the necessary purchase order and be granted permission prior to purchase by school officials. Any purchased item without prior approval or a purchase slip will not be refunded by the office. Under no circumstances, at any time, will purchases for personal use be tolerated or approved. All purchases of this type must be charged to the individual making the purchase. Ag Construction items, shop projects, instrument repair, etc.

## Student Activities/Athletics

### Activity Participation

Many times activities are viewed as the other half of education. Jackson Heights is fortunate to be able to provide its students a multitude of activities that can help mold the idea of competition and achievement for a Job Well Done.

**Students may not practice or participate on that day unless;**

- 1) **He/she is in attendance by 4<sup>th</sup> hour.**
- 2) **Has a professional note from a Doctor**
- OR 3) Permission is granted by the principal.**

### Activity Sponsors

Seniors .....	Mr. Folger, Mrs. Visocsky
Juniors .....	Mrs. Morris, Mr. Alley
Sophomores .....	Mrs. Sides, Mr. Keehn
Freshmen .....	Mr. Dan Shupe, Mr. Lierz
Cheer/Dance HS .....	Mrs. Williams
Cheer/Dance MS.....	Mrs. Fritz
FCCLA.....	Mrs. McKenzie
FFA .....	Mr. Lierz
FBLA.....	Mr. Dan Shupe
Student Council .....	Mrs. Morris
Yearbook .....	Mr. Andrews
National Honor Society .....	Mrs. Alley
HS Scholars Bowl.....	Mr. Folger
MS Scholars Bowl.....	Mr. Henry
Forensics.....	Mr. Folger
Band.....	Mrs. Seddon

### Organizations

Membership in organizations can contribute greatly to the student's education, depending on interest, attitude and participation. All students are encouraged to participate in the organization of their choice. The following are such activities:

- a. **Student Council:** The purpose of student council shall be to create a better feeling of cooperation between the students of the school and the faculty; develop the ideas of self-government; and to give the students an opportunity to express their opinions in matters relating to the general welfare of the school. The term of office for student council members is on school year. A grade average of at least B- must be maintained.
- b. **Music:** Music opportunities at Jackson Heights include Mixed Cobra Singers and Band. As an organization, the group may include representing Jackson Heights in community performance, half time performances at athletic events and tours.
- c. **National Honor Society:** JH NHS is designed to honor the top academic students at Jackson Heights. Any junior or senior with at least a 3.5 GPA and above average record in the areas of leadership, service and character is eligible for membership. An application will be available shortly after the end of the 1<sup>st</sup> semester of each school year. A faculty committee will review applications and make recommendations to the administration.
- d. **FBLA:** Future Business Leaders of America is a student organization open to

high school students who are either enrolled in business or have previously taken business courses, which accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to meaningful school-community relations and possess qualities of employment.

- e. **FCCLA:** Family, Career and Community Leaders of America is a national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Family and Consumer Sciences education.
- f. **FFA:** Future Farmers of America is a local, district, state, and national organization available to any student who is enrolled in or has completed one semester of vocational agriculture. FFA's purpose is to develop leadership, citizenship, and cooperation among its members. The constitution and by-laws of the Jackson Heights chapter outlines the requirements to be met in obtaining awards in advanced degrees of membership in the FFA.
- g. **Scholars Bowl:** Students wishing to compete both in the NEK and state competition may participate in Scholars bowl.
- g. **Forensics:** Students wishing to compete both in the NEK and state competition may participate in Forensics (9-12)

#### **Limitation of Offices**

While no limitations exist on participating in activities or holding offices, students and sponsors are expected to use good judgment relative to student participation and office holding.

### **Athletics/Activities**

Jackson Heights is a member of the NEK (Northeast Kansas League), a well-organized and highly competitive association of schools in Northeast Kansas. Students are encouraged to participate in at least one extra-curricular activity during their middle/high school experience. Only through student participation can Jackson Heights continue the rich athletic tradition so cherished by the community.

Jackson Heights provides the following extra-curricular activities:

Girls and Boys Cross Country (HS) Volleyball (MS, HS) Girls and Boys Basketball (MS, HS)  
Pep Band (HS) Girls and Boys Track (MS, HS) Cheerleading/Dance (MS, HS)  
Scholars Bowl (MS, HS) Football (MS, HS) Forensics (HS)

#### **Eligibility**

Activities provide students with opportunities for developing skills, physical fitness, close cooperation in a common endeavor and the privilege to boost fellow students and the school. Each eligible student is encouraged to participate in the sport(s) or activity (ies) he/she prefers. KSHSAA requires that all students participating in KSHSAA sanctioned activities be currently enrolled in five classes of unit weight and have passed five classes of unit weight the previous semester to be eligible. According to the KSHSAA guidelines a student's eligibility is determined by the previous semester and continues until the end of the current semester. Therefore, if a student is ineligible according to KSHSAA rules he/she may not participate for the entire semester. Students also need to have a current physical and parental consent/proof of insurance form on file.

To be eligible for the above and any other sanctioned activity of KSHSAA one must:

- Pass five units of credit in the previous semester. The last two semesters must be consecutive.
- Be a bona fide undergraduate student in good standing
- Not reach the 19<sup>th</sup> birthday on/before September 1
- Have not completed eight semesters of competition for more than four seasons in a sport
- Have not completed eight semesters of high school attendance beginning with the 9<sup>th</sup> grade.
- Not engage in outside competition during the season in which you represent your high school in sport.
- Pass an adequate physical examination by a physician and have written consent of a guardian or parent.
- Have met the requirement of the transfer rules.
- Have regular attendance and conduct and standard of sportsmanship are satisfactory.
- Not participate in any form of hazing.
- **All enrollment fees are paid in full.**

### **EXTRA-CURRICULAR ELIGIBILITY POLICY**

In addition to the KSHSAA guidelines for eligibility, Jackson Heights will enforce a weekly eligibility policy. Starting in the third week of each Semester grading period, student grades will be updated and checked at 8:00AM on Friday/Monday morning of each week. Any student who has a failing grade in any class will be placed on a two week probation. After the two week probation period, if a student athlete has an F in any class they will be ineligible for competition that week. Ineligible students will attend mandatory ELO (extended learning opportunity) on Wednesdays until their grades are at or above 60%.

**Those activities include: athletics, NEKL events, club activities and other KSHSAA sponsored activities that do not count as a grade.**

### **Substance Abuse and Athletics/Activities**

As participants in high school activities and athletics, students choose to exemplify citizenship, leadership, teamwork, and cooperation. In accordance with the school's conduct code, Jackson Heights will act in accordance with this code for all violations of chemical use/abuse. The Kansas State High School Activities Association guidelines will be followed with respect to student activity participation. The policy is intended to clearly state that the school will address incidents as presented to the administration and will not "police" the community looking for violators.

1. Student participants in any Jackson Heights activity/sport who use controlled substances (other than prescribed by a physician) during the season/length of the activity shall be excluded from participation in the next KSHSAA sponsored event or school-scheduled event. *The exception would be if the student is facing suspension, then discipline codes will take precedents.* Controlled substances for this policy include alcohol, tobacco, and illegal drugs.
2. Students in violation of the rule for a second time will be dismissed from his/her activity for the remainder of the sport of activity. Activities that administer a grade for credit will be handled on a case-by-case basis.
3. Third time violators will not be allowed to participate in any KSHSAA sanctioned activity for the remainder of the year.
4. Violation of the rules as noted must be verified by the student, a staff member, law enforcement, or the parents/guardian of the student involved if penalties are to be imposed.



### **Suspended Students – Not in Good Standing**

Students suspended in school or out-of-school shall be considered “not in good standing” during the time of the suspension. Students will not be allowed to participate or practice with the group or team nor represent the group or team in interscholastic activities, intramurals, and/or other school-sponsored events until the suspension is complete. A suspension will be considered complete at the end of a calendar day. Suspended students will not be allowed to travel with the team or group on any trips during the suspension. Note: Students shall not be subject to academic double jeopardy. When an activity or performance is an extension of an academic course and a grade is assigned as a result, the student will be given an alternative assignment.

A student “not in good standing” is defined as:

**A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the administration is not in good standing. (KSHSAA) A student who uses any form of tobacco, alcoholic beverages, illegal drugs, etc., at school or school-sponsored activities is not in good standing. A student who is not following other guidelines as defined in the code of conduct to include attendance and/or academic guidelines will be declared a student not in good standing.**

## **Conduct Procedure Code**

It is the belief of the administration and the Board of Education that students should conduct themselves in a manner that reflects positively on the school and the community. Moreover, we have a responsibility to assist students in developing behaviors that will better equip them for success. When deemed necessary, Jackson Heights High/Middle School is bound by the suspension/expulsion law of Kansas (KSA 72-8901, 8901A,-8906).

A board of education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
- B. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school.
- C. Conduct, which endangers the safety to others or which substantially impinges upon or invades the rights of others, at school, on school property, or at a school supervised activity.
- D. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is juvenile would constitute the commission of a felony if committed by an adult.
- E. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor, if the pupil is a juvenile, and would constitute the commission of a misdemeanor if committed by an adult.
- F. Disobedience of an order of a teacher, peace officer, or 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.

Though there is a need for some administrative discretion with regard to individual situations, these and other disciplinary consequences are enforced uniformly and fairly for all. Suspensions may initially be short term (not to exceed ten days), with written notice of the short term suspension and reason given to (A) the student involved, (B) to the student's parent or guardian and (C) to the superintendent within 24 hours after the suspension has been imposed. Any notice of proposal to

suspend for an extended term or to expel shall state the time, date and place that the student will be afforded a hearing, and such date shall not be later than the last day of the short term suspension of such pupil or students. A copy of the K.S.A. 72-8901 et seq. as amended shall accompany such notice of the extended suspension. Administration reserves the right to determine consequences.

### **Cheating/Plagiarism**

Giving or receiving unauthorized assistance on a test, copying another student's homework or allowing homework to be copied, including computer generated homework or assignments, falsifying laboratory data, submitting work that has been copied (wholly or partially) from a book, magazine, etc. without crediting the author, stealing tests or using tests stolen by another student, witnessing academic dishonesty without reporting it.

First Offense: Parent contacted by teacher, office referral and no credit for test or assignment.

Second Offense: Parent contacted by teacher, office referral, no credit for test or assignment and possible detention.

Third Offense: Parent contacted by teacher, office referral, no credit for test or assignment and possible detention.

### **Disruption at Assemblies**

If a student(s) makes inappropriate comment or exhibits poor behavior at any type of school assembly it will be considered as a major infraction of school rules. The student(s) will be subject to out of school suspension.

### **Disruptive Behavior**

Anything that impedes the school learning process, which includes but is not limited to disrespect, defiance of school personnel, class disturbance, verbal assault or threat to another person, or inappropriate behavior.

First Offense: Parent contacted by school, detention given

Second Offense: Parent contacted by administration, detention given

Third Offense: Parent contacted by administration, possible ISS or OSS

Fourth Offense: Parent contacted by administration, Parent Conference, out of school suspension, ISS, or long-term suspension.

Additional violations will result in short term suspension with hearing.

### **Disrespectful Behavior:**

First Offense: Possible suspension

Second Offense: Possible suspension

Third Offense: Suspension with possible long term suspension hearing

Additional violations will result in short term suspension with hearing.

**Extortion/Intimidation** (Threatening, intimidating, or harassing any person with the intent of, obtaining money, demeaning comments, threats or anything of value.)

First Offense: Parent contacted, Parent Conference, After-school detention, ISS, or out of school suspension, possible long term suspension.

Second Offense: Parent Contacted, Parent Conference, out of school suspension, ISS, or long term suspension.

**False Alarm** (The reporting of false fires, bombs, or other actions that endanger the safety of people.)

First and each: Parent contacted, referral to proper authorities out of school suspension, possibly expulsion.

**Fighting** (conflict in which one or more parties have contributed negative actions and /or words to a situation.)

First Offense: Parent contacted, three days out of school suspension, possible long term suspension.

Second Offense: Parent contacted, five days out of school suspension, possible long term suspension.

Third Offense: Parent contacted, five days out of school suspension, or long-term Suspension, hearing required.

Fourth Offense: Parent contacted, ten days out of school suspension, or long-term suspension.

**Miscellaneous Offenses:** Disciplinary action may be taken for actions included in, but not limit to the following list.

Failure to make academic progress, gambling, harassment ,hazing, indecent exposure, possession of pornographic material, refusal to clean up food or trays in the cafeteria, refusal to clean up trash, disruption at school assemblies, contributing to a disruptive situation. Action could be parent contact, Parent Conference, After-school detention, ISS, or Suspension.

**Possession of Weapon(s)/Explosive(s)** Any item, such as but not limited to a/an blade, chain, explosive(s), chemical repellent, gun, facsimile of weapon, knife, or switchblade, that could inflict injury to self or others.

Each offense: Parent Contact, out of school suspension, pending expulsion, referral to proper authorities.

**Stealing** (Theft of private or school property belonging to another party; theft of food from the cafeteria.)

Each Offense: Parent contacted, short-term school suspension (up to 10 days), and full restitution of value of stolen property. Possible long-term suspension and possible referral to proper authorities.

**Use of Language that is Disparaging or Demeaning** (Actions and/or words that are meant to harass or injure another person.) Bullying, cyber bullying.

A safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Everyone has a right to feel safe, valued and respected in the school environment.

A student is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more students, either personally or through electronic means. All victims of bullying and persons with knowledge of such behavior are encouraged to report the bullying immediately to the building principal, another administrator, a counselor, or another certified staff member. The school will promptly investigate all complaints of bullying and take prompt corrective action to end the behavior. Any report not made in good faith or made with malice is also a violation of this policy.

First Offense: Parent contacted, after-school detention, ISS or out of school suspension. Each subsequent offense will be considered a repeated violation of school policies and subject the student to additional out of school suspension.

**Use of Obscene Drawings, Gestures, Language, and/or Writing**

First Offense: Parent contacted, after-school detention, ISS or out of school suspension. Each subsequent offense will be considered a repeated violation of school policies and subject the student to additional out of school suspension.

### **Willful Damage or Vandalism to Property**

First Offense: Parent contacted, full restitution of damage to property, possible referral to proper authorities, out of school suspension, or long term suspension. Each subsequent offense will be considered a repeated violation of school policies and subject the student to additional out of school suspension.

## **Definitions**

**Out-of-School Suspension** – The primary intent is to remove students from their peers and the school environment to exhibit the fact that for every serious act there is a consequence. When possible, contact may be made with Jackson County Juvenile Intake to explore the possibility of the suspended student serving some/all of the school-time under their supervision.

**In-School-Suspension** – The primary intent is to exhibit the fact that for every act there is a consequence, and to help students understand the seriousness of their action without removing them from the school environment.

**Detention** – Detention will be used in many instances when the administration decides appropriate consequences need to occur. This consequence will occur after normal school hours. Any assigned student will be given 24 hour notice if necessary and it will be up to the student or parent/guardian to provide appropriate transportation. Only the administration will make assignments to detention. Teacher assigned detentions will be limited to 10-15 minutes in length either before or after school. Failure to serve teacher assigned detentions will result in a referral to administration.

**Excessive Displays of Affection** – During school hours, male and female students are to be discouraged from holding hands, kissing, placing their arms around each other or touching each other in any excessive affectionate manner. Couples observed violating this policy shall be asked to stop the behavior. If they refuse they will be referred to the administration. Warnings will be given followed by detention should the inappropriate behaviors continue. Referrals of more than 3 will result in willful violation of school rules.

**Hall Conduct** – Students arriving before school takes up should remain in the commons or the gym unless they find it necessary to visit a teacher. Teachers are to be in their classrooms 15 minutes prior to the 1<sup>st</sup> bell unless they are supervising the gym or cafeteria.

**Sexual Harassment** – Sexual harassment will not be tolerated in the school district. Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student. Any complaint brought before the administration will be promptly investigated and appropriate action taken if necessary. The filing of complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment, or assignments. Confidentiality will be maintained throughout the complaint procedure.

## **Board Policy on Drug Free Schools**

The unlawful possession, use, or distribution of illicit drugs, tobacco, and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. All students through curriculum development are reminded of the health consequences of drug, tobacco, and alcohol use. Positive techniques such as simply "saying no" will be instructed by staff and administration. Alternative opportunities will also be developed to provide students positive drug/alcohol/tobacco free activities.

As 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, alcoholic beverages or tobacco in any form on school district property or at school sponsored activities.*

Any violation of the above will result in reports to local law enforcement officials.

1. First Offense (Drugs/Alcohol)
    - a. A punishment up to and including short term suspension of no longer than 5 days
    - b. Suspension from all student activities for the time of the suspension...the student will be considered "a student not in good standing."
  2. Second Offense (Drugs/Alcohol)
    - a. A possible long term suspension unless the student agrees to complete a drug and alcohol assessment and possible treatment. In that event, probationary status will be considered as long as the student is making satisfactory progress.
    - b. If a student is involved in activities, appropriate activity policy will be enforced.
  3. Third Offense (Drugs/Alcohol)
    - a. A punishment up to and including expulsion from school for the remainder of the school year.
    - b. A student expelled will be readmitted only upon the condition that the student has successfully completed an acceptable drug and alcohol education and rehabilitation program.
- 
1. First Offense (Tobacco) Any student knowingly possessing and/or using tobacco products or electronic cigarettes in school, on school property or at school sponsored activities will be subject to the following consequence:  
2 day of OSS
  2. Second Offense (Tobacco)  
3 days of OSS.
  3. Third Offense (Tobacco)  
5 days of OSS; law enforcement notified with possible ticket issued..
  4. Additional Offense (Tobacco)  
Long suspension hearing will occur to determine status as a student.

## Academics

### Graduation Requirements

Any student eligible for graduation will have to pass 27 units of credit which include:

- 4 units of English/Language Arts (All students must take 4 years of English.)
- 3 units of Social Studies to include 1 unit of US History, ½ unit of government,
- 3 units of Science - 1 unit must be a lab course
- 3 units of Math to include Algebra 1
- 1 unit of Physical Education/Health
- 1 unit of Financial Literacy
- 1 unit of Fine Arts - to include music and/or art.
- 1 unit of Wellness
- 27 total units to graduate (includes 10 electives)

### Honor Roll

An "Honor Roll" will be determined on a 4.0 scale.

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

Honor rolls will be determined for each quarter and each semester. Three honor rolls have been

established:

Principal's Honor Roll: 4.00 GPA

Gold Honor Roll: 3.67- 3.99 GPA

Green Honor Roll: 3.00 - 3.66 GPA

A student receiving an F in any given quarter will not be eligible for the honor roll.

### **Concurrent Enrollment:**

Juniors and Seniors at Jackson Heights have the opportunity to earn high school graduation credits while also earning potential credits for post-secondary programs through Highland Community College. Courses taken at Jackson Heights concurrently count toward program/degree development at Kansas Regents and Kansas colleges and other universities. These courses include:

American Literature      English Composition I and II      College Algebra      Speech

To be eligible, students need to be a junior or senior at Jackson Heights and meet other academic requirements to include either a minimum ACT score or meet a minimum score on the ASSET administered by Highland CC. A tuition fee will also be charged each student enrolling in the course(s) for high school and college credit. See Mr. Hesed or Mr. Shupe for more information.

### **Credit Recovery**

Credit recovery is available with USD 335 Administrative approval and is dependent on course availability. Students will be charged \$45.00 per ½ credit course. Repeat of course would be \$90.00.

### **Washburn Institute of Technology (WIT)**

Students attending Jackson Heights High School have the opportunity to work toward post-secondary certificated and other pre-college associate programs. A student who is dropped from the Vocational/technical School during a semester will be allowed to finish high school courses already enrolled in, but not be able to enroll in additional course work. **Students are expected to ride the bus, however, if the student wishes to drive the parent and student will need to fill out and sign the release form provided by the district.** If interested, see Mr. Shupe or Mr. Hesed for more information.

### **Valedictorian and Salutatorian Selection**

The Valedictorian and Salutatorian award shall go to the students with the highest and second highest cumulative grade point average respectively who have met the following criteria:

The students must meet the curriculum requirements for the Kansas Scholars Curriculum which includes:

- 4 years of English
- 4 years of Math, to include Algebra I, Geometry, Algebra II, and one higher level math
- 3 years of Science, specifically Biology, Chemistry and Physics
- 2 years of the same Foreign Language
- 3 years of Social Science

To be eligible for Valedictorian or Salutatorian awards, a student must have attended Jackson Heights High school full time for a minimal of two full years which would include their senior year. In the event of ties, Co-Valedictorians and /or Salutatorians will be recognized.

If there are no students meeting the above criteria, the student(s) with the overall highest grade point average will be Valedictorian. Salutatorian honors will be awarded to the student(s) with the second highest overall grade point average.

### **NCAA Eligibility**

Any student wishing to enroll in a Division I or II school with athletic programs needs to be certified by the NCAA Initial-Eligibility Clearinghouse. Mrs. Alley, counselor, may guide you through that process. To meet Clearinghouse requirements one must:

Graduate from high school

Apply for Clearinghouse certification before graduation

Earn a GPA of at least 2.00 in a core curriculum (graduation requirements)

Earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the SAT. The Clearinghouse will take the highest score earned on the ACT sum of scores or the combined SAT scores. It may be beneficial to take these assessments more than once. See the counselor or school calendar for assessments dates etc.

### **Pass/Fail**

At times classes offered at Jackson Heights will be evaluated on a pass/fail basis. When pass/fail is used, the class will not count toward GPA, class rank, and honor roll but may be used in calculating credits. Current classes include: Driver Education, Teacher Aide, Independent Study classes not monitored by a Jackson Heights staff member.

### **Pre-College Curriculum:**

**English:** 4 approved units of English, one unit taken each year of high school.

**Natural Science:** 3 approved units from the following; one unit must be Chemistry or Physics:

Biology	Physical Science	Chemistry	Physics
Wildlife Management		Anatomy and Physiology	

**Math:** 3 approved units from the following:

Algebra I    Geometry    Algebra II  
Any math course that has Algebra II as a prerequisite.  
Courses completed in middle school or junior high do not count toward the requirement.

**Social Science:** 3 approved units from the following:

One unit of U.S. History

Minimum of one-half unit of U.S. Government

Minimum of one-half unit from the following:

World History	World Geography	Social Studies
---------------	-----------------	----------------

Up to one unit selected from:

Psychology	Economics	U.S. Government (additional course)
U.S. History (additional course)		

A ½ unit course may not be used to fulfill more than one requirement.

### **Transcripts**

Transcripts will be generated at the close of each grading semester. Grades and rank will be cumulative to that semester. Besides semester grades, other items appearing on the transcript will be: overall attendance, ACT scores (most recent), PSAT scores, and state assessment results. Copies of transcripts will be available upon request.

**Early Graduation**

A student who wishes to graduate from high school early may request permission to do so. Early graduation will be considered no earlier than the end of the seventh semester of high school unless the board considers this to be an undue hardship on the student. The student and parents shall consult with high school administration and guidance counselor in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student will send superintendent the early graduation request form along with a graduation plan. The following provisions will occur if the request is approved:

- 1) The student has completed all graduation requirements as set forth by North Jackson U.S.D. 335 and the Kansas State Department of Education.
- 2) The student has the option to attend commencement exercises or receive the diploma by mail. In either case, the diploma will be issued on or after the formal commencement date.
- 3) Student cannot qualify for valedictorian or salutatorian.
- 4) Student will forfeit all other rights as a student at Jackson Heights.
- 5) Approval forms must be completed prior to May 1st of the student’s sixth semester of school.

**Kansas Board of Regents Qualified Admissions Requirements**

To qualify for admission to any of the six Kansas Regents universities, you must meet one of the following requirements:

- Complete the pre-college curriculum with a at least a 2.0 GPA on a 4.0 scale **or**
- Achieve an ACT score of 21 or above **or**
- Rank in the top one-third of your high school’s graduating class **or**
- Obtain 24 units of transferable credit from a junior/community college/technical college with a GPA of 2.0 or better

**Kansas Scholars Program:**

To be eligible for this program one must complete the pre-college curriculum with the following additional requirements:

- one additional unit of math to include advanced mathematics (analytic geometry, trigonometry, advanced algebra, probability and statistics, functions or calculus)
- must take one unit of physics
- two units of a foreign language

**Grading System**

The middle/high school uses the following grading scale:

<b>A</b>	-	100 - 90%
<b>B</b>	-	89 - 80%
<b>C</b>	-	79 - 70%
<b>D</b>	-	69 - 60%
<b>F</b>	-	At or below 59%
<b>I</b>	-	Incomplete

**Work Experience Program Requirements**

Students may apply for work release in lieu of elective classes for a career-related, on-the-job community experience, but must meet the following criteria.



1. Program application must be completed prior to the 1st of December. Participation in the program is limited to seniors who are on schedule to graduate at the conclusion of their senior year.
2. A selection committee consisting of the principal and the counselor shall evaluate the student's application to determine program eligibility and acceptance.
3. Students must remain at their worksite for an amount of time equivalent to that which they would accrue in school following a normal schedule.
4. Job assignments should correspond with the student's career interests and/or post-secondary educational/employment plans.
5. The student may not be self-employed.
6. Employer may not be a parent or guardian of the student.
7. Students may not work for any faculty member.
8. Jackson Heights will not provide any class credit for the Work Experience Program

### **Resident/Non Resident Students**

#### **Resident Student**

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent that is a resident of the district. For purposes of this policy, a person acting as a parent means a guardian or conservator, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

#### **Non-Resident Student**

Nonresident students are those who do not meet the qualifications of a resident student. Nonresident students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and they meet academic, behavior, and attendance standards which will be re-evaluated each semester. The student must be enrolled and attending by the official count date established by the Kansas State Board of Education each year.

Request for permission to attend must be made in writing to the building principal each year and will be based on space available by grade level as well as the student's past attendance record, academic performance, and behavior. Forms are available at the district office and in each building.

Transportation to and from school is the responsibility of the nonresident student and his/her family. Exceptions to this rule can be made at the discretion of the "home district" of the student and the convenience of the Jackson Heights District.

A nonresident student who has been suspended or expelled from another district, for disciplinary reasons will not be admitted to the district unless approved by the Board of Education of USD 335.

#### **Definitions:**

**Evaluation** – The evaluation of student performance shall be done each semester by school officials. The evaluation would include, but not limited to, those areas mentioned above and below.

**Attendance Record** – Five unexcused absences or ten total absences during a past semester would constitute grounds for probation and/or possible disapproval of an application in the coming school year.

**Academic Performance** – Students in grades 1-12 must be passing all subjects.

**Behavior** – In addition to the statement above discussing prior suspension or expulsion: behavior, as it relates to conduct, that is unacceptable as defined by the school district handbook will also be a factor that could exclude a student from acceptance.

## **REGULATIONS FOR SCHOOL BUS TRANSPORTATION**

All pupils who live 2 ½ miles or more from school shall be provided transportation to school. However, this transportation is contingent upon compliance by the pupil with board of education rules and regulations which govern the conduct and discipline of pupils while being transported on school buses. Following are the rules and regulations pertaining to riding school buses as set by the board of education:

- a. The operator shall assign a seat to each student and each student must be provided a seat. Students shall occupy these assigned seats while they are on the school bus. They shall not move to another seat unless ordered to do so by the operator.
- b. Pupils must be on time, as the bus cannot wait for those who are tardy.
- c. Unnecessary conversation with the operator is prohibited. Students shall not talk in a loud voice or otherwise distract the operator's attention.
- d. Outside of ordinary conversation, classroom conduct is to be observed.
- e. Pupils shall not throw waste paper or their rubbish on the floor of the bus.
- f. Pupils shall not at any time extend arms or head out of the bus windows.
- g. Any damage to the bus is to be reported at once to the operator. If the pupil is responsible for the damage, he will be expected to pay for it.
- h. Pupils shall not fight on the bus.
- i. Pupils transported in a school bus shall be under the authority of and be responsible directly to the operator of the bus, unless otherwise assigned by school authorities. The operator is in charge of the pupils and the bus. Pupils must obey the operator promptly and cheerfully.
- j. Students riding a bus during a stormy season should be advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned.

### **Bus Conduct**

The bus is an extension of school and students are expected to behave appropriately when riding it. Parents will receive copies of bus conduct reports from the driver and are encouraged to work with the driver to fix the problem. Third offenses will result in suspension from the bus for 3-5 school days. The administrator reserves the right to suspend a student from riding the bus before the third offense if extreme behavior occurs. Examples of this could include destruction of property or fighting.

Expectations for students on the school bus are as follows:

1. Follow directions from the bus driver.
2. Remain seated while the bus is moving.
3. Use school appropriate language.
4. Treat the bus driver and all students with respect.
5. Assist the bus driver with taking care of the bus by picking up trash and not damaging the bus.
6. Keep your hands to yourself.