



# **JUNCTION CITY HIGH SCHOOL**

**2019/2020**

## **Student Information Book**

**Junction City High School**  
900 N. Eisenhower  
Junction City, Kansas 66441

**Junction City High School – Business Office**  
(785) 717-4200 • FAX (785) 717-4201  
[www.usd475.org](http://www.usd475.org)

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Boy Scouts and other designated youth groups.

**For questions or complaints based on race, color, national origin, sex or age, please contact:**

**Director of Human Resources at 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785 717-4000.**

**For questions or complaints based on disability, please contact:**

**Director of Exceptional Student Services at 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785 717-4000.**

# **STUDENT INFORMATION BOOK**

## **Junction City High School Bell Schedule**

### **Section I—Introduction**

Vision, Mission Statement, Key Components of JCHS Academy Model, Message from Administrative Team, Academic and Behavioral Support, School Details & History, Accreditation, Board of Education, Central Office Staff, High School Office Staff

### **Section II — Procedures/Regulations**

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### **Section III — Attendance/Tardy Policy**

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### **Section IV — Student Services**

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### **Section VI — General Information**

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### **Section VII — Activities/Athletics**

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## **APPENDIX 1: Blue/White Calendar**

## **APPENDIX 2: H. D. KARNs / EAGLES PROGRAM**

# JUNCTION CITY HIGH SCHOOL BELL SCHEDULE

MONDAYS AND WEDNESDAYS ARE BLUE DAYS

TUESDAYS AND THURSDAYS ARE WHITE DAYS

FRIDAYS ARE ALTERNATING BLUE AND WHITE, SEE BLUE WHITE SCHEDULE IN APPENDIX 1

1st BLOCK	8:30 AM to 9:50 AM
ADVISORY/PLT	9:55 AM to 10:45 AM
2 <sup>ND</sup> BLOCK & LUNCH	10:50 AM to 12:45 PM
3 <sup>RD</sup> BLOCK	12:50 PM to 2:10 PM
4 <sup>TH</sup> BLOCK	2:15 PM to 3:35 PM

“A” Lunch (1<sup>st</sup> Floor, Grades 10-12): Lunch from 10:50 AM to 11:20 AM, Class from 11:25 AM to 12:45 PM

“B” Lunch (Freshman Success Academy): Class from 10:50 AM to 11:35 AM, Lunch from 11:35 AM to 12:05 PM, Class Cont. from 12:10 PM to 12:45 PM

“C” Lunch (2<sup>nd</sup> Floor, Grades 10-12): Lunch from 12:15 PM to 12:45 PM, Class from 10:50 AM to 12:10 PM

## TWO HOUR DELAY

<b>DELAY AS DIRECTED BY DISTRICT OFFICE</b>	8:30 AM to 10:25 AM
1 <sup>st</sup> BLOCK	10:30 AM to 11:35 AM
2 <sup>ND</sup> BLOCK and LUNCH	11:40 AM to 1:15 PM
3 <sup>RD</sup> BLOCK	1:20 PM to 2:25 PM
4 <sup>TH</sup> BLOCK	2:30 PM to 3:35 PM

“A” Lunch (1<sup>st</sup> Floor, Grades 10-12): Lunch from 11:40 AM to 12:10 PM, Class from 12:15 PM to 1:15 PM

“B” Lunch (Freshman Success Academy): Class from 10:50 AM to 11:35 AM, Lunch from 11:35 AM to 12:05 PM, Class Cont. from 12:10 PM to 12:45 PM

“C” Lunch (2<sup>nd</sup> Floor, Grades 10-12): Lunch from 12:15 PM to 12:45 PM, Class from 10:50 AM to 12:10 PM

## SECTION 1: INTRODUCTION

### VISION

Educate locally, Impact globally

### MISSION STATEMENT

Junction City High School builds relationships to provide a responsive culture and creates rigorous and relevant experiences in our development of global citizens.

### KEY COMPONENTS OF JCHS ACADEMY MODEL

- Team based Freshmen Success Academy
- Extra support for Math, Reading
- Career exploration and research
- Career Academies (300-500 students each): Science, Engineering and Technology (SET), Business and Information Technology (BIT), and Fine Arts and Human Services (FAHS)
  - Broad career themes by academy
  - Full academic support in each academy
  - Coordination with business partners to provide authentic learning opportunities
  - Alignment with university, community college and technical college programs
  - Dedicated administration, counseling support and teaching staff for each academy
  - Graduation requirements that meet Kansas Regents requirements

- Career clusters within each academy that lead to industry based certification, advanced credit and increase preparation. Clusters include:  
 -Agriculture, Food and Natural Resources / Architecture and Construction / Manufacturing / Transportation, Distribution and Logistics / Science, Engineering, Technology and Mathematics / Health Science (SET)  
 -Business, Management and Administration / Finance / Information Technology / Hospitality and Tourism / Law, Public Safety, Corrections and Security / Government and Public Administration / Marketing, Sales and Services (BIT)  
 -Arts, Audio-Visual Technology and Communication / Education and Training / Human Services (FAHS)

## **A MESSAGE FROM THE ADMINISTRATIVE TEAM**

Welcome to Junction City High School. Our mission is to provide our students with the best educational environment possible - in a way that is engaging, authentic, student-centered, innovative, career-oriented, and which promotes an appreciation for life-long learning.

We are an academic institution committed to excellence. This commitment requires not only respect for the differences in students and staff from widely diverse cultural, economic, social, intellectual, linguistic, and educational backgrounds, but also a sustained effort to use our diversity to achieve this commitment. We celebrate our diversity through varying student career interests and post-secondary plans of study. Our hope is that "if our students can dream it, they can be it!"

The dedicated staff at JCHS will provide each student with the necessary tools he or she will need to lead a productive life in today's ever-changing society. Job one at JCHS is to encourage and guide students to be the best they can be, in and out of the classroom. We embed these characteristics into every class, but more specifically, targeted efforts are emphasized through our Student Advisory program and our commitment to Personalized Learning. With approximately 1400 - 1600 students annually, our resources are ideal for students to receive the proper attention they deserve and to ensure a safe and orderly learning environment. The success of our students depends on the active involvement of the entire learning community as well as the involvement of parents. We ask that you take an active role in the lives of our student body!

As a school, we continually focus on our own growth and improvement as a learning community. JCHS is currently working to design a new high school facility, which is scheduled to open in the fall of 2021, and is a founding member of the Kansas CAN Redesign efforts. We are literally redesigning what school "looks like" from the inside out. Part of this process involves creating multiple learning opportunities that offer students greater choices of learning pace, place, time, and path. We encourage students to enroll in a wide range of challenging courses that prepare them for their goals after graduation. As a Career Academy structured high school, we have established articulation agreements with post-secondary institutions to achieve college credit, as well as created the ability for students to leave high school with workplace certifications in a variety of career fields through our outstanding Career and Technical Education programs. Outside of the classroom, our students enjoy a plethora of co-curricular and extra-curricular activities. JCHS boasts league, regional, state, and national accolades in recent years in both our co-curricular and athletic programs.

We take great pride in our school and its accomplishments. JCHS welcomes your interest in our school, and we encourage you to contact us by email or phone if you have any questions.

- Melissa Sharp, Principal

## **ACADEMIC AND BEHAVIORAL SUPPORT**

Junction City High School promotes student success by implementing a Multi-Tiered System of Support (MTSS) which provides every JCHS student with purposeful academic and behavioral support. This system is prevention focused by identifying students who need support. It is evidence based by providing students with targeted interventions. Finally, it relies on progress monitoring to insure the effectiveness of staff efforts to make available additional strategies for those students requiring more support. The goal of JCHS MTSS initiative is to promote the success of students so they achieve academically and are able to further their career as a result of their post-secondary education or career-interest readiness.

### **Promoting Academic Success**

JCHS students are encouraged and expected to practice lifelong learning in preparation for graduating ready for college and careers. To support academic growth, JCHS uses the Multi-Tiered System of Support (MTSS) structure. Its goal is to help students develop and strengthen skills in mathematics and literacy, the building blocks for all learning in both school and life. Consequently, all JCHS teachers incorporate into their daily lessons 1) literacy strategies appropriate to their subjects and 2) development of student habits that create strong problem-solving skills.

### **Student Behavioral Expectations**

To support the MTSS program, USD 475 and Junction City High School adopted the integrated practices and processes of "Safe and Civil Schools" to support a positive school climate and culture. "Safe and Civil Schools" provides staff and students of JCHS with strategies to prevent behavioral problems, to build collaborative relationships, to identify appropriate student expectations, to

instruct students in those expectations and to promote positive behaviors throughout the school environment. It is founded in the principle of “**Blue Jay PRIDE,**” which reflects the best of all Junction City High School students through “**Preparation, Respect, Initiative, Determination and Ethics.**” The five elements of “**PRIDE**” are promoted and encouraged in the classroom, in non-classroom areas, in the parking lot, in school lunch periods and in after-school activities. Students are encouraged and expected to conduct themselves in a scholarly, respectful manner that reflects the business like attitude of a JCHS student focused on preparing for successful careers with the goal of graduating. Specifically:

- Prepared for their academic classes, knowledgeable in Student Information Book expectations and always ready to present their student identification/personal ID on request.
- Respectful of school property, of student property, of the school environment and of individual differences.
- Initiative as reflected through focused student effort on classwork, on student collaboration, on following school expectations, rules, policies and procedures and on maintaining a neat and clean campus.
- Determined to promote positive classroom environments, to display appropriate behaviors that do not make others uncomfortable and to comply with Student Information Book Behavioral Expectations.
- Ethical behavior as demonstrated by doing what is right, treating others fairly, doing one's own work and crediting primary and secondary sources.

### **HISTORY OF JUNCTION CITY HIGH SCHOOL**

The school district which included Junction City, Fort Riley, Milford and Grandview was organized in July of 1862. The first building constructed for school purposes was built in 1866. The old bell from the first high school and the Bronze Blue Jay statue are displayed near the Shenk Gym entrance signifying the history and heritage of Junction City High School.

The present high school building was completed and occupied during the 1958-1959 school year. Since then, the current high school building has undergone numerous remodels, enhancements and additions.

On November 7, 2017, the Geary County Community voted to approve the construction of a new high school facility. The construction of this facility began in March of 2019. Occupancy of the new Junction City High School campus will occur in the fall of 2021-2022 school year. As part of the transition to the new school facility, freshman students, who in previous years attended school at an off campus location, will rejoin sophomores through seniors at the current campus site.

**SCHOOL COLORS:** Blue and White

**SCHOOL MASCOT:** Blue Jay

### **SCHOOL SONG**

Where the valley of the Kansas  
Meets the eastern skies  
Proudly, dear old Junction's banners  
On the breezes rise.  
*(Chorus)*  
*Hail to her and to her colors*  
*White beside the blue*  
*Hail to dear old JCHS*

*Hail to Junction true*  
Just beyond the Smoky River  
In a busy town,  
Stands the high school of old Junction  
Great is her renown.  
*(Chorus)* Praise her knowledge and  
athletics,  
Those of Blue and White  
While we swear that to maintain them, We  
will ever fight.

*(Chorus)*

### **FIGHT SONG**

Onward Blue Jays, Onward Blue Jays  
Don't give up the fight (fight, fight, fight)  
Fight on Blue Jays for your colors,  
Royal Blue and White (fight, fight, fight)  
Onward Blue Jays, Onward Blue Jays  
Fight on for your fame  
Fight on to victory  
And WIN THIS GAME!

## **ACCREDITATION**

Junction City High School (JCHS) is accredited by the Kansas State Department of Education.

## **BOARD OF EDUCATION**

Tom Brungardt	LaDonna Junghans	Dr. Anwar Khoury
Rina Neal	Jim Schmidt	Sarah Talley
David Walker	Fort Riley Rep – COL Stephen Shrader / CSM Andrew Bristow II	

## **CENTRAL OFFICE STAFF**

Dr. Reginald Eggleston	Superintendent
Mrs Lacey Sell	Associate Superintendent
Mr. David Wild	Chief Operations Officer
Mrs. Dawn Toomey	Executive Director of Personnel Services
Mr. Nathan Downs	Executive Director of Special Education
Dr. Deb Gustafson	Interim Executive Director of Student Support Services

## **JUNCTION CITY HIGH SCHOOL ADMINISTRATIVE OFFICE**

Melissa Sharp	Building Principal – Junction City High School
Belle Whaley	Principal's Secretary
Sherry Martin	Receptionist
Office Number:	785.717.4200

## **BUSINESS AND INFORMATION TECHNOLOGY ACADEMY OFFICE**

TBD	Principal – Business, Information, Technology Academy
Emily Russell	Counselor
Nikki Edwins	Academy Secretary
Office Number	785.717.4308

## **FINE ARTS AND HUMAN SERVICES ACADEMY OFFICE**

Doug Sallee	Principal – Fine Arts and Human Services Academy
Dan Kirkpatrick	Counselor
Betty Coleman	Academy Secretary
Office Number	785.717.4310

## **FRESHMAN SUCCESS ACADEMY OFFICE**

Jeff Tanner	Principal – Freshman Success Academy
Sarah Reynolds	Counselor
Claudia Thornton	Academy Secretary
Office Number	785.717.4312

## **SCIENCE, ENGINEERING, TECHNOLOGY ACADEMY OFFICE**

Stephen Green	Principal – Science, Engineering, Technology Academy
Deshawn Fogle	Counselor
Damaris Nieves	Academy Secretary
Office Number	785.717.4314

## **SECTION II: PROCEDURES/REGULATIONS**

### **NOTICE: Junction City High School is under CCTV Surveillance**

Students are under the authority of the Faculty and Staff employed by USD 475 any time they are on school grounds, at school-sponsored activities or being transported by bus to and from school.

**Students must respectfully follow district and school policy and any additional directions as instructed by school personnel and other persons placed in authority.**

### **GENERAL SEARCHES AND METAL DETECTION SEARCHES**

To help maintain a safe learning environment, searches for contraband on JCHS students will be periodically conducted. Any or all person(s) entering JCHS campus may be subject to search, at any time, in accordance with district policy. Contraband found will be confiscated and turned over to school administrators for further action with the person found in possession of the item(s).

- Searches may include, but are not limited to: Lockers, Hall Sections, Classrooms, Parking Lot Areas, Visual Searches of Individuals, Bags, Book Bags, Purses and Vehicles.
- Searches may be performed using Walk-through metal detection, Hand-held metal detection scanners, and/or Drug-Detecting Canines.

### **CELL PHONE AND NON-EDUCATIONAL ELECTRONIC DEVICES**

The appropriate use of cell phones and other non-educational electronic devices will be permitted before and after school hours, in the hallways, in passing period, and in the student's assigned lunch period. In the classroom, the teacher determines and establishes expectations for appropriate use of cell phones. The use of cell phones and other electronic devices for inappropriate reasons while on campus (including cheating, sexting, harassment, or any use that is inappropriate and in violation of the Acceptable Use Policy, or disruptive to a positive learning school environment) will be cause for disciplinary action. Students are not permitted to leave class to use a cell phone or electronic device. It will be considered a violation if the student's cell phone or electronic device disrupts the class. Students are expected to cooperate in handing over cell phones and digital media devices when requested. Students are not allowed to take out the SIM cards or batteries. Students insisting on doing so are in violation of "failing to comply" and appropriate action will take place. If student refuses to hand over the device, it will lead to administrative actions. Students may be suspended for repetitive violations of this policy and/or related insubordination.

The school is not responsible for lost, stolen or broken digital media devices.

#### **Violation of the cell phone/electronic device policy will be as follows:**

- 1st & 2nd Offense: Cell phone/Non-educational electronic device will be taken away by a JCHS teacher or staff member. The item may be picked up at the end of the day by the student's parent in the student's respective Academy Office.
- 3rd Offense or more: Referral to administration which could lead to ASD/suspension. Cell phone/Non-educational electronic device will be taken away by a JCHS teacher or staff member and brought down to an administrator. The student will be assigned ASD/suspension and the item will be returned to the parent.

### **APPEARANCE/DRESS CODE**

Personal appearance guidelines are difficult to interpret because clothing decisions may be a result of fashion trends, individual needs and tastes, and parental guidance. However, there is a standard of dress at JCHS. Casual attire reflecting career readiness and promoting a positive and safe learning environment is the standard expectation in our school.

Examples include: Dresses, dress pants, dress shirts, polo shirts, khakis, jeans, shorts, skirts, casual pants, casual shorts, blouses, sweat shirts, sweat pants, leggings (worn with tastefulness), sport shirts and t-shirts.

JCHS standards of dress are not limited to this specific list; but rather, the standard of dress is established to align with the preferred dress of our local business partners in the workplace environment, and in association with the guidelines and support of our Student Council.

Examples of clothing that do not meet the dress code standard of JCHS include, but are not limited to:

- Clothing that is sexually suggestive.
- Clothing that exposes the chest area, mid-section, buttocks, or undergarments (i.e. boxers under low-slung jeans, exposed bra straps, excessively short garments).
- Clothing that is too tight, tube tops or strapless clothing. (Casual attire, specifically shorts/dresses, should be worn "within tolerance" of fingertip length by the student).
- Clothing and accessories that advertise violence, illegal activities, gang affiliation (bandannas, colors), alcohol, tobacco, or illicit drugs.
- Clothing with language or symbols that are vulgar and plainly offensive.
- Headwear during the school day.

Additional expectations regarding dress code:

- A student's dress and grooming should not threaten the health or safety of the student or other individuals. For example, students must wear shoes while on school property or during school-sponsored activities for protective purposes.
- Parents and guardians are encouraged to monitor their student's dress in order to support a positive learning environment. Any apparel that may impose a threat to the safety of school community members should not be worn in school (i.e. large chains, studded accessories).
- Coaches, directors, and sponsors of extracurricular activities will ensure that each student's attire is applicable to the event and meets NFHS/KSHSAA/School and District guidelines.
- The school requests that parents or guardians contact their student's academy administrator when health, medical, or religious reasons require exceptions to the guidelines.

It is our desire to work with parents and students to promote a safe and positive learning environment at school. Please note that JCHS Administration reserves the right to make decisions concerning the appropriateness of a student's attire as it pertains to ensuring a standardization of student dress. JCHS Administration also reserves the right to confiscate any item deemed inappropriate for school or to send a student home for a change of attire. Any items deemed inappropriate for school will be retained in the student's academy office. For all other violations of appearance/dress code, students will be asked to change dress or to amend grooming accordingly. For questions regarding rights and responsibilities related to dress and grooming, parents, guardians or students should direct their communication to the building principal.

## **PUBLIC DISPLAYS OF AFFECTION/PROFANITY**

### **Public Display of Affection (PDA):**

- PDA is not an appropriate behavior for either the school environment or for the work place environment. Behaviors involving PDA whether mild forms of physical intimacy and/or objectionable forms of affection such as embracing/intimate hugs or kissing will be addressed through the "Safe and Civil Schools" practices or reported as either insubordination or obscene behavior.

### **Profanity:**

- Profanity/Inappropriate Language which includes foul or obscene language is not appropriate for the school or work place environment. Profanity in school, on school property or school activities creates a negative learning environment for students and a hostile work environment for staff. Profanity/inappropriate language will be reported through the "Safe and Civil Schools" practices or referred as either Insubordination, Profanity, Threat, Harassment, Intimidation or Verbal Bullying based on the intention of the student or how it is received by others.

## **FOOD/DRINKS**

Food/drinks brought into the campus buildings must be in a closed container, and shall not be consumed in any area other than the cafeteria, main commons or foyers (Shenk, Fiffe, Settles). Any items brought into the campus buildings are subject to search. Food/Drink in classrooms is up to the discretion of the individual classroom teacher. Students not in compliance will be asked to dispose their food or beverage.

Food/Candy sales (for fundraisers) must have building administrator approval and may only take place in the commons areas before/after school. Edibles may not be taken aboard or consumed on any bus or any school vehicle. Exceptions may be approved through the sponsor/coach and activities/athletic director.

## **STUDENTS IN BUILDING AFTER SCHOOL HOURS**

Students who need to be in the campus buildings after hours **must be supervised by a faculty or staff member at all times**. Students waiting for rides will wait in the area designated by the supervisor or coach. All other students will wait for rides at designated pickup points. Students may wait for rides in the commons area or office foyers with permission of school officials only. In the event of a school sponsored activity, students should inform rides to pick them up no later than 15 minutes after the close of an activity.

## **AFTER SCHOOL DECISIONS (ASD)**

Objective: To encourage students to make positive behavioral decisions. The After School Decisions Program (ASD) is a structured setting that allows students to serve detention as a consequence of a poor decision in violation of school or classroom policies. While in ASD, students are expected to be working on academic assignments while following all rules and regulations of the adult supervisor. The goal of ASD is to encourage students to take a more positive role in making decisions throughout life, including school.

**Day/Hours:** Tuesday and Thursday from 3:45 p.m. to 5:45 p.m. Students will not be admitted after 3:45 p.m. for ASD without a pass from an administrator. Students will serve ASD only on the days in which it is designated.

**ASD Location:** Junction City High School, Room 105

1. Attendance will be taken by the ASD Supervisor each day. Students who do not serve their assigned ASD time will be reported back to the administrator who made the assignment.



2. Students will bring assignments and necessary materials to work on during the time they are assigned to ASD.
3. Students are to be engaged in meaningful academic work at all time, and therefore will not be allowed to talk, socialize, listen to electronic devices, play games, write personal notes, or sleep.
4. Food and drink is not allowed in the ASD room.
5. Students are responsible for making their own arrangements for transportation from the ASD location to their homes.

## **SUSPENSION AND EXPULSION**

In accordance with the laws of the State of Kansas, K.S.A. 72-8901 through 72-8906 (Suspension and Expulsion of Pupils), USD 475 Board Policy (Section JDD), and Geary County Schools Family Handbook regarding Violence Free School, a student may be short term suspended (not exceeding 10 days), long term suspended (not to exceed 90 days) or expelled (not to exceed 186 days). With any suspension the parents or guardians will be notified in writing of the duration and reason for the suspension.

**Suspended students are not in good standing and may not attend or participate in any home or away school activities — or be on the school campus — for the duration of the suspension or until the student has fulfilled all obligations associated with the suspension and/or the decision of a Due Process Hearing Officer.**

Any suspension of 10 days or more must have a due process hearing to be Long Term Suspended or Expelled. Students must successfully complete their assigned suspension to be reinstated in good standing at JCHS.

USD 475 offers an alternative program for JCHS students in lieu of suspension and/or expulsion. Known as The EAGLES Program, it occurs at the HD Karns Building. The program is designed to provide a positive, nontraditional, behavioral support system through intensive social emotional support. For more information, see Appendix 2. The program allows the student the ability to continue his or her core educational program in a school setting.

## **SPECIFIC BEHAVIOR VIOLATIONS AND CONSEQUENCES**

The following are general guidelines which indicate the range of disciplinary resolutions that the Administration may impose when disciplining students - individual circumstances, repeated offenses, and/or student's lack of response to "Safe and Civil School's Levels of Behavior" may warrant stronger administrative [responses](#).

Key to Disciplinary Resolutions: (ASD = After School Decision; OSS = Out of School Suspension; LTS = Long Term Suspension; E = Expulsion)

1. **ATTENDANCE** – JCHS Attendance Guidelines are put in place to strongly encourage regular and punctual attendance in all classes. See Section III for specifics of the Attendance/Tardy Policy
  - a. **Unexcused Absence / Skipping:** (ASD → OSS and/or Attendance Hearing)
  - b. **Unexcused Tardy:** (ASD → OSS and/or Attendance Hearing)
2. **QUALITY OF THE LEARNING ENVIRONMENT** – Students do not have the right to take away the opportunity for other students to learn nor do students have the right to threaten the Safety of the Learning Environment. Disruptions of, or Threats to the Learning Environment, whether in the classroom or other areas affecting the classroom, will not be tolerated.
  - a. **PHYSICAL FIGHTING:** (5 days OSS/Hearing → LTS\*, E\*) Physical confrontation is forbidden on school premises. Physical confrontation is also forbidden during the lunch period while off campus, and en route to and from school while in a district-operated vehicle. Any fighting will result in OSS with a due process hearing. Any student instigating a fight may also be suspended. City and military police may be notified.
  - b. **VERBAL CONFLICT:** (ASD → LTS\*, E\*) Verbal harassment, arguments or confrontations will not be tolerated. (See General Information section — Sexual Harassment)
  - c. **GANG-RELATED ACTIVITY:** (ASD → LTS\*, E\*) A gang can be described as a group of people who form an allegiance for a common purpose and engage in violent, unlawful or criminal activity. Gang-related activities range from choice of dress to choice of conduct and behavior (i.e. flashing hand signs, graffiti, etc.). JCHS will not tolerate any gang-related activity on school property at any time to include the flashing of tattoos or outward display of tattoos. School administration reserves the right to define such activity gang-related and to admonish individuals accordingly.
  - d. **THREATS / VERBAL ABUSE OF STAFF MEMBER:** (OSS → LTS\*, E\*)
  - e. **DISRESPECT, DEFIANCE / INSUBORDINATION:** (ASD → LTS\*, E\*) Willful and/or profane disobedience of a staff member's reasonable request.
  - f. **ALCOHOL/ILLEGAL DRUGS/INTOXICANTS:** (OSS → LTS\*) Board policy (JDDA) prohibits, "The possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on, in, or in school property, or at school sponsored activities or events is prohibited." This policy applies to the possession of any form of drug use paraphernalia to include the possession of e-cigarette devices, vapor pens or any device that can be used to consume intoxicants. It also applies to any legally acquired product that when not used as directed by the manufacturer or fabricated with the intent to change the product's composition would alter the normal function of the body or produce a psychoactive effect. Examples include inhalants, household products and over the counter medicines. Students under the influence will be determined by a combination of observation, physical signs

and symptoms and vital signs. Exceptions to this policy are those inhalants and/or medications prescribed by a Doctor, registered with the school nurse and allowed to be in the student's possession by the school nurse (See General Information section — Drug Free Schools)

- g. **TOBACCO:** (ASD → OSS) Kansas statute and board policy prohibits the use of drugs, alcohol and tobacco on district property. Board policy (JCDA) and the Geary County Schools Family Handbook states "The 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." This policy applies to any student regardless of whether the student is of age to purchase tobacco products legally. Furthermore, Board Policy and the Geary County Schools USD 475 defines tobacco product to include "...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." (See General Information section — Drug Free Schools)
  - h. **WEAPONS:** (OSS → LTS\*, E\*) The possession of any weapon or facsimile is strictly prohibited. This includes any weapon found on a person, in a locker or in any vehicle on school premises and/or in attendance of school or at any school-sponsored event. Any item used with the intent to inflict harm/injury to another person may be considered a weapon.
  - i. **FALSE ALARMS:** (OSS → LTS\*) Fire alarm or bomb threat.
  - j. **PROPERTY DAMAGE / VANDALISM / THEFT:** (Restitution, OSS → LTS\*, E\*) Any student who, through misuse or carelessness, damages or destroys school property shall make restitution.
  - k. **GAMBLING:** (ASD → LTS\*)
  - l. **POSSESSION OF OR ATTEMPTS TO USE STOLEN OR LOST PROPERTY:** (ASD → LTS\*) All lost or stolen property, including tests, School Identification, etc., should be immediately reported to the student office.
3. **ACADEMIC INTEGRITY:** To steal or pass off as one's own (the ideas or work of another), may result in loss of credit, withdrawal from class and/or suspension.
- a. **PLAGIARISM:** (ASD → OSS) The use of passages, materials, words or ideas that come from someone or something else, without properly naming the source is a violation of Academic Integrity. Examples of Plagiarism include, but are not limited to:
    - Copying someone's assignment;
    - Copying text or other materials from the internet or other source without citing them;
    - Paraphrasing items from a book or article without citing them;
    - Using translation software to translate sentences or passages; or
    - Using the same sentence structure or thesis as another source without citing it.
4. **TRANSPORTATION AND PARKING:** The safe and orderly transportation of students to and from school and school activities/events, whether by personal vehicles or school-sponsored transportation, is an important part of the quality of the Learning Environment.
- a. **BUS VIOLATIONS** (ASD → OSS, short term/long term loss of riding privileges): Transportation guidelines are located at <http://www.usd475.org/transportation/>. For inappropriate behaviors not addressed by the District Transportation Guidelines, the JCHS Student Information Book expectations will apply in those circumstances.
  - b. **PARKING** – The parking lots at JCHS are provided for the use of Staff, Parents, and Patrons of Junction City High School. Student parking is a privilege and is only allowed in designated parking spaces with appropriate permits.
    - **Abuse of Parking Privilege:** \$10 fine (1st offense), \$10 fine/ASD (2nd offense), \$25 fine/ASD/1 week loss of privilege (3rd offense), OSS/vehicle tow at owner's expense/loss of privilege for remaining of the year (4th offense).

\*A hearing officer may suspend/expel a student up to 186 school days which may extend into the next semester/school year.

## **SECTION III: ATTENDANCE/TARDY POLICY**

### **ATTENDANCE POLICY**

Attendance is one of the most significant factors leading to student academic success. "When a student is absent for any reason, it equates to missed academic/instructional contact time, which can impact a student's learning and grades" (Geary County Schools Family Handbook).

1. The Geary County Schools Family Handbook states, "When a student is absent from school, an attempt shall be made by the parent/guardian to determine the reason for the absence. The principal will determine the acceptability and validity of excuses presented by the parent(s) or the the student" The parent/guardian must call the school before or immediately after a student's absence. If the parent/guardian is unable to telephone the school, a note from the parent/guardian must be received the day the student returns to school. For reasons other than illness or emergency, the school must be notified within 3 days or the absences will be considered unexcused.
2. On the day the student returns, he/she is to immediately report to his/her Academy Office. The student will be given an admittance slip verifying the absence(s) as excused or unexcused.
3. Students arriving late to class must report directly to class. Student tardies will be recorded by the classroom teacher.
4. As outlined in Section VIII: Students are expected to be at school and in class the morning after an activity the previous night.

### **CONFIRMED SKIPS**

A confirmed skip occurs when a staff member, parent and/or student confirms that the student was absent without the parent's permission or an attending student's location during the school day, whether or not it is on or off campus, is unknown. Junction City High School neither recognizes nor condones organized or unorganized "skip" days. Disciplinary consequences will be administered for all confirmed skips.

### **MAKE-UP WORK DUE TO ABSENCES**

After an excused absence, an opportunity to make up the missed work will be extended. Students will be allowed extended time according to the teacher's policy as identified in the course syllabus. It is the student's responsibility to contact teachers for make-up work. Students involved in school-related absences must contact their teachers a day ahead of time for assignments. Teachers, however, have the option of denying credit for makeup work resulting from an unexcused absence.

### **STUDENTS LEAVING DURING SCHOOL HOURS**

Parents and students are encouraged to schedule appointments outside of school hours. Parents/guardians of students who must leave during school hours should contact their academy office. The office will issue an appointment slip to the student. Students who depart campus during school hours must sign out and in through their academy office.

### **TRUANCY**

"Truancy is defined as any three(3) consecutive unexcused absences, any five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year, whichever comes first..., Students who are absent without a valid excuse for a significant part of any school day shall be considered truant" (Geary County Schools Family Handbook). Students who meet the thresholds for truancy shall be reported to the appropriate authority.

### **TARDY POLICY (UNEXCUSED)**

Teachers will follow the established tardy policy and procedure (listed below). Teachers will also notify the administration of any recurring tardy problems.

First tardy           Teacher will conference with the student and review the school tardy policy.

Second tardy       Teacher will assign 15 minutes of detention, and notify parent.

Third tardy         Teacher will forward a referral to the Academy Principal for action.

Cumulative tardies will result in additional ASD, OSS, placement on Attendance Contract, and/or the convening of an Attendance Hearing.

## **SECTION IV: STUDENT SERVICES**

### **BLUE JAY ADVISORY**

#### **PHILOSOPHY AND PURPOSE OF BLUE JAY ADVISORY**

- Blue Jay Advisory is an important part of the Academy Model in which its primary focus is for students to develop and complete Individual Plans of Study (IPS), Programs of Study, and Academy and Career Cluster activities. Students will use the online platform, Xello, to build their IPS, which includes discovering personality and learning styles, exploring pathways and careers, logging experiences and skills, and creating post-secondary goals within a digital portfolio.
- Blue Jay Advisory focuses on establishing a positive school culture by emphasizing the development of positive student to student and student to staff relationships using the BRAGG (Brag, Relationships, Attendance, Grades, and Goals) Format.
- Blue Jay Advisory allows the opportunity for Personalized Learning Time (PLT), including but not limited to academic support (homework and exam make-up, group projects, tutoring, etc.), meetings for Clubs and Activities, and Cluster Events.

#### **BLUE JAY ADVISORY PROCEDURES**

- Blue Jay Advisory occurs every day after first period. Announcements will occur every day during Blue Jay Advisory.
- Advisors will always know their students' whereabouts in case of emergency.
- Monday will focus on BRAGG and planning for the week (#foreverbluejay#BlueJayBRAGGDay)
- Tuesday will focus on IPS, Cluster Activities, and Post-Secondary Planning (#foreverbluejay#BlueJayDreamDay)
- Students who meet the weekly IPS requirements will have PLT privileges.
  - Club and Activity sponsors will identify students who participate in their specific club or activity by providing pre-scheduled meeting dates and rosters.
  - To participate in PLT, students are expected to complete weekly IPS requirements. They should also follow teachers' established office hours or an agreed upon appointment with that teacher.
  - Students are required to return to their assigned Advisory before it is dismissed for the students' next class period.
- Advisors may suspend a student's PLT privileges according to the JCHS Advisory Policy.
- Blue Jay Advisors will award Pass/Fail grades based on students' IPS Completion.

#### **LIBRARY LEARNING COMMONS**

During Blue Jay Advisory, the Library Learning Commons is for media support, PLT, Post-Secondary activities, Career Cluster activities, and large-group advisory activities. The Library Learning Commons is open to students who have a pass or are accompanied by their assigned advisor. Students must sign in upon entry.

#### **LUNCH PERIOD**

Junction City High School maintains an "open" lunch period for sophomores through seniors. Freshman Success Academy students have a "closed" campus and are not allowed to leave campus.

Open lunch at JCHS is a privilege and can only work if all students take the responsibility to follow reasonable guidelines and established PRIDE Expectations. The following guidelines apply to students during open lunch:

1. Avoid using/abusing the property of residents who live near JCHS; do not loiter on their property.
2. Be on time for class.
3. Keep the grounds neat by not littering; trash cans are provided.
4. Adhere to all city ordinances, getting into trouble with the law during lunch may be cause for that student to lose open campus privileges.
5. Avoid the hallways unless issued a hall pass by the security booth, library staff, academy office or teachers.
6. School policies remain in effect during the lunch period, even if the student chooses to leave campus for lunch. Violation of those policies during the lunch period may result in administrative action.

All students who eat lunch on campus will follow the behavioral guidelines listed below:

- Students are allowed in the cafeteria ONLY during their assigned lunch period.
- All food is to be eaten in the cafeteria, cafeteria annex, courtyard, main commons, foyers (Shenk, Fiffe, Settles) and Library/Media Center (as permitted by Media Center staff).
- All trays and utensils must be properly disposed in trash receptacles.
- Chairs shall not block the aisles.

- All students in the cafeteria must be seated.
- Students apply funds to their lunch account with the bookkeeper in room D128.

### **LUNCH/HALLWAY ACCESS**

Bells will ring during the lunch periods, refer to bell schedule. Students must always be aware of the time. To decrease the amount of commotion and noise in the hallway while students go to and return from the cafeteria, students are asked to use the most direct route possible.

### **HALL PASS**

Other than passing period and PLT, students may not be in the hallways without an appropriately signed hall pass or note from a teacher or an academy office/security booth. Hall passes must include the student's name, date, time released and teacher's signature.

### **HALL TRAVEL**

In order to allow mobility and navigation in the halls, students are not permitted to sit or gather in groups that cause impassable conditions. These are unlawful conditions and are covered in the fire code.

### **VENDING MACHINES**

Vending machines will be available for student use. The bookkeeper/cashier will not refund money lost in machines. Be advised that rocking, kicking or punching vending machines is both unsafe and unacceptable. Damage to machines due to abuse is vandalism. Students are not to use vending machines in faculty lounges, faculty workrooms, conference rooms or custodial office areas. During class time, vending machines are available at the discretion of the teacher and a hall pass is provided to the student.

### **HEALTH SERVICES**

School health services are provided by a registered nurse or by school personnel under the direction of a registered nurse. Services include, but are not limited to, health education, emergency care, first aid, evaluation of illness, assistance with securing medical services, communicable disease control, monitoring chronic conditions, administering medication, vision and hearing screening, and Individual Health Plans.

It is recommended that parents/guardians screen their children for illness before they are sent to school. Questions regarding health status may be addressed to the school nurse. Should a student become ill in school, there is a need to have accurate phone numbers at school in order that parents or an alternate person can be contacted immediately.

Parents/guardians are responsible for providing transportation for injured or ill students.

- **ILLNESS AND FIRST AID:** First Aid will be given at school and parents will be informed as necessary. Students may be excluded from school if in the judgment of the school nurse they are suspected of having a communicable disease and/or have an illness or injury that significantly limits their participation in the classroom. Modifications will be made for special circumstances with a note from a doctor. "A student may return to school when symptom free for 24 hours without any fever reducing medications or other medications to relieve symptoms. A student is welcomed to return once the reason for the exclusion is no longer present" (Geary County Schools Family Handbook).
- **MEDICATION:** Students are not allowed to self-carry medication (prescription, over the counter or vitamins/supplements). Parent or guardian can send in a bottle of medication and sign a permission slip form. The medication will be kept locked up in the health office and will be administered as needed or as prescribed by the Doctor. Epi-pens and rescue inhalers are the only exception. Please refer to the Geary County Schools Family Handbook.
- **SPECIAL HEALTH CONCERN:** For specific health conditions, "Parent/guardians should notify the school nurse and teacher of any health concern that could require emergency services, interfere with the student's education, or require adaptations/interventions throughout the school day" (Geary County Schools Family Handbook). If a student cannot fully participate in physical education, a note from a doctor is needed. The note must say what the student cannot do, how long the student cannot participate fully and what type of activity the student can participate in. Recommend using PE/Activity & Healthcare Provided Share Sheet that can be obtained in the nurse's office.
- **SCREENINGS:** The following screenings are conducted:
  - Vision: Students in Grades 9 and 11 and new students annually
  - Hearing: Students in Grades 9 and 11 and new students annually.
  - Students with IEP's as required.

For matters involving immunizations, medical/religious exemption, illness & injury, parent/emergency/non-emergency notifications, medication administration, exclusions, and 'suicide support, see Geary County Schools Family Handbook.

The Konza Prairie Community Health and Dental Center has a school-based clinic located on JCHS's campus. The health center provides comprehensive on-site services that promote the well-being and educational success of the student population. To

utilize any of the services offered, students and staff may come in before school, during lunch or after school. If a student needs to be seen during the school day, they must obtain a pass from the school nurse to be seen in the Konza school-based health clinic.

**SCHOOL RESOURCE OFFICER (SRO)**

The SRO's job at the school is to maintain the safety and welfare of the students and staff. Also, the SRO is available to be a guest lecturer and to meet with parents concerning their student's welfare. The officers currently assigned to JCHS are Officer Eddie Torres and Officer Jennifer Hewins, who is located in D134, EXT 4210.

**CRIME STOPPER HOTLINE**

Junction City High School Crime Stopper hotline is for anyone wishing to report a crime. It is completely anonymous, with only the SRO receiving the tip. The telephone number is 717-4200 ext 4240.

## **SECTION V: COUNSELING/ACADEMIC CONCERNS**

### **COUNSELING SERVICES**

This important service is available to any student at any time. Each counselor has a sign-up sheet for student appointments. The following are some reasons for visiting with a counselor.

1. Discussing personal problems.
2. Academic difficulties in a class in which they are currently enrolled.
3. Assistance with enrolling in early college or dual credit classes and obtaining internships.
4. Making educational and career plans for your future.
5. Discussing scholarship and other financial aid opportunities.
6. Applying for admission to vocational schools, colleges, private schools, the military, etc.
7. Reviewing job opportunities.
8. Resolving conflicts with friends.
9. Assisting with college bound/student athlete eligibility and clearing house requirements.

### **STUDENT CLASS SCHEDULES/SCHEDULE CHANGES**

During the spring semester prior to the new school year, students develop class schedules through a pre-registration program called Xello. Returning students are encouraged to consult with their parents, staff members and school counselors to determine the desired class schedule.

**Students may change class schedules within the first week of the semester for the following reasons. Any exceptions must be approved by an administrator.**

To meet graduation requirements

- To match the student's original course selections
- To remove a class for which the prerequisite is missing
- To remove a course the student has already taken
- Flex Scheduling (internships/college course work)

### **FRESHMAN SUCCESS ACADEMY - TEAM REQUESTS AND TEAM CHANGES**

Because of the complex process of building a master schedule and scheduling students in a career academy high school and the need to maintain balanced enrollment numbers in each of the freshman teams, the following policies will be followed:

- The Freshman Success Academy will not honor requests for placement on a particular team.
- Changes from one team to another will be made only when based on the recommendations of the sending team, and with the approval of the receiving teacher(s).

### **ACADEMY CHANGES**

- Academy selection/placement occurs in the Spring of the preceding year and are based on the student's career cluster of interest.
- Academy transfers will not be made during a school year.

### **GUIDELINES FOR TEACHER ASSISTANTS (TA's)**

1. Students requesting or assigned as TA's must be in good standing with Academics, Attendance, and Behavior.
2. Only students classified as juniors and seniors are eligible to be TA's
3. A student must have regular attendance in all classes, must maintain eligibility, and must demonstrate positive behaviors at all times.
4. **A student can only be enrolled as a T.A. once per semester.**
5. A student who is dropped or removed from a class by an administrator cannot replace that class with TA.
6. **Students can earn a maximum of two (2) T.A. credits during high school**
7. Students must have written teacher approval to be a T.A.
8. Exceptions to the above guidelines may only be approved by an administrator.
9. Students schedules will not be rearranged to accommodate TA requests; TAs may only be assigned when there is a hole in the schedule.

### **WITHDRAW FAILING/PASSING**

Students dropping a course after the ninth (9th) week of a semester will be given a WP (Withdrawn Passing) if they have a passing grade or a WF (Withdrawn Failing) if they have a failing grade. WP will not be counted toward GPA. WF will be treated as an F; it will affect GPA. The JCHS building principal in conjunction with the Academy Principal will make the final determination as to whether a student is allowed to drop a class with either a WP or a WF.

## STUDENT WITHDRAWAL/TRANSFER RULE

All students requesting to withdraw from JCHS less than ten (10) days before the end of a semester should present a copy of the parent's military transfer orders or documentation of a civilian job transfer to the student's academy principal. These students will be issued final grades showing the status of school work to date (as of the day of departure from school).

## CLASSIFICATION

A student's graduation year is based on the Kansas State Department of Education definition for a four year cohort group. The cohort group begins with the incoming first-time ninth graders. Regardless of classification, a student remains with their cohort group through their four years in high school. For a student to be considered "on track" for graduation, the student must have earned the following number of credits:

**Sophomore** –5 credits

**Junior** –11 credits

**Senior** –17 credits

## TESTING AND SCHOLARSHIP DATES

Seniors should complete applications to colleges or vocational-technical schools during the first semester. For assistance, see your academy counselor.

### ACT TEST DATES

September 14, 2019 – offered at JCHS

October 26, 2019 – offered at JCHS

December 14, 2019– offered at JCHS

February 8, 2020

April 4, 2020 - offered at JCHS

June 13, 2020 – offered at JCHS

July 18, 2020

### SAT TEST DATES (anticipated dates provided by SAT)

August 24, 2019

October 5, 2019

November 2, 2019

December 7, 2019

March 14, 2020

May 2, 2020

June 6, 2020

### PSAT/NMSQT TEST

(Sophomores and Juniors—must register with the bookkeeper)

October 16, 2019

## GRADUATION REQUIREMENTS

A graduating student must earn a minimum of twenty-four (24) credits beyond the eighth grade. Fifteen and one-half (15.5) of those credits must be in the areas specified. The additional eight and one-half (8.5) minimum units may be chosen from offerings in any curricular area. Junction City High School complies with the Military Interstate Children's Compact for the uniform treatment of military children transferring between school districts and states.

In order to participate in Graduation Ceremonies from Junction City High School, a student must also complete two nonacademic requirements. The **Service Learning Requirement** is 35 hours of volunteer community service for a student who attends JCHS for four years and is prorated at 9 hours per year for students who attend JCHS less than four years. In order to receive credit, the student's service must be volunteer, non-paid, outside of the instructional day and it must be approved and posted to the student's record. The **Activity Participation Requirement** means that a student must complete one full season in a sport or activity or one full year in a club or organization. These requirements should be completed by the end of the first semester of the student's senior year. Exemptions from this requirement can only be authorized by the principal.

NOTE: In order for students to participate in the Graduation Ceremony, they must have met all academic requirements and be in good standing with the school. For students to be in good standing for participation in their graduation ceremony, they must;

1. Meet their Service Learning Requirement
2. Complete their Activity Participation Requirements
3. Fulfill all obligations associated with any disciplinary action or suspension to include any decision of a Due Process Hearing Office

Graduates will receive their diplomas after Graduation unless a student chooses not to conform to the general guidelines on proper attire or appropriate behavior or fail to fulfill All financial obligations which includes book fees and other fines, library obligations, and the return of all athletic/activity clothing and equipment.

If that becomes the scenario, the student will then have to pick up his/her diploma from the Principal, the Superintendent, or may even be required to attend a School Board meeting to explain or justify his/her actions to the Board of Education before the diploma is granted.

## ALTERNATIVE SOURCES OF CREDIT

In addition to earning credits during the regular school day and year, students may earn credits through various other programs.

**Concurrent Enrollment** — Juniors and Seniors will be allowed to take concurrent college courses during both semesters in addition to enrolling in their required courses at the high school. Sophomore students may also enroll in concurrent college courses as long as they have completed the ACT or other appropriate placement testing. In accordance with our articulated agreement, only courses taken through Cloud County Community College will count as dual credit, earning both high school and college credit. Classes from other institutions may earn college credit only. If students wish to earn dual credit for Cloud County



Community College classes that were either taken online or on campus, they must provide official CCCC transcripts to the registrar.

**Summer and Twilight School** — Credit recovery for students who need to make up credits.

**Computer Based Learning** — Credit recovery program during the regular school day for students requiring two or more credit recovery classes.

**Sixth Street Innovations Academy** – The Sixth Street Innovations Academy provides an alternative learning environment to enhance student success by embracing intensive individualized education, heightened individual work ethic, and improved collaborative and interpersonal relationships to produce USD 475 graduates who are prepared to be productive members of a 21st century global society.

Only students attending Junction City High School are eligible to attend. We recommend students to be at least in the 10th grade; however, 9th grade students may be admitted on an individual basis. A student must attempt their first semester of their 9th grade in order to receive consideration for the Sixth Street Innovations Academy. **Only those students desiring to obtain a high school diploma and make improvements in their lives will be admitted.**

To be considered for the Sixth Street Innovations Academy, students must apply to the Academy. Applications are considered based on date of submission and open positions. If vacancies are not available, students will be placed on a waiting list.

### **JCHS TWILIGHT SCHOOL**

It is important for students enrolled in Twilight School to attend regularly. Students are allowed three unexcused absences for Twilight School. Any student who accumulates more than three (3) unexcused absences during a semester of Twilight School will not be issued credit. All absences are considered unexcused unless the student is considered excused in the school day or the Twilight School Administrator is notified by the school nurse the student is excused for health reasons and the student signs out of their academy office for the remainder of the day. A student's participation in athletics or activities is not a reason for being absent from Twilight School. Absences can accumulate as follows:

- A) If a student misses more than 30 minutes of a class, it will count as one full absence
- B) If a student misses from 10 – 29 minutes of a class, it will count as 1/2 absence
- C) If a student misses less than 9 minutes of a class, it will count as 1/4 absence

**CLASS TIMES** – Classes begin promptly at 3:45 PM and conclude at 5:15 PM Monday through Thursday. On days that regular school is not in session, there will be no Twilight School.

**FEES/Course Offering** – There will be a \$45 Twilight School enrollment fee for each semester a student enrolls in Twilight School. There is no refund for a student who is not issued credit or withdrawals from Twilight School. For more information, see your academy counselor.

### **SEVEN SEMESTER GRADUATION RULE**

The seven semester graduation rule was implemented in recognition that the four-year enrollment requirement may not serve the best interests of some students. Board policy states that no student will be allowed to graduate with less than seven (7) semesters satisfactorily completed. Students who have completed the required number of units by the end of the seventh semester may receive permission to graduate early. Students interested in early graduation are required to complete a request for early graduation. Forms may be picked up from your academy counselor and must be submitted along with the student's enrollment packet in the Spring Semester of their Junior year.

### **FLEXIBLE SCHEDULING**

To be eligible for Flex Scheduling, students must make written request through the Academy Counselor and Administrator to obtain a flexible schedule. Eligibility is based on a student being in good academic standing and on track to graduate. Students may have flex schedule for off-campus college classes (proof of enrollment required), internships or for extenuating family circumstances.

### **HONOR ROLL**

To be eligible for any Honor Roll, a student must be enrolled in at least four classes. A student who receives one or more "F's" will not qualify for the Honor Roll in spite of his/her G.P.A.

Principal's Honor Roll—4.0 or higher

Blue Jay Honor Roll—3.50-3.99

Honor Roll—3.00-3.49

### **TRANSCRIPT TRANSLATION PROCEDURES**

Junction City High School translates transcripts according to the following guidelines:

- If a sending school posts transcripts using letter grades, those grades are honored regardless of the sending school's grading scale.

- If the grading scale is not indicated on the transcript, Junction City High School contacts the sending school to obtain the grading scale and issues letter grades according to the sending school's scale.
- If a numeric grading system is used and the grading scale is printed on the transcript from the sending school, this scale is honored and letter grades are issued according to the sending school's scale.
- Junction City High School has a weighted grading system, which includes all Advanced Placement courses. If AP and International Baccalaureate (IB) coursework is not weighted for a sending school, Junction City High School will weight these courses in configuring the cumulative GPA on the following basis: A (5.0), B (4.0), C (3.0), D (1.0), F (0.0). All other classes, including Pre-AP, Pre-IB, and Honors classes are based on a 4-3-2-1 system, unless these courses are weighted by the sending school.

GPA is computed by the total number of units attempted.

### **ACADEMIC LETTER**

Students maintaining an exemplary Grade Point Average will be awarded an academic letter and/or bar at the Annual Academic Letter Banquet, held in late January or early February. Sophomores through seniors who have established/maintained a 3.5 or better cumulative GPA will earn a letter and the "lamp of learning" pin. Bars will be awarded for each successive year in which 3.5 cumulative GPA is maintained.

### **GRADUATING WITH HONORS OR ANY HONOR RECOGNITION**

Senior students maintaining 7-semester cumulative GPA of 3.5 or higher will be recognized for "Graduating with Honors" and will wear cords signifying their achievements during the graduation ceremony.

Students earning 4.000 or higher are designated "Summa Cum Laude"

Students earning 3.750-3.999 are designated "Magna Cum Laude"

Students earning 3.500-3.749 are designated "Cum Laude"

### **GRADE CARDS/PROGRESS REPORTS**

Grades will be calculated every six (6) weeks. Grades cards will be mailed to the student's home of record immediately following the end of the 6 week period. Each 6 week period ends on September 20, November 1, December 20 (end of first semester), February 14, April 3, and May 22 (end of second semester for underclassmen, second semester for seniors ends one week earlier).

Six week grades will NOT be changed. They are only progress reports. Deadline for changing semester grades (incompletes) is two (2) weeks after the semester has ended. Parents can gain information such as grades, attendance, fees, etc. by using "Family Access in Skyward." To gain access to "Skyward", a parent/guardian should bring a photo id to the student's academy office.

Parents are urged to contact their student's classroom teacher(s) and/or counselor any time they have a question or concern about their student's academic progress.

### **PARENT RIGHT-TO-KNOW**

Parents may obtain the school and district report cards via the school district's website: [www.usd475.org](http://www.usd475.org) .and/or acquire a copy through the high school principal's office at 785-717-4220 or [MelissaSharp@usd475.org](mailto:MelissaSharp@usd475.org) .

### **PROFESSIONAL QUALIFICATIONS-STAFF**

Parents may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum,

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and whether the child is provided services by qualified paraprofessionals.

For additional information, Please Contact:

USD 475 Department of Human Resource Services  
 Mary E. Devin Center  
 123 N. Eisenhower  
 Junction City, KS. 66441  
 (785) 717-4000

**STUDENT-LED PARENT/TEACHER CONFERENCES**

Conference schedule to be determined and published. This is an opportunity for students to share their academic and workplace readiness with their parents or guardians.

## SECTION VI: GENERAL INFORMATION

### TEXTBOOKS

Students are responsible for turning in their textbooks. Students will be billed for the textbooks not turned in at the end of the course. Lost, stolen or damaged books are assessed at appropriate cost.

### LOCKERS

All valuable articles for non-school use should be left at home. JCHS is not responsible for articles lost or stolen from lockers, but we request that all articles missing from lockers be reported to the office. Lost or stolen locks must be replaced with a school lock at the cost of \$8.50. Students must use lockers assigned to them. No unauthorized trading of lockers is allowed. Only school-issued locks are allowed on lockers. All questions about lockers should be addressed to the cashier. Sharing lockers or telling locker combinations is not advisable – unless students are assigned to share lockers by an administrator. Lockers are subject to search at the request of an administrator.

### IDENTIFICATION CARDS

Junction City High School provides a photo I.D. card to each student. Students are expected to have their I.D. cards with them at all times. Pictures for I.D. cards will be taken in August, with retakes in October. Lost I.D. cards should be reported to your Academy Office. To replace a lost I.D. card, students are to report to the BIT Academy Office and request a retake. The cost for a replacement I.D. card is \$5.00. Students are expected to have their School ID in their possession at all times.

Uses of I.D. cards include but are not limited to:

1. Reduced admission and/or ticket purchase to school-sponsored events.
2. Library use
3. Lunch ticket purchase
4. Participation in Student/Staff Recognition Programs

### PARKING LOT POLICIES

All vehicles must be registered and identified with a parking permit in order to park on campus. The first permit is free. For additional and/or replacement permits, the cost is \$5.00. Parking permits are placed on the lower right corner of the rear passenger windshield. Campus parking for students is located in both the upper and lower north parking lots.

Numbered parking slots in the north lot, and parking slots in the lots adjacent to the Deever Building are designated for Faculty/Staff use only. **Students who are parked in these designated areas or areas designated for Visitors Only are subject to a maximum \$25.00 fine, suspension, loss of parking privileges, and/or towing at the owner's expense.**

Unless students are attending class or participating in school related activities, they are not permitted to operate any vehicle or congregate on JCHS Campus parking lots. Exceptions may be granted by the administration for seniors on work experience/senior release, or for students entering/leaving campus buildings during the lunch hour.

JCHS parking lots come under the jurisdiction of the JCPD. Students are expected to comply with city ordinances in regards to driving and parking. This includes complying with

- Posted Speed Limit, 10 MPH
- Parking or stopping within vehicle stalls or spaces in the direction of the flow of traffic
- Operating vehicles on parking lot pavement and not sidewalks
- Complying with city ordinances concerning handicapped stalls

Students who do not operate their vehicles appropriately in JCHS Parking Lot will have their parking lot privileges suspended or will be issued a traffic citation.

### GUEST/VISITATION POLICY

A "guest" is defined as a non-JCHS student or employee.

1. No student guests will be allowed on campus during the school day (including lunch period).
2. All visitors to JCHS must sign in at the Visitors/Security Office immediately on entering the main entrance of the campus building and must wear visitor badges while in the building.
3. Former JCHS students may visit staff members before or after school only. Graduates utilized as guest speakers are to be treated as any other guest speaker.
4. Unless children are under the direct supervision of parent/guardian or staff member, children are not to be brought inside the campus building. JCHS students may not bring children to school.
5. Any exceptions must be approved at least 1 day prior to the visit by a principal.

## **GUEST AT SCHOOL DANCES**

With the exception of prom, out of school guests are not allowed. **No middle school students will be allowed to attend any high school dances/prom.** To attend Jr./Sr. Prom, only students meeting academic and behavior eligibility requirements and are in "good standing" are allowed to attend Prom. All seniors, who are eligible, will receive an invitation and free entrance to prom. Tickets are \$25 per person, (please note, that an actual ticket is not issued. You must sign up with Jr. Class Sponsors.). All students planning to attend prom must sign up and pay in advance. Dates for purchasing tickets and returning forms will be given via school announcements and official school social media pages. No money is accepted the day of prom. Tickets are not sold at the door. You must have signed up and paid for your ticket in advance. Non-JCHS students coming as guests of eligible students must have a guest request form on file and be approved by administration prior to prom. Underclassmen coming as guests of a Jr. or Sr. must meet eligibility requirements, "be in good standing" and be present with their date to sign up and pay for prom. A picture ID is required at the door in order to attend Prom. Students and/or dates who are not in compliance with established expectations and/or dress code will be asked to leave the premises.

## **ATTENDANCE/PARTICIPATION AT SCHOOL-SPONSORED ACTIVITIES & EVENTS**

Being involved in School Activities is one of the many privileges of being a student at Junction City High School. It is academic achievement that is the primary purpose of a school. For that reason, JCHS students must be in good standing and not on the ineligible list to attend school sponsored activities and events. Students wishing to compete in KSHSAA sponsored athletic competitions must meet KSHSAA eligibility requirements and JCHS Athletic Department criteria (Reference JCHS Athletic Information book).

## **DELIVERIES/MESSAGES**

Students will be notified of emergencies only; routine deliveries/messages cannot be delivered. In the event that there is an emergency, notify family members to state this to the individual answering the telephone so that special care can be given your particular situation.

Students will be asked to pick up other deliveries in their Academy Offices.

## **DAILY ANNOUNCEMENTS**

Daily announcements will be posted in the Academy Offices, outside Academy Offices, on video displays located throughout the building and through online resources.

## **COMMERCIALISM**

Public schools are operated for the general welfare of students and must be free of possible exploitation. Solicitation of gifts or donations by students or special groups is discouraged. Display of posters or announcements that advertise non-school-related meetings is not allowed without prior administrative approval. Students involved in fundraising will not approach staff members or students during class time.

## **CRISIS PLAN**

Junction City High School has a detailed plan which will be followed in the event of a major emergency or crisis, either at the building level or at the district level. The Crisis Plan provides staff with appropriate responses based on the facilities threat level. Please listen carefully to any and all directions given to you during time of crisis and follow them as quickly as possible.

## **SCHOOL CLOSINGS/DELAYED STARTING TIME**

School closings and/or delayed starting times will be announced by the superintendent's office. On these days an announcement will be made through USD 475 Text and Mobile App Alerts, Junction City High School Social Media Sites, and local news outlets.

## **CHANGE OF ADDRESS**

All changes of address, name, or telephone number must be immediately reported to the respective academy office. For emergency situations that may arise we request both home and work phone numbers of parents/guardians be given to the school.

## **STUDENT RANDOM DRUG TESTING POLICY**

The USD 475 board of Education, in an effort to protect the health and safety of its students involved in extra-curricular activities from illegal drug and alcohol use and abuse or injuries resulting from the use of illegal drugs and or alcohol, has adopted a policy for drug testing of students participating in Kansas State High School Activities Association (KSHSAA) activities at Junction City High School. The procedure for random drug testing of high school students participating in extra-curricular activities as defined in this policy is accomplished in conjunction with an independent drug-testing Vendor selected by the USD 475 Board of Education.

Although the USD 475 random drug testing policy is designed for students participating in KSHSAA sponsored activities, any USD 475 parent/guardian/custodian may request to have their student **OPT –IN** to the random pool of student rosters. A consent form to **OPT –IN** to the policy may be picked up in the activities office and/or any academy office. See Section VII,

Activities/Athletics/Student Organizations, Student Random Drug Testing (KSHSAA Student Participants) for more information regarding Random Drug Testing Policy.

### **ACCEPTABLE USE POLICY/ GUIDELINES FOR THE USE OF SOCIAL MEDIA – USD 475**

“Geary County Schools USD 475 provides computer systems, including access to the Internet, to maximize the educational benefits of students and staff to better prepare them for opportunities to problem solve, manage, and retrieve information, think creatively, and communicate effectively. District computer systems and issued electronic devices are for educational and business use only. All information created by students or employees stored on District computer systems shall be considered District property and shall be subject to unannounced monitoring by District administrators. Violation of the Acceptable Use Policy (AUP) may result in disciplinary action up to and including expulsion for students, and up to and including termination for staff. A person using electronic media for terrorist activities will be subject to legal action.”

JCHS follows USD 475 Acceptable Use Policy (AUP). For more information on Acceptable Use, visit the Board of Education Policies found at [www.usd475.org](http://www.usd475.org) (see Acceptable Use Policy, IIBF). Information concerning AUP and Digital Citizenship is also located in the Geary County Schools Family Handbook and in the **USD 475 One-To-One Device Handbook**.

USD 475 complies with FERPA and CIPA guidelines.

### **JUNCTION CITY HIGH SCHOOL DIGITAL TECHNOLOGY ACCEPTABLE USE POLICY**

Students engaging in unauthorized picture taking, audio recording or videotaping on school grounds or activities, or use school equipment on or off school grounds in an unauthorized manner, are subject to the administration of appropriate disciplinary resolutions up to and including suspension or expulsion. The loss, damage or theft of School District Digital Technology Devices or Network Systems are subject to restitution and/or legal action.

While the purpose of the school is to use school district provided electronic devices/internet resources for constructive educational goals, students must demonstrate responsible behavior when accessing the internet.

Students shall have no expectation of privacy when using district email or other official communication systems. Any email or computer application or information on/in the school districts computers or computer system is subject to monitoring by administration/staff.

Students are responsible for appropriate behavior when using school computers. The use and access of the internet is a privilege, not a right, and may be revoked by the school if abused.

Students who violate this policy may also be subject to further disciplinary action, including suspension or expulsion.

This policy applies to one to one, networking system and other digital applications provided by the school district.

Student expectations:

- Classroom social media sites are intended for educationally enriching purposes only. Any inappropriate content will be deleted and disciplinary action will follow based on school practices regarding abuse of technology.
- Students must participate in digital citizenship instruction.
- The Social Media Guidelines set by Geary County Schools USD 475 as well as the district-wide Acceptable Use Policy regarding educational technology will be expected to be followed by the students, as well as the teacher.
- Students must share this **information** with a parent and/or guardian. Guardians have the right to opt their student out of participating in the classroom social media site by submitting an “**Opt Out Letter**” to the **student’s academy administrator**.

Any parent with questions regarding the classroom social media site may contact the classroom teacher or their student’s academy administrator directly.

### **POLICIES AND GUIDELINES SPECIFIC TO BOARD POLICY**

JCHS complies with Board Policies concerning Anti-Discriminatory Policies and Grievance Procedures, Sexual Harassment, Bullying, Drug Free Schools, Violence Free Schools, and Emergency Safety Interventions. For more information go to <http://www.usd475.org> and reference USD 475 Board Policy for specific policies or Parent Resources for USD 475 Geary County Schools Family Handbook.

## **SECTION VII: ACTIVITIES/ATHLETICS/ STUDENT ORGANIZATIONS**

### **ACTIVITIES:**

Activities Director: Matt Westerhaus  
Club/Organization Coordinator: Joseph Rix  
Office Number: 785.717.4214

### **CLASS/CLUB OFFICER AND STUCO QUALIFICATIONS/REQUIREMENTS**

(See Student Activities Handbook)

### **ACTIVITY/CLUB/ORGANIZATION**

#### **Student Council**

Class of 2020 (Senior Class)

Class of 2021 (Junior Class)

Class of 2022 (Sophomore Class)

Class of 2023 (Freshman Class)

#### **Career and Technical Student Organizations**

Educators Rising

FBLA

FCCLA

FFA

HOSA

Skills USA

TSA (Robotics)

#### **Activities**

American Sign Language

Anime Club

Band

Blue Jay Nation

Cheerleading

Choral Music

Club 121

Dance Team

Debate

Forensics

Gay-Straight Alliance

German Club

JC Players/Drama Club

JROTC

KAY Club

KEY Club

Komomantyns

MACESA

Marching Band

National Honors Society

Orchestra

Project Lit

Scholars' Bowl

Spanish Club

Tri-M Music Honor Society

## ATHLETICS - INFORMATION AND POLICIES

Junction City High School offers a well-rounded program of interscholastic sports for both girls and boys. Before a student is eligible to practice/tryout, an online registration must be complete. The athletic program adheres to the rules and regulations of the Kansas State High School Activities Association and Junction City High School Eligibility Guidelines. Pre-Participation Physical Evaluation Forms must be turned in with the JCHS athletic/activities packet and **DATED AFTER MAY 1, 2019**.

**Students who participate in athletics sponsored by KSHSAA/JCHS will follow guidelines as set forth in school information book and athletic/coach/sponsor handbooks.**

**Fall Sports:** B/G Cross Country, Girls Golf, Football, (B) Soccer, (G) Tennis, Volleyball

**Beginning Date: August 19, 2019**

ONLINE REGISTRATION DUE ONE WEEK BEFORE FIRST DAY OF PRACTICE.

**Winter Sports:** (B/G) Basketball, (B/G) Bowling, (B) Swimming, (B/G) Wrestling

**Beginning Date: November 18, 2019**

ONLINE REGISTRATION DUE ONE WEEK BEFORE FIRST DAY OF PRACTICE.

**Spring Sports:** Baseball, (B) Golf, (G) Soccer, Softball, (G) Swimming, (B) Tennis, (B/G) Track

**Beginning Date: March 2, 2020**

ONLINE REGISTRATION DUE ONE WEEK BEFORE FIRST DAY OF PRACTICE.

## ATHLETIC PROGRAMS

Athletic Director: Matt Westerhaus

Athletics Secretary: Deb Lumb

Office Number: 785.717.4214

### Varsity Programs

Baseball	Boys Basketball
(B/G) Bowling	Girls Basketball
(B/G) Cross Country	Football
Boys Golf	Girls Golf
Boys Soccer	Girls Soccer
Softball	Boys Swimming
Girls Swimming	Boys Tennis
Girls Tennis	(B/G) Track
Volleyball	(B/G) Wrestling

For information on programs and coaches, students can contact the Athletic Department, room 202.

## LEAGUE AFFILIATION

Junction City High School competes in the Centennial League. The League schools include Junction City, Manhattan, Topeka High, Topeka West, Seaman, Hayden, Washburn Rural, Emporia, and Highland Park.

## KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (KSHSAA) – ELIGIBILITY REQUIREMENTS

The guidelines listed below are written in general terms and are a summary of some of the KSHSAA eligibility rules. More detailed explanations of these rules and guidelines can be found in the KSHSAA manual or can be accessed through the KSHSAA website at [www.kshsaa.org](http://www.kshsaa.org). Coaches and administrators are expected to be familiar with the rules of eligibility. If there are questions about eligibility, inquiries should be directed to the JCHS Athletic Director.

### Scholarship

A student must have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance.

### Enrollment

A student must be enrolled in and be attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the current semester.

### Transfers

A student who makes a bona fide move with his/her parents to a new permanent residence within the boundary of the school to which the student transfers is immediately eligible as it relates to the transfer rule. A student changing school without an accompanying move on the part of his/her parents will be ineligible for interscholastic extracurricular activities for 18 weeks beginning with the first day of attendance.



### **Outside Competitions**

A student who is a member of a school athletic squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport during the same season. Participation with an outside group may make the student ineligible for the remainder of that sport season.

### **Clinics**

A student cannot participate in group training/practice sessions, clinics, or tryouts held by outside agencies in a sport while he/she is a member of a school athletic team in that identical sport. A group is defined as two or more students receiving instruction from an instructor during the same period of instruction. A student may receive private instruction at any time during the year. Private instruction is defined as one student receiving instruction from one person during the period of instruction.

### **GENERAL JCHS ELIGIBILITY GUIDELINES**

In order for a student to be eligible to participate in KSHSAA activities at Junction City High School, the student must be a bona fide undergraduate member of that school and in "good standing". Junction City High School's definition of a student in "good standing" is, but not limited to, the following:

- A student must not be under penalty of suspension or be a student whose character or conduct brings discredit to the school as determined by building administration.
- A student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or last semester of attendance. Credit recovery courses will not be allowed to be used for the purpose of becoming eligible at semester.
- A student must be enrolled in and attending a minimum of five new subjects (those not previously passed). Credit recovery courses do not count towards the minimum of five new subjects.
- A student must be on grade level as defined by JCHS graduation requirements. JCHS administration will address transfer students on an individual basis.
- A student may not enter into step 2 of the truancy process.
- A student must meet all other KSHSAA requirements regarding eligibility.
- A student-athlete must also comply with guidelines set forth in the "Athletic Code of Conduct".

In addition to Junction City High School's definition of a student in "good standing", a head coach/lead sponsor may establish additional expectations that define a student in "good standing" for their program. For additional guidance concerning student athlete participation, please contact JCHS Athletic Director.

### **STUDENT RANDOM DRUG TESTING (KSHSAA Student Participants)**

The USD 475 board of Education, in an effort to protect the health and safety of its students involved in extra-curricular activities from illegal drug and alcohol use and abuse or injuries resulting from the use of illegal drugs and or alcohol, has adopted a policy for drug testing of students participating in Kansas State High School Activities Association (KSHSAA) activities at Junction City High School. The procedure for random drug testing of high school students participating in extra-curricular activities as defined in this policy is accomplished in conjunction with an independent drug-testing Vendor selected by the USD 475 Board of Education. To facilitate random testing, the Designated Official(s) will provide the Vendor with a list of eligible students and in turn the Vendor will randomly select those students from that list to be tested. The number of students selected for each test will be determined by the Designated Official(s). The Vendor will send qualified collectors to the school to oversee the collection of all specimens as outlined in this policy and procedure. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principals or Designated Official(s) by the MRO. Specimens are collected as split specimens.

### **STATEMENT OF NEED AND PURPOSE**

Recognizing that observed and suspected use of tobacco, alcohol and illicit drugs by USD 475 students (grades 9-12) is a serious concern, a program of deterrence (namely, Student Random Drug Testing of Extra-curricular Participants) will be instituted as a pro-active approach to promote a drug free school environment. The purpose of the program is:

1. to provide for the safety of all students.
2. to undermine the effects of peer pressure by providing a legitimate reason for students to fuse to use illegal drugs.
3. to encourage students who use drugs to participate in drug treatment programs.
4. to promote achievement of each student's full academic potential by preventing the impact
5. drug and alcohol use has on the learning centers of the brain.

The random drug testing program is academically non-punitive. This policy is designed to create a safe, drug free environment for students and to assist them in getting help when needed.

Participation in school sponsored extra-curricular activities in USD 475 is a privilege. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

For additional information concerning the implementation and/or administration of the student random drug testing policy, please contact the JCHS Athletic Director.

## **RULE 52**

In keeping with the Kansas State High School Activities Association requirement to encourage and enforce good sportsmanship, we ask that all students/fans assist us in honoring Rule 52.

Rule 52 requires the following:

- Be courteous to all. (participants, coaches, officials, staff, and fans)
- Know the rules, abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team and school.
- Exercise self-control and reflect positively upon yourself, team and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- All actions are to be for, not against; positive, not negative or disrespectful!
- Students/fans who violate rule 52, or who display any type of poor sportsmanship, will be ejected from the activity; may be subject to loss of privilege of attending school activities, as well as further disciplinary actions.

## **ATTENDANCE REQUIREMENTS FOR STUDENT ACTIVITY PARTICIPATION**

Any student participating in any athletic or activity program sponsored by KSHSAA and/or JCHS must be in attendance at school for the entire day's schedule of classes in order to be eligible and in good standing to practice, perform or compete later on that day or night. This policy applies to but is not limited to the following types of activities:

1. Athletic practices, meetings, contests.
2. Musical and drama rehearsals, performances, contests, tryouts and festivals.
3. Drill team, cheerleaders, JROTC clinics, interviews, tryouts, rehearsals, performances, fund raisers.
4. Club and organizational meetings, fund raising, projects, conferences, workshops, contests, or other activities sponsored by that club.

Students not in attendance for the full day of classes on a Friday are not eligible to practice, perform, or compete on Saturday. Upon their return to classes on Monday, they would be eligible to participate. This policy may be waived and the student allowed to participate if the following actions are taken:

- A call is made in advance of the absence by the student's parent/guardian explaining the reason and the necessity for the student missing all or part of that day.
- In emergency situations a call is made as soon as is possible or convenient explaining the nature of the student's absence.

The decision to waive this policy will then be made by the administration. Calls should be directed to the athletic director at 717-4214.

Students who miss all or part of a school day will comply with the above policy. Students are expected to be at school and in class the following morning when classes begin following an activity the previous night.

## **STUDENT TRANSPORTATION**

Bus transportation will be provided to students to and from school for those students who qualify. Transportation will be provided by the school district for all extra-curricular activities. Students are prohibited from driving personal automobiles to school district-sponsored activities held during the school day.

## **TRANSPORTATION OF STUDENTS PARTICIPATING IN ACTIVITIES:**

1. Cheerleaders, mascots, and athletes must ride in school vehicles to and from out of town school activities.
2. Students participating in in-town or out-of-town school sponsored activities must ride in school vehicles. The only exception is as follows:
  - After obtaining prior approval from the principal, students who are participants may ride home or elsewhere with their parents following out-of-town school sponsored activities.
  - Parents must submit their request in writing for the athletic director's approval.
  - Individuals who are not participants must arrange for their own transportation.

In-district transportation for groups of five or less can be accomplished at the discretion of the principal. For exceptions to this policy, please refer to the Student Athletic Handbook.

## **COLLEGE BOUND STUDENT ATHLETE – NCAA, NAIA, NJCAA ELIGIBILITY**

Students interested in pursuing athletic opportunities after high school should start planning early in their high school career. Student Athletes are encouraged to talk with their coach and academy counselor regarding an appropriate plan of study. Student Athletes and parents are also encouraged to visit the NCAA eligibility center at [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org) . This website provides the tools and information for you to begin planning your college experience. You can also obtain information by accessing the following web-sites.

NCAA Division I, II, III      [www.ncaa.org](http://www.ncaa.org)  
NAIA                              [www.naia.org](http://www.naia.org) .  
NJCAA                             [www.jmcaa.org](http://www.jmcaa.org) .

# APPENDIX 1

# JCHS Calendar 2019-2020 7/31/2019

Blue days  
 Prof. Dev.  
 End 6 weeks  
 White days  
 Teacher Duty Day  
 Flexible Inserv.  
 Graduation  
 Teacher Work Day  
 Academic Banquet  
 Back To School Night

S M T W T F S

**August**

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11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

S M T W T F S

**January**

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26	27	28	29	30	31					

**September**

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22	23	24	25	26	27	28
29	30					

**February**

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16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

**October**

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20	21	22	23	24	25	26					
27	28	29	30	31							

**March**

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22	23	24	25	26	27	28
29	30	31				

**November**

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17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

**April**

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19	20	21	22	23	24	25				
26	27	28	29	30						

**December**

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22	23	24	25	26	27	28
29	30	31				

**May**

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24	25	26	27	28	29	30		
31								

(At the discretion of USD 475, calendar is subject to change.)

## **APPENDIX 2**

### **Positive Alternative to Suspension:**

HD Karns/E.A.G.L.E.S. Program

2019-2020

To create a program that is inclusive of positive behavioral support systems and strategies to target students that are not being successful in the regular high school setting. Ongoing behavioral infractions and policy violations lead to disrupted learning environments. Having only in school and out of school suspensions with limited resolution or rehabilitation of social emotional skills is not conducive to maintaining student success and can lead to students getting behind, possibly failing classes or dropping out of school. The vast majority of these students meet criteria, as being identified as "at risk". Many of these of students are not being successful learners as evident by MTSS Tier II Interventions for Academic and Behavioral Supports.

**A current MTSS Behavior Plan needs to be in place, which includes Interventions being in place, which include regularly scheduled meeting with a Behavior Interventionist, after school detention, or suspension.**

Although the meetings with the Behavior Interventionist have had some success, there is still a larger number of students that end up suspended.

**Encouraging Academic Greatness by Learning Emotional Stability (EAGLES)** would offer a positive, nontraditional approach to working with high school students by offering a tiered program that encompasses intensive social-emotional programming, while allowing the students to continue their core educational program on site. Students that have demonstrated ongoing behaviors/infractions that are non-compliant or disruptive to productive learning environments will be considered for the program, in lieu of traditional punishments.

EAGLES will offer two levels of intervention to address social-emotional and behavioral needs. Students that have not been successful with MTSS interventions that are inclusive of a behavioral focus or other intervention options may be candidate for program placement.

#### **Level 1 placement components:**

1. Informal Hearing with, Administrator, Parents, Student, Building Behavior Interventionist, and Behavior Strategist from the HD Karns E.A.G.L.E.S. Program
2. 15 school day Successful Program Completion (based upon 80% compliance and participation)
3. Minimal Restrictions (still allowed school transportation, modified mealtimes and activities)
4. Students remains on the roster of their home school.
5. Transition Plan and Behavioral Contract will be in place prior to returning to class. This will be done by having a Transition meeting with building Administrator, Behavior Interventionist, and E.A.G.L.E.S. personnel at the HD Karns Building.

#### **Level 2 placement components:**

1. Due Process Hearing, with District Hearing Officer, Administrator, Parents, Student and Behavior Strategist from the HD Karns E.A.G.L.E.S. Program and Behavior Interventionist from the student's building. .
2. 45 school day Program Completion (based upon 80% compliance and participation)
  3. Significant Restrictions (no school sponsored transportation, student escorted while on campus, isolated mealtimes, and activity restriction)
  4. Student is dropped from the schedule at their home School and placed into the Program at HD Karns
  5. Transition Plan and Behavioral Contract will be in place prior to returning to class.

#### **Program Premise**

Students are assigned to EAGLES Level 1 or Level 2 as a result of unsuccessful behavioral interventions as documented on a MTSS Intervention Plan, noncompliance of school policies and procedures, and possible long term suspension. Program placement for Phase Level 1 will be requested by the building administrator, and building Behavior Interventionist or in Level 2 by the Due Process Hearing Officer as a means to provide a positive alternative to educate or rehabilitate behaviors. The primary goal of EAGLES is to teach students the skills necessary for compliant school behavior and improved academic success. Students will earn one day of credit for each successful

day of program completion as evident by program participation, compliance, and work completion based upon a daily average percentage of 80%. Students will cumulatively earn assigned days in the program on an individualized timeline. The administrator, EAGLES teacher, parents and student, prior to the student returning to the regular schedule, will draft a transition plan and behavioral contract.

### **Program Guidelines**

The intention of this program is to offer students that are in jeopardy of long term suspension/expulsion due to chronic, ongoing noncompliance with student expectations.

- Program format/placement provides a highly structured setting
- Strong focus on social emotional and character education
- Individualized, targeted behavioral training
- Continue current educational curriculum for each student
- Increased structure and supervision to minimize negative peer influence
- Increased opportunity to develop relationships with adults on campus
- Increased opportunity for parent involvement and feedback

Ongoing noncompliance, non-participation, or serious infractions will lead to immediate removal from the school setting and possible out of school suspension/expulsion.

### **SECD Curriculum**

The following units of study were determined by the top ten infractions of students. Other units of study will be developed based upon student need.

#### **The Top Ten Units of Study**

1. Compliance
2. Respect
3. Accepting Redirection/Following Directions
4. Acceptance of Limits
5. Self Regulation
6. School Survival (Organization, Goal Setting, Listening, Asking Questions, Appropriate Language, Requesting Help, Joining In)
7. Conflict Resolution
8. Appropriate Interactions (Language, Space, Boundaries)
9. Stress Management
10. Situational Behavior & Communications for School, Home, Workplace