

2016-2017

Jayhawk Junior High School
Jayhawk-Linn High School



Student Handbook

14675 KS 52 Highway
Mound City, KS 66056
913-795-2224



Dr. Royce Powelson	Superintendent
Mr. Jim Dillon	Principal
Mrs. Kandy Abernathy	Assistant Principal
Ms. Genea Bruner	Counselor

CLASS SCHEDULE

JLHS faculty members are on duty between 7:45 a.m. and 3:30 p.m. Students who need to see faculty members for additional work on subjects may do so from 7:45 a.m. to 8:00 a.m. or 3:15 p.m. to 3:30 p.m. School begins at 8:00 a.m. and ends at 3:15 p.m. Hawk Time = Report to Advisory Teacher, Club Time, SSC open to make up tests, Technology time, Guidance Presentation Times, etc.

	High School	
1 st Hour	8:00 – 8:50	
2 nd Hour	8:55 – 9:45	
3 rd Hour	9:50 – 10:40	Lunch
4 th Hour	10:45 – 11:35	A – 11:45 – 12:15
5 th Hour	11:40 – 1:00	B – 12:30 – 1:00
HAWK TIME	1:05 – 1:25	
6 th Hour	1:30 – 2:20	
7 th Hour	2:25 – 3:15	

	Junior High School	
1 st Hour	8:00 – 8:50	
2 nd Hour	8:55 – 9:45	
3 rd Hour	9:50 – 10:40	Lunch
4 th Hour	10:45 – 12:00	7 th – 10:50 – 11:15
5 th Hour	12:05 – 1:25	8 th – 11:15 – 11:40
<i>7th Grade PE</i>	12:05 – 12:40	
<i>8th Grade HAWK TIME</i>	12:05 – 12:40	
<i>8th Grade PE</i>	12:45 – 1:25	
<i>7th Grade HAWK TIME</i>	12:45 – 1:25	
6 th Hour	1:30 – 2:20	
7 th Hour	2:25 – 3:15	

LATE START DATES AND SCHEDULE

Late start dates are as follows:

September 28	October 26	January 25	February 15	April 26
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On late start days students will not be in the building until 9:30 a.m.

Schedule for Late Start Days:

	Junior High	High School
1 st Hour	10:00 – 10:35	10:00 – 10:35
2 nd Hour	10:40 – 11:15	10:40 – 11:15
3 rd Hour	11:20 – 12:30	11:20 – 11:55
JH Lunch	11:20 – 11:45 (one lunch)	
4 th Hour	12:35 – 1:10	12:00 – 1:10
HS Lunch		12:00 – 12:25 Lunch A 12:45 – 1:10 Lunch B
5 th Hour	1:15 – 1:50	1:15 – 1:50
6 th Hour	1:55 – 2:30	1:55 – 2:30
7 th Hour	2:35 – 3:15	2:35 – 3:15

USD 346 MISSION STATEMENT

The mission of Jayhawk Unified School district #346 is to educate and empower all students with the skills necessary for success as responsible and caring citizens.

JAYHAWK JR/SR HS MISSION STATEMENT

Jayhawk-Linn will provide a safe and positive environment for all students, in which intellectual, technical, social and physical skills will be developed. Through quality staff and facilities, well rounded, responsible, and productive citizens will be prepared for an ever-changing world.

STUDENT EXIT OUTCOMES

1. The student can demonstrate the acquisition of communicative, academic and technological skills necessary for life-long learning and productive employment.
2. The student can demonstrate self-respect and pride in individual excellence.
3. The student, through positive social interactions, can demonstrate personal and civic responsibility as a member of a democratic community.
4. The student can demonstrate an understanding and appreciation of cultures and the arts in an ever-changing world.

HANDBOOK POLICIES

These JLHS handbook policies have been reviewed and adopted by the USD 346 Board of Education. Not all situations are specified. As such, if there are questions regarding school issues, please consult with an administrator before making an ill-advised decision. In the event that policies of this handbook are no longer applicable, the administration of the high school can make a determination and alter a policy in a fair manner to fit the circumstance.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

- 4 units - English
- 4 units - Social Studies
- 3 units - Science
- 3 units - Math
- 1 unit - Physical Education/Health
- 1 unit - Fine Arts
- 8 units - Electives
- 24 units - Required for Graduation**

QUALIFIED UNIVERSITY ADMISSION STANDARDS

Class of 2015 and beyond-

To be admitted to one of the state universities, (Emporia State, Fort Hays State, Kansas State, Pittsburg State, University of Kansas, or Wichita State) students must:

1. Complete this curriculum with a 2.0 GPA
 - 4 Units of English
 - 3 credits of Social Studies
 - 3 credits of Math – must begin with Algebra 1 or higher class if Math ACT score is at least a 22 OR 4 units of Math will be required with one unit being taken in the graduating year
 - 3 credits of Science – one must be chemistry or physics
 - 3 approved units from the following
 - English
 - Natural Science
 - Fine Arts
 - Foreign Language
 - Speech, Debate, Forensics
 - Career Technical Education
 - Math
 - Social Science
 - Computer /Information Systems
 - Personal Finance
 - Journalism

AND achieve **ONE** of the following:

- ACT composite of 21 or SAT score of 980
- 2.0 or higher on any college credit taken in high school

SCHEDULE CHANGE POLICY

- First semester student-initiated changes need to be completed by 3:30 on Monday, August 23, 2016
- Second semester student initiated changes need to be completed by 3:30 on Wednesday, January 8, 2017.

Students may submit requests for schedule changes at the following link:
<http://goo.gl/aj3mO4>

COLLEGE ENTRANCE EXAM TESTING

ACT Dates for 2016-2017

Saturday, **September 10, 2016**- register by **August 5, 2016**

Saturday, **October 22, 2016**- register by **September 16, 2016**

Saturday, **December 10, 2016**- register by **November 4, 2016**

Saturday, **February 11, 2017**- register by **January 13, 2017**

Saturday, **April 8, 2017**- register by **March 3, 2017**

Saturday, **June 10, 2017**- register by **May 5, 2017**

- Register at www.actstudent.org. Seniors are encouraged to complete testing by **December 2016**. Juniors are encouraged to begin testing by **February 2017**. All college/universities accept ACT scores for admission. See Ms. Bruner for more information.
- Jayhawk Linn Sr. High code is 172-095.

SAT Dates for 2016-2017

Saturday, **October 1, 2016**- register by **September 1, 2016**

Saturday, **November 5, 2016**- register by **October 7, 2016**

Saturday, **December 3, 2016**- register by **November 3, 2016**

Saturday, **January 21, 2017**- register by **December 21, 2016**

Saturday, **March 11, 2017**- register by **February 10, 2017**

Saturday, **May 6, 2017**- register by **April 7, 2017**

Saturday, **June 3, 2017**- register by **May 9, 2017**

POSTSECONDARY PLANNING MEETINGS

Seniors and parents are encouraged to schedule a postsecondary planning meeting with Ms. Bruner in September. Call or e-mail Ms. Bruner (gbruner@usd346.org) for an appointment. Allow 30 minutes for the meeting.

Juniors and parents are encouraged to schedule a postsecondary planning meeting with Ms. Bruner in October or November. Call or e-mail Ms. Bruner (gbruner@usd346.org) for an appointment. Allow 30 minutes for the meeting.

HONOR ROLL

Students of J.L.H.S. and J.J.H.S. will have an opportunity to earn quarterly as well as semester membership on the “4.0 Principal’s Honor Roll”, the “3.5-3.9 G.P.A. Honor Roll” or the “3.0 to 3.49 G.P.A. Honor Roll”. Students that earn a “D” or “F” grade are disqualified for Honor Roll status.

NATIONAL HONOR SOCIETY

Membership in the Jayhawk-Linn National Honor Society is an honor bestowed upon a junior or senior student that has met stringent criteria as set by the National Charter of the Honor Society. The criteria for membership is:

LEADERSHIP--positive leadership, attitude & inspiring to others,

CHARACTER—morally positive, ethical, honest, kind & courteous

SCHOLARSHIP—a grade point average of at least 3.25 on a scale of 4.0,

SERVICE—loyal and willing volunteer attitude in and outside of school

GRADE & PROGRESS REPORT CARDS

Mid-semester reports are distributed every nine weeks to inform the student and parents officially of his/her progress in classes. At the end of each semester (18 weeks) grade report cards are issued. In addition, progress reports will be sent during the semester upon request.

ELIGIBILITY OF STUDENTS

Students who wish to participate in school extra-curricular activities must meet standards set by the Kansas State High School Activities Association (KSHSAA), USD 346, and the sponsors and coaches of each activity.

KSHSAA requires the student to 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.

USD 346 requires the student to be in compliance with the school and follow rules established by sponsors and coaches. Students are to be in school attendance at least the last half of the school day (11:05) in order to participate in extra curricular activities that day OR have made prior arrangements with the school administration. Under normal circumstances, school attendance is expected as a requirement for attendance of school functions as fans and supporters.

ELIGIBILITY POLICY

Jayhawk-Linn has adopted an eligibility policy. High school teachers will update grades no later than 3:30 every Thursday. The principal will run a list of failing students on Friday morning. Any student who is **failing two or more classes (semester grade)** when the list is run will be ineligible to participate in or be in attendance at any

competition, performance, dance, or trip, as part of any extracurricular activity for the following week – effective Sunday to Sunday.

Students who are placed on the ineligible list will be required to attend 15 minutes of instructional tutoring each day from said classroom teacher whose class they are failing before/after school to try to improve their grade(s). Students will be required to attend this tutoring time daily before attending any athletic practices, rehearsals, etc. As soon as student is passing their failed class(es), teacher will release them from attending any further tutoring for the remainder of the ineligibility period. Students who have been released from instructional tutoring time will remain ineligible for the entire Sunday – Sunday time period.

Eligibility list will not be run the first two weeks of each semester.

MAKE-UP WORK

The classroom teacher's discretion will be used in helping determine specific requirements for make-up work in each class. Students are expected to confer with the teacher to help bring them up to date. Students who know they will be absent are expected to hand in class work prior to the absence whenever possible. Students who miss school time due to an emergency absence (including illness), will normally have the number of days absent (# school days) to complete the make-up work.

HONORS & AWARDS PROGRAMS

Programs are held during the school year to recognize departmental honors, present academic and athletic letters, major scholarships, and other awards. The Jayhawk-Linn Senior Awards Banquet will be held on the evening of **Wednesday, May 11, 2016 beginning at 7 p.m.** The Awards Assembly for Grades 9-11 will be held on the afternoon of **Wednesday, May 18 beginning at 2 p.m.** The Jayhawk Junior High Awards Night and Promotion will be held on the evening of **Monday, May 23, 2016 beginning at 7:00 p.m.**

JUNIOR HIGH PROMOTION

If a student fails one core class, that student will be allowed to move to the next grade level. If a student fails two or more core classes a determination will be made by the administrative team, counselor, school psychologist, relative to what action will be taken with regard to promoting on to the next grade level.

GENERAL INFORMATION

NON-DISCRIMINATION

Jayhawk USD 346 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission, treatment, or employment in its programs and activities. If you have questions or issues regarding the above, please contact the Superintendent of Schools, P.O. Box 278, Mound City, KS. 66056 (913/795-2247), Title IX, Section

504 Coordinator, or the Regional Director, Office of Civil Rights, Department of Education, 1150 Grand Avenue, Kansas City, Mo. 64106.

SCHOOL SAFETY HOTLINE

1-877-626-8203

Available 24 hours daily, this hotline will give students the opportunity to anonymously report any potential school violence.

VISITOR POLICY

Parents of students at our school or other adult patrons of the district are welcome to visit our school. Other visitors to classrooms are not allowed. All visitors must report to the office upon arrival. Teachers are not available to take phone calls during class time, but are available during their individual planning periods.

WEAPONS POLICY

A student who knowingly possesses any object considered a weapon or facsimile of a weapon at school or school activity will face disciplinary action and an immediate report to law enforcement officials. If the weapon is a firearm, expulsion from school for a period of up to 186 school days will occur. *Knives including pocket- knives are not to be brought to school.*

THREATS / INTIMIDATION

Students that threaten, intimidate, harass, or terrorize fellow students so as to present a disruption or obstacle to the educational opportunities offered at Jayhawk Linn, will be subject to disciplinary action and possibly legal action depending upon the level and frequency of the incidents. Students that verbally threaten, intimidate, or harass any Jayhawk-Linn staff member or his/her property shall be suspended from school and a parent or guardian conference will be necessary to determine student status. This policy includes the use of computers, the Internet, cell phones and any other technological device. If a student physically attacks a Jayhawk-Linn staff person, the student will be suspended and a hearing held to discuss long-term suspension or expulsion.

TRANSPORTATION

Bus services are provided through contract agreement for students who qualify for services and are willing to follow guidelines designed for safety as well as the directions of the bus drivers. Students who do not voluntarily agree to follow all bus guidelines will be suspended from riding the bus to and/or from school. In general, students are to remain seated at all times and not engage in loud noisemaking that would distract the driver. Most all school rules are to be followed by bus riders.

Driving to school is a privilege not a right. Students may drive to school but must follow specific driving and parking guidelines. Improper parking, careless driving, reckless driving, or excessive displays of speed, will likely result in detention time, possibly the loss of parking privileges for an indefinite period, and/or fines. Vehicle

parking must observe the lane markings as they are intended. **Yellow zone lanes are for student use while white zone areas are reserved for staff and school vehicles. Students may not park in the front row parking spots (some are “Visitor Parking”) in front of the building.** No student parking on the East side of the school. Students are not to sit in cars after arriving at school. Motorized vehicles must stay on the roadway. Students must have permission from the office to go to their cars during the school day. **Students will not be allowed to run individual errands during the school day unless a parent/guardian comes to school to pick up the student.** A standard speed limit for parking lots is fifteen miles per hour (15 m.p.h.) or less. *No all terrain vehicles and/or 4-wheelers are allowed on school property.*

CELL PHONES

Students will be allowed to use cellular telephones before and after school as well as during lunch and passing periods. Students are NOT to use cellular phones during regular class time or during scheduled student activities such as assemblies, pep rallies, etc., during these times cell phones should be turned off and stored appropriately. Upon entering classrooms students will be required to place their cell phones in the designated area for storage during class. Failure to follow policy will result in the following:

1st Offense: Teacher will keep phone, then deliver to office where phone will stay remainder of the day. Student may pick up after final bell.

2nd Offense: Teacher will keep phone, then deliver to office where phone will stay remainder of the day. Parent will be required to pick up phone.

3rd Offense: Conference involving student, administrative team, and social worker. Phone will be checked in at the beginning of the day to the office and returned at the end of the day for remainder of the semester.

DRUG FREE SCHOOLS

In order to ensure that Jayhawk-Linn remains a safe & orderly learning environment and is free of alcohol and drugs USD #346 retains the right to use the Linn County Sheriff’s Department’s K-9 officer to conduct random searches of the parking lot and school premises. Student vehicles may be searched in the presence of the student and school administration and/or designated representative. All students are subject to USD #346 Board of Education policy JDDA.

SEXUAL HARASSMENT

USD 346 Board of Education policies stipulates that sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature) made verbally or physically will not be tolerated in the school district and may result in suspension or expulsion. Policy JGEC regarding sexual harassment can be found on the district website.

RACIAL AND DISABILITY HARASSMENT

USD 346 Board of Education policies stipulates that racial and disability harassment will not be tolerated in the school district and may result in suspension or expulsion. Policy JGECA regarding racial and disability harassment can be found on the district website.

SPORTSMANSHIP

Students of Jayhawk-Linn are expected to demonstrate support and model concepts of proper sportsmanlike behavior as defined by the Kansas State High School Activities Association and USD 346 school board of education. All actions are to be positive, not negative or disrespectful. Summarily, these guidelines for students and fans are: 1) Be courteous to all participants, coaches, officials, staff, and fans 2) know the rules, abide by and respect the officials' decisions 3) win with character and lose with dignity 4) display appreciation for good performance regardless of the team 5) exercise self-control and reflect positively upon yourself, team, and school 6) permit only positive sportsmanlike behavior to reflect on your school or its activities.

Students failing to exhibit proper sportsmanlike behavior could be suspended from attending extracurricular activities.

STUDENT COUNCIL

The Student Councils sponsor student government at JLHS and JJHS. The junior high leadership team is the Jayhawk Junior Leadership Council consisting of four 7th graders and four 8th graders selected by junior high teacher recommendations and administrative approval.

Constitution of the Student Council of Jayhawk Linn High School

Our mission of the Jayhawk-Linn Student Council is to foster school spirit and pride; promote student and faculty involvement; encourage individuality; and motivate students to pursue educational success with leadership qualities.

Article 1: Elections

All positions and representatives will be required to complete an application and have submitted by the due date to be eligible.

- A. Elected Student Council Positions: President, Vice President, Secretary/Treasurer and Historian (Only Seniors and Juniors are eligible for President and Vice President.)
- B. Elected Officials: There will be two elected officials voted in by President and Sponsor (may be Freshmen thru Seniors)
 - a. The course of this position will be when conferences are available to attend and we can't take our entire STUCO group, the officers and elected officials will represent our school.
- C. STUCO Representative: Those students that fill out the appropriate application completely and on time will become Representatives of the JLHS Student Council.
- D. The time for all elections shall be decided by the sponsor and the Student Council Officers.)
- E. The method of all elections shall be by secret ballot and general election.
- F. Procedure:
 - a. Nomination and Voting for Officer Elections and Representatives:
 - i. Students obtain a Nomination form from the office. This form requires the signature of two teachers, signifying the teacher's support of the student's

candidacy. Teachers may support more than one student. Students who turn in a signed form are placed in a pool for evaluations for their desired position.

- b. Officer Positions:
 - i Students must fill out form, and write an essay stating why they believe they are fit for the position.
 - ii Students must also be prepared to give a 1-3 minute speech on qualifications and intent before student body. The top four candidates (chosen by anonymous review by faculty) will give speeches.
 - iii Voting is by student body and secret ballot.
 - iv The candidate with majority votes will be elected President.
 - v The candidate with the second majority votes will be Vice President.
 - vi Secretary/Treasurer is an elected position by majority votes.
 - vii Historian is an elected position by majority votes.

Article II: The Cabinet

- A. Any full time student of Jayhawk Linn, that upholds a 3.0 or above GPA and in good standing is eligible to be elected/appointed to Student Council Cabinet.
- B. The officers of StuCo Cabinet shall be: President, Vice President, Secretary/Treasurer and Historian. Appointed positions shall be, two Elected Officials and eight representatives.
- C. Duties/Powers
 - a. Meet once a week or as needed per Sponsor or President
 - b. Organize/plan StuCo activities
 - c. Allocate funds for scholarships
 - d. Represent JLHS and other schools with pride, respect and dignity.
 - e. Bring suggestions and concerns of student body to Student Council.
 - f. Amend and ratify the Constitution

Article IV: Responsibilities

- A. The duty of members of Cabinet shall be defined as follows:
 - a. President: (elected)
 - i Represent the entire student body to the administration
 - ii Preside over meetings
 - iii Vote on all matters in which the council is divided.
 - iv Appoint all committees
 - v Call special meetings
 - b. Vice President: (elected)
 - i Assume the office of the President when he/she is absent or removed from office
 - ii. Monitor all committees
 - c. Secretary/Treasurer (elected)
 - i Keep record of the proceeding of each meeting
 - ii Post the typed minutes of the past meeting within three days in conspicuous places for viewing of entire student body
 - iii Conduct all correspondence and make available to the sponsor, principal, and students upon request
 - iv Work with the advisor in maintaining the records of receipts and expenditures
 - d. Historian
 - i Cut clippings from newspaper each week pertaining to school and students.
 - ii Take pictures at activities/events

- iii Place items in a scrapbook in chronological order & keep up to date.
- e. Elected officials and Representatives (appointed)
 - i Represent your class and the interest of the class
 - ii Help class sponsor as needed with information pertaining to activities/events
 - iii Attend meetings on a regular basis

Article V: Procedures

- A All the powers of the Student Council are delegated to it by the Board of Education, the Student Body of Jayhawk Linn High School, and the school administration. The Principal has the right to veto any action of the Student Council that he/she deems inappropriate and also has the right to revoke any powers held by the Student Council.

Article VI: The Constitution

- A Amendments shall be proposed by a majority vote.
- B A majority of the student body may petition for an amendment and must be ratified by two-thirds of the Student Council.
- C The constitution shall be revised every year for the purpose of maintaining a workable and usable Constitution.
- D All actions of the Jayhawk Linn Student Council shall follow in accordance with the laws here presented. Any and all actions that violate the Constitution will be recognized as null and void and should be either exercised or enforced.

Article VII: Impeachment and Removal

- A Any member of the Student Council may be removed from his or her office for failure to attend meetings, failure to represent his constituency properly and fairly, failure to carry out his or her duties, or for any other conduct which is judged detrimental to the welfare and image of the school.
- B Definitions and Terms:
 - a Impeachment: To bring a public official before the proper tribunal on a charge of wrong doing.
 - b Excused Absence: illness, doctor's appt., field trip, classroom obligation
 - c Unexcused Absence: Any absence not adhering under the "excused" definition.
 - d Review Board: Members include the StuCo Sponsor, Class Sponsor, Activities Director, StuCo Officers. It is the duty of the review board to assess the status of officers in the event of impeachment and to decide whether or not those impeached will be removed from office.
 - e Probation: "a second chance". Second offense means recommendation of removal from StuCo brought to Student Council.

Article VIII: Royalty

- A The Student Council shall install a royal court two times each academic year.
 - a Once during the regular Fall Sports Season, during a game designated by the Student Council as Fall Sports Homecoming. This royal court shall be known as Homecoming.
 - b Once during the regular Winter Sports Season, during a game designated by Student Council as Winter Sports Courtwarming. This royal court shall be known as Courtwarming.
 - c The Foreign Exchange students are not eligible for Homecoming/Courtwarming Royalty.
- B The Homecoming Royalty shall consist: One Queen, and three attendants, and one King and three attendants.

- C The Courtwarming Royalty shall consist: One Queen, and three attendants, and one King and three attendants.
- D If you are chosen for Homecoming royalty you are not eligible to be a candidate for Courtwarming candidate.
- E The Stuco shall reign over Homecoming, and Courtwarming and any other activities designated by Student Council.
- F. All royalty candidates must meet weekly eligibility criteria and abide by all rules in student handbook.
- G. To be eligible for a candidate position, you must be actively involved in i.e., organization, band, sport or other activity within the school.
- H. If there are NOT enough eligible candidates to fill the positions, candidates that did not win during Homecoming will be eligible candidates.
- I. Ballots for candidacy positions will be run two weeks prior to the Homecoming or Courtwarming date. Candidates will be announced the next day.

BUILDING

The Jayhawk-Linn buildings are a focus of pride for the community and our responsibility is to keep it neat. The cafeteria area will open up at 7:30 a.m. for breakfast and the academic area opens at 7:45 a.m. and closes at 3:30 p.m. Students must have permission from the office or be directly supervised by a teacher when outside this window of available time. **Students will not be allowed to remain at the building after 3:30 p.m. if not under the direct supervision of a sponsor, even on days in which an evening activity will be taking place, (ex. games).** Behavior in the school halls is a responsibility of all students. We are asked to pick up all litter and trash and not to shove, push, hit, punch, or jump on fellow students. Running in the school building is not accepted, neither is excessive public display of affection (P.D.A. is limited to holding hands). In the event a student is verified as having willfully mutilated, defaced or destroyed school property, the students will be suspended in accordance with B.O.E. policy, will be required to pay a dollar amount including labor costs for repairing the damages, probable community or school service and possibly criminal prosecution since vandalism to school property is a crime in Kansas (misdemeanor or felony).

DRESS CODE

1. All students are to dress neatly in attire that is becoming to an educational setting.
2. Students are to wear shoes at/in school.
3. All clothes should be free of lettering and designs, which might be obscene, suggestive, and disruptive, have inappropriate printing or pictures or promote alcohol, tobacco, or drugs.
4. Extreme apparel is not allowed at school (i.e., tank tops {not three fingers wide}, mesh shirts, excessively sagging clothing, excessively short shorts, spandex or biking shorts, halter tops, strapless tops, bare midriff clothing, massive or multiple holes, wallet and key chains and cut off tee-shirts, shorts, or shirts). Open-back tops (shirts that have large openings in the middle of the back) are not allowed. Shorts and skirts will be measured with arms at the side and should be no shorter than fingertips. Holes in jeans are measured same way; no skin showing if holes above fingertips.

5. Sunglasses (to include prescription) are not to be worn inside the school building.
6. Headdress is not allowed at school, *including gym*, during the normal day for guys and girls (i.e., hats, caps, sweat bands, “doo rags”, bandannas, scarves, hoods). *Headdress is allowed in the shop areas for safety purposes.*

LOCKERS

Students will be loaned a school locker to store school materials and school supplies as well as various personal items. Do not give locker combinations to other students, as the school is not responsible for lost or stolen items from lockers. Lockers should not contain vulgar, obscene, offensive or dangerous materials. School officials reserve the right to open and reasonably search school lockers loaned to students. Malfunctions of locks or lockers should be reported to the office immediately.

PASSES FROM CLASSROOM

Students should not be out of an assigned class in the hallways, locker area, or rest rooms without a pass from a teacher, counselor, secretary, or administrator. Students out of class should have a clipboard with the approved hall pass completely filled out with them at all times. No student will be allowed out of class without approved pass. If a teacher needs a student to come to their classroom area, that teacher can write a note to the regularly assigned teacher and have that student come to the requested area, with the approved pass.

PERSONAL PROPERTY

Under most circumstances students of Jayhawk-Linn are not to bring iPods, mp3 players, radios, CD players, cassette players, “beepers”, pagers, portable-type phones, or laser pointers into the school. Students/parents are advised to mark all personal property with their name or an identification mark. **Students should not bring valuable items or large amounts of money to school.** It is suggested that students do not borrow or lend money or items of value. Please report any lost or stolen items to the office as soon as possible and check the “lost & found” items in the office periodically. Students are asked not to use another student’s locker or locker contents. ***It is the responsibility of the student to lock and secure personal property in a locker to avoid theft.***

FIELD TRIPS

The policies of the school (including transportation procedures and dress code) are to be followed during field trips. *Failure to follow these policies will result in removal from the field trip and possible disciplinary action.*

School Health Services and First Aid

The school endeavors to maintain a healthful environment for all students in school and at school-sponsored activities. The school nurse is responsible for the general conduct of the schools health program. First aid for specific students is provided by the school nurse, secretaries and other school personnel. Parents are contacted regarding student accidents.

The school district endeavors to maintain a healthful environment for each student in school. The school nurse helps with:

1. First aid and emergency care.
2. Health inspections and instruction.
3. Immunization program
4. Communicable disease program
5. Referrals to physicians
6. Maintenance of student health records

Students are expected to comply with the state of Kansas rules and regulations regarding immunizations. Information is available from the schools and the county health department.

Because of state and district policies, the schools do not provide students with Tylenol/Motrin and any other medication. Parents who have students who need to take prescription or non-prescription medications or treatments, while at school should contact the school office for this need. Written request from a physician, dentist or prescriber must accompany all medication, including all over-the-counter medicine, herbs, and alternative products administered by school personnel. The district does not diagnose or treat students except under written orders of a physician.

REGULATIONS (General) OF USD 346

Names of students will not be given to individuals to use in selling or soliciting. Lists will be provided to colleges and accredited educational institutions so the student may be made aware of further educational opportunities. Administrative suspension of a student is subject to review by the Board of Education. Students at Jayhawk-Linn shall remain on the premises during school unless released by the administration. K.S.A. 72-89b03 requires schools to file a report with the local law enforcement agency concerning behavior incidents that could be interpreted as a misdemeanor or felony of which fights, acts of violence, stealing, and drug possession are interpreted. The contents of that report can be secured by contacting the Linn County Sheriff's office.

PROCEDURES FOR COMPLAINTS

It is the goal of the district to resolve problems at the lowest appropriate level. Parents and school personnel should work together as a team to provide the best educational program for children.

Step 1: The parent or guardian should make every possible effort to communicate with the teacher involved.

Step 2: If a satisfactory solution is not reached after step one, parent/guardian should seek a solution with the Principal.

Step 3: If a satisfactory solution is not reached after step two, then the parent/guardian may file a complaint with the Superintendent of Schools. Parents/Guardians can obtain a written complaint form from the Principal.

Step 4: If the complaint remains unsolved, parents/guardians may appeal to the Board of Education. Contact the Superintendent of Schools to request an appearance before the school board at least 7 days prior to the next scheduled board meeting.

Step 5: Should the parent/guardian not be satisfied by the final decision of the school system, outside legal counsel may be sought. The parent can file a complaint with the Office of Civil Rights at any time before or during the complaint procedures: Office for Civil Rights, 10220 N Executive Hills Blvd, 8th Floor, Kansas City, MO 64153-1367, (816)-880-4200.

COMPUTER POLICY: EXPECTATIONS / INTERNET

The following is a list of general rules and expectations for the use and care of Apple laptops.

Bring your laptop to school, fully charged, every day.

Students are to provide for the general care of their laptop. Ex: store laptop in provided case, do not store laptop in locker, do not toss book bag or storage case onto desktop, or on the floor, etc....

Students are not play games during class without teacher permission

Students are to use the laptops only when approved by the classroom teacher.

Students are not to erase the “history” of Internet sites visited.

Students are not to download music, videos, or photos.

Students are not to allow another student to use his/her laptop.

Violation of these general rules shall cause the following consequences

1st offense

Possible warning

Possible detention

2nd offense

Possible warning

Possible detention

3rd offense

Possible detention

ISS

The following are considered more serious policies concerning the use of laptops

Students are not to create or use “proxy” sites.

Students are not to leave their laptop unattended at any time.

Students are not to use technology to threaten, intimidate, harass, or terrorize others. (Cyber Bullying)

Students are not to use technology to post sensitive or private information about themselves or others. (Cyber Bullying)

Violation of these policies will result in the following consequences

No Warning

1st offense

1 day of ISS

2nd offense

3 days of ISS

3rd offense

5 days of ISS

Loss of laptop privilege.

STUDENTS WHO ARE ON THE INELIGIBILITY LIST FOR TWO CONSECUTIVE WEEKS AS SET FORTH BY THIS HANDBOOK WILL HAVE LIMITED ACCESS TO THE INTERNET UNTIL THAT STUDENT HAS BEEN REMOVED FROM THE INELIGIBLE LIST.

INSURANCE: STUDENT & ATHLETIC

USD 346 carries only catastrophic accident insurance for students involved in activities sponsored by the Kansas State High School Activities Association. Parents can purchase insurance for athletes and students through an independent insurance program. Parents are encouraged to consult their private insurance company regarding coverage at school.

FOOD & DRINK / LUNCH

Food and/or drink are not to be taken into the academic areas of the school, except for water. Students may place lunches in their lockers for lunch or field trips but must be eaten in the designated areas. With authority established by **USD 346 Board of Education policy JGH, students will remain at school through the lunch period.** Students may purchase meals from the school lunch program or bring lunch from home. Parents may also bring a lunch to the office that will be delivered to the student. Lunch and breakfast food is to be eaten in the cafeteria during the school day unless some other arrangement has been made (i.e., organization meeting or classroom guest speaker or periodically on outside tables). Breakfast is served from 7:30 a.m. until 7:55 a.m.

MEDIA IN THE CLASSROOM

Students who take classes where visual, audio, and print media are used will be given prior notice when said media contains material that might be deemed inappropriate. If parents/guardians wish their student not be exposed to that material, an alternative assignment will be provided. Parents and students should understand that the alternative assignment might require the student to work outside of the classroom and outside of regular classroom time frames.

SEMESTER FINALS

Each class will give a semester final at the end of first semester and at the end of second semester. No finals will be given at an earlier time to accommodate students being absent, without prior approval from building principal. Students will be exempt from taking second semester finals if the following are met, **class per class** basis:

- “A” in the class with 4 or less absences in said class

- “B” in the class with 2 or less absences in said class

- No tardies to said class

- No office referrals

- No ISS

Students cannot be exempt from taking college level class finals.

EXPECTATIONS AND CONSEQUENCES

SCHOOL AUTHORITY

Students of USD 346 are under the authority of any teacher, counselor, administrator, custodian, food service employee, bus driver and secretary any time they are on the school grounds or at any school function or field trip regardless of the location. Students are expected to give respectful attention to the requests and directives of all staff members, not just the instructors they know or are taking classes from during the school year.

SUSPENSIONS / EXPULSIONS

Kansas school law (K.S.A. 72-8901) grants the board of education or authorized administration to short term suspend (10 day maximum) or long term suspend (through the last day of the current semester) or expel (through the remainder of the current school year) students for violation of published regulations to include:

a) willful violation of any published regulation for student conduct adopted by the board of education b) conduct which substantially disrupts, impedes or interferes with the operation of any public school c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

It is the responsibility of the student to get their assignments when suspended.

Assignments are due the day that student returns to school.

CODE OF CONDUCT

The Student Council “Code of Conduct” for Jayhawk Students is:

1. Meet our school obligations cheerfully and promptly, realizing all the things we do for our school are as much a benefit to us as to others.
2. Show the best sportsmanlike behavior at all athletic events.
3. Refrain from disorderly conduct in the halls and classrooms.
4. Be courteous at all times, controlling our tempers and manners.
5. Dress in neat, appropriate and decent fashion.
6. Be at all times exceedingly careful not to destroy any school property, as it is not ours to demolish.

7. Always demonstrate respect for teachers, school staff and fellow students.
8. Do not use profane or improper language in school.
9. Follow all rules and ordinances made by school officials.

Properly conduct ourselves at all school activities both while at JLHS and visiting other schools. Remember that it is our behavior that reflects our school's reputation.

EMERGENCY SAFETY INTERVENTIONS

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of emergency safety intervention as defined in Board Policy GAAF. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

BEHAVIOR UNACCEPTABLE FOR STUDENTS

Acts of student behavior that interfere with a positive learning environment are unacceptable. The following list is not all-inclusive, but these unacceptable acts carry consequences of detention, suspension, expulsion, or arrest (or a combination thereof): 1-Assault 2-Activities Misbehavior 3-Drug Paraphernalia 4-Drugs 5-Tobacco 6-Alcohol 7-Cheating 8-Classroom Misbehavior 9-Computer Crimes 10-Defacing school Property 11-Defiance or Disrespect to Staff 12-Extortion 13-Fighting 14-Playing with Emergency Equipment 15-Fireworks at School 16-Lighters at School 17-Weapons (to include knives) 18-Vehicle Violations 19-Truancy 20-Theft 21-Tardies 22-Attendance Violation 23-School Bus Misconduct 24-Clothing Violations 25-Profanity 26-Improper Public Display of Affection 27-Lunchroom Misbehavior 28-Harassment / Intimidation / Threatening Students or Staff 29-Forgery 30-Food Outside Cafeteria

CLASSROOM EXPECTATIONS

1. Be prepared for every class, every day. Bring all necessary materials including but not limited to: textbooks, notebooks, pens/pencils, and laptop computer.
2. Be in your seat ready to begin class when the tardy bell rings.
3. Keep your hands, feet, and objects to yourself at all times.
4. Use only appropriate language. No put-downs or cruel teasing. No discussion of inappropriate topics.

5. Follow all directions given by staff and administrators.
 - a. Classroom procedures as established by each teacher.

Consequences

- 1st offense
 - Possible warning
 - Detention
 - If offense is severe, ISS
- 2nd offense
 - Possible warning
 - Detention
 - ISS
- 3rd offense
 - Detention
 - ISS

Students who are frequently removed from the classroom may be placed on an individual behavior plan.

ATTENDANCE POLICY

The principal shall be provided a written reason from the parent or guardian of any student who has been absent from school or shall have the parent or guardian telephone the school, so as the school knows that the student is being accounted for. In order for an absence to be an “excused absence” the student must provide a “professional note”, ie. from a doctor, chiropractor, dentist, etc., for the day(s) in which the student was absent. It is the responsibility of the student to obtain the necessary information from his teachers with respect to making up the schoolwork lost during the absence. If a Junior High / High School student has been absent, he must secure an admit slip from the office before returning to class the next day. If a student knows in advance they are going to be absent, the parent or guardian shall contact the office with the purpose of securing the student’s work ahead of time. Excused absences are defined as the following:

- a) Illness, or long-term illness, verified by a physician’s written notice or school nurse.
- b) Appointment for medical treatment – an appointment card must accompany the student upon return to school.
- c) A family crisis as approved by building principal.
- d) Extended student absences expressly requested by a parent or guardian by prior arrangement with the building principal.
- e) School approved activities.
- f) All other absences are unexcused. We will follow Kansas state law K.S.A. 72-1113 (c) regarding unexcused absences.

By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. K.S.A. 72-1111 defines a non-compliant student to be

one who is inexcusably absent from school for: **three consecutive days; or five days in any school semester; or seven days in any school year, whichever occurs first.**

When a student becomes “truant” according to the above Kansas Statute, notice will be sent to the County Attorney.

Following policy to be used for incidents of students with excessive absences, **in the same class period.** If student misses more than 20 minutes of a class period it will count as an absence for that hour.

<i># of Absences</i>	<i>Action</i>	<i>Action</i>	<i>Action</i>	<i>Action</i>
6	Letter to parent explaining policy, consequences, etc.			
9	Consequence #1	Notice of continued absences sent to County Attorney. If #1 not completed within a week, Consequence #2	Student placed on “Attendance Concern” list and attendance monitored.	Student and parent(s) will meet with administration and social worker to develop plan of assistance to reduce absences.
11	Consequence #1	Consequence #2		
12	Consequence #1	Consequence #2	Consequence #3	Additional letter to County Atty.
13+	Individualized disciplinary action.			

Consequence #1: 1 hour SSC. Must be completed within a week. One hour of SSC equals one days absence, at and above 9.

Consequence #2: Loss of computer for five days. Student may use computer during school only, cannot take computer home.

Consequence #3: No participation or attendance at any extracurricular activities, which include but are not limited to, athletic competitions, performances, dances, and field trips, for 10 days.

TARDY POLICY (SEMESTER)

The tardy policy of J.L.H.S. is an extension of the school’s attendance policy, but also a major component of the procedures in each classroom. Students will be held accountable for both components. There are no ‘excused’ tardies. Regular classroom procedures will operate on the following basis, with regard to tardies in the same class:

- 1st Tardy = teacher warning
- 2nd = teacher warning/parent contact
- 3rd = 15 minute detention served with teacher before/after school
- 4th = 30 minute detention served in the SSC before/after school

5th = Office referral – 30 minute detention in SSC before/after school plus 1 lunch detention. Conference with parent, classroom teacher, administrator and social worker to develop plan of assistance to reduce tardies.

6th = Office referral – 60 minute detention in SSC before/after school plus 3 lunch detentions

7th = Half day In School Suspension

8th = Full day In School Suspension

If a student is tardy to first hour they must go to the office and obtain an admit slip.

Once a student has reached nine (9) total tardies in the same class during a semester then administrative procedures will apply: which could include In-School Suspension, being placed on an individual plan, and/or being reported to the Linn County Attorney's office (late to school).

DETENTION POLICY

If a student violates the policies outlined within the Student Handbook, that student may be given a 30 minute or 60 minute, before school, or after school detention. Students must serve that detention within two days of it being assigned. Detention times will run M-Th at the following times:

7:25 to 7:55 AM 7:00 to 7:55 (hour detention)

3:15 to 3:45 PM 3:20 to 4:15 (hour detention)

Detention times will be served in the student support center (SSC).

If students fail to serve their assigned detention within that two-day period, an In-School Suspension will be assigned in addition to the original detention time.

Students, who are assigned multiple detentions on the same day from different teachers, and for minor infractions, will have at least one detention re-dated in order to have enough time to fulfill all detention requirements.

If a student is given multiple detentions in the same day for more serious violations, or for repeat violations within the same day, an In-School Suspension may be assigned instead of the detentions.

BULLYING

"The district is committed to maintaining a learning environment free from bullying, discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability.

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

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member, or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive

educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear or harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256. USD 346 will not tolerate these actions by students, staff, or parents.

Bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

Any incident of discrimination in any form shall be promptly reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any student who engages in discriminatory conduct shall be subject to disciplinary action, up to and including expulsion."

PERSONNEL

FACULTY & STAFF E-MAIL ADDRESSES

Kandy Abernathy	Assistant Principal	kabernathy@usd346.org
Darrah Batcheler	Mathematics	dbatcheler@usd346.org
Terry Blythe	Language Arts	tblythe@usd346.org
Brett Brownback	Agricultural Education	bbrownback@usd346.org
Jeana Brownback	JH Social Studies	jbrownback@usd346.org
Genea Bruner	Counselor	gbruner@usd346.org
Brian Carlson	Assistant Technology	bcarlson@usd346.org
Jeanette Carper	Head Cook	jcarper@usd346.org
Jason Casner	Science	jasner@usd346.org
Shelley Cochran	Secretary	scochran@usd346.org
Angela Costantini	Art	acostantini@usd346.org
Jim Dillon	Principal	jdillon@usd346.org
Terri Gentry	Computers	tgentry@usd346.org
Darryl Gillespie	Custodian	dgillespie@usd346.org
Doug Hazelbaker	JH Mathematics	dhazelbaker@usd346.org
Penny Holloman	Paraprofessional	pholloman@usd346.org
Christa Holt	Physical Education	cholt@usd346.org
Kirk Holt	Science	kholt@usd346.org
Kris Holt	Special Education	krholt@usd346.org
Shelby Krull	Paraprofessional	skrull@usd346.org
Vickie Laderer	Nurse	vladerer@usd346.org
Randy Leach	JH Science	rleach@usd346.org
Donna Long	Secretary	dlong@usd346.org
Scott Murphy	Technology Director	smurphy@usd346.org
Stephanie Nichols	Paraprofessional	snichols@usd346.org
Sally Orth	Social Workers	sorth@usd346.org
Joel Schauf	School Psychologist	jschauf@usd346.org
Kevin Spencer	Mathematics	kspencer@usd346.org
Barry Spitzenberger	Social Studies	bspitzenberger@usd346.org
Jake Storey	Social Studies	jstorey@usd346.org
Jessica Storey	Special Education	jestorey@usd346.org
Nick Stults	Language Arts	nstults@usd346.org
John Traul	Industrial Arts	jtraul@usd346.org
Marcella Troth	Paraprofessional	mtroth@usd346.org
Chasity Ware	FACS	cware@usd346.org
Theresa White	JH Language Arts	twhite@usd346.org
Rachel Wilson	Music	rwilson@usd346.org

CLUBS, ORGANIZATIONS & ACTIVITIES

Students are invited to participate in any of the following groups

Baseball.....	Jake Storey
Cheerleading	Wendi Baldwin/Tara Nicholas
FCCLA.....	Chasity Ware
FFA	Brett Brownback
HS Boys Basketball	Barry Spitzenberger
HS Football	Randy Leach
HS Girls Basketball	Kris Holt
HS Golf.....	Joe Wunderly
HS Student Council	Genea Bruner
HS Track.....	Clint Johnson
HS Volleyball	Christa Holt
HS Wrestling.....	Bret Kramer
HS/JH Cross Country.....	Donna Long
HS/JH Scholars Bowl	Rachel Wilson
JH Boys Basketball.....	Kirk Holt
JH Football.....	Kirk Holt
JH Girls Basketball	Randy Leach
JH Golf.....	Barry Spitzenberger
JH Leadership	Genea Bruner
JH Track.....	Christa Holt
JH Volleyball	
JH Wrestling	Jarred Avery
Softball.....	Kris Holt
Yearbook.....	Theresa White